

Hourly Spin Cycle

These need to be done before you're on your phone.

- Laundry - needs to be going AT ALL TIMES
- Check on hot towels
- Pick up processing room i.e. pick up cups, place pillows, and magazines
- Organize round bar/product tower
- Clean up color bar i.e. marry developer, crank color tubes, organize color tubes, wipe down color tubes, wipe down color bar, bring quote sheets up to the front
- Gather all laundry (including bathrooms)
- Tidy break room i.e. cleaning dirty color bowls, dishes in the sink
- Tidy up underneath round bar i.e. trash cans, laundry baskets, recycling basket, hair recycling
- Set up color trays for colorists (look at the book and see what color service they have coming up)
- Refresh the books as appointments move constantly

2 x / Shift

These are done at the beginning and end of shift in addition to duties.

- Sweep the salon from front to back (including bathrooms and processing room)
- Tear foils on the back bar, not in the break room
- Marry and restock shampoo/conditioner bottles
- Switch and empty Barbicide (Barbicide Cycle)
- Marry developers
- Clean hand held mirrors

1 x / Week

- Wipe down color trays
- Restock product tower
- Clean baseboards
- Wipe down station mirrors including the "lip" of mirror
- Clean top of stations
- Clean base of shampoo bowls (where sink meets base)
- Wipe off picture frames, fire extinguisher, etc.

Order of Importance

1. Clients
 - a. Hand massages, lip touch ups, getting hot tea or water
2. Stylists
 - a. Being aware of their needs
3. Salon
 - a. Keeping the salon tidy and running smoothly
4. Duties

Things to Note

You can be on your phone, but it shouldn't be for longer than a couple of minutes. This will be noticed.

* Unless you are guest care, do not hang out up at the front. You are needed on the floor or doing duties in the back. With that being said, feel free to periodically check in with them to see if they need help with spin cycle.*

If front desk has a line to the door, jump up front and check people in/out.

Help put away retail orders

There is no reason to be in the break room unless you're folding towels, washing bowls, or eating lunch.

There is always something you could be doing. Pull out a mannequin. Work on a new skill or technique. Watch stylist cut/color/blowdry hair

The point is to have a tidy, clean, smooth running salon.