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# Example of Cosmetology Job Description

Our growing company is looking for a cosmetology. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for cosmetology

* Investigate complaints regarding questionable or irregular practices, file affidavits & testify at hearings or in court
* Prepare & submit daily, weekly, monthly & special reports as assigned
* Maintain files on all schools, salons & tanning facilities for an assigned area
* Assist in preparing & administering licensing examinations, practical & written tests & special projects as assigned or directed
* Serve as technical expert on special committees, panels or other projects as assigned or directed
* Perform other board duties as assigned
* Oversee the daily duties of the salon floor and ensuring salon and student training are in compliance with the Illinois Department of Financial and Professional Regulation for licensed Cosmetologists
* Work as the liaison between Cosmetology students and clients for consultation of services needed and manage all necessary paperwork upon completion of assessment
* Analyze, on monthly basis, salon services, product usage, and trends, with the School and Program Directors to determine ongoing standards for inventory management, student learning outcomes, student productivity goals, and customer retention goals
* Demonstrate business acumen, with understanding of key business drivers and identify opportunities of growth for the salon and create plans of action by implementing marketing strategies that will assist with program promotion and salon services

## Qualifications for cosmetology

* Minimum of five recommendation letters, two from former students, three from former employers
* Demonstrate knowledge of current methods in the cosmetology field
* Demonstrate ability to conduct and supervise all aspects of the salon operation
* Demonstrate experience, and/or classroom strategies for, effectively instructing students and working with staff from various cultures, racial heritages, ethnicities, ages, genders, sexual orientations, abilities, classes, and religions
* Current First Aid/CPR/AED a plus
* Five years of shop experience