

**Job Title**      **Nail Artist**  
**Reports To**    **Spa Manager**

**Summary**      Our Nail Artists administer professional Manicures and Pedicures to our clients in a Spa environment.

**Minimum Requirements**

- Must possess a positive, upbeat personality with a passion for outstanding customer service.
- Excellent grooming and personal hygiene.
- Current Washington state license.
- Ability and willingness to work weekends, evening and holidays.
- Speak with others using clear and professional language.
- Ability to create and build rapport with internal and external customers.

**Physical Requirements**

- Sit for an extended period of time.
- Constant lifting, bending and reaching.
- Maneuver tight spaces with ease.
- Lifting, push and pull up to 20 pounds & carry loads up stairs.
- Move, grasp, lift, carry, push, pull, and place objects weighing less than or equal to 20 pounds without assistance.
- Perform between 6 and 8 hours of therapies per day.

**Essential Functions**

- Follow all company policies and procedures;
- Ensure uniform and personal appearance is clean and professional;
- Maintain confidentiality of proprietary information; protect company assets.
- Welcome and acknowledge all guests according to company standards; Anticipate and address guests' service needs; Thank guests with genuine appreciation.
- Performs nail care treatments, touch therapies which includes light massage, to guests.
- Assess any nail problems or conditions, and suggests appropriate therapy based on current health of client.
- Assess guest needs, inquire about contraindications, and examine skin or nails to evaluate condition, appearance, and appropriateness of scheduled service.
- Determine and advise guests on proper nail care and recommend home care regimens.
- Escort guests to and from treatment rooms.
- Arrange workstation, treatment room, and/or drapes, and check with guest to ensure guest comfort and safety throughout service.
- Promote and sell spa services and products. Recommend retail products for clients' at-home usage.
- Clean, maintain, and sterilize tools. Maintain cleanliness of workstation and/or treatment room throughout shift, dispose of trash and dirty linens, and secure supplies and equipment at the end of each shift.
- Monitor and stick to time schedule throughout the day.
- Stock and maintain treatments rooms according to standard operating procedures.
- Handle inappropriate guest behavior by stopping service and informing supervisor/manager.

- Report accidents, injuries, and unsafe work conditions to manager; complete safety training and certifications.
- Perform other reasonable job duties as requested by Supervisors.