

ANNEXURE "B"**(Only attach relevant Job Description as Annexure "B")****GENERAL ASSISTANT:**

1. cleaning and/or sweeping premises;
2. cleaning clients' shoes;
3. Running errands;
4. providing refreshments to staff and clients of a salon;
5. sanitizing and disinfecting tools, equipment and surfaces;
6. washing dishes;
7. doing laundry and ironing

OPERATOR:

1. draping, brushing, shampooing and/or drying clients' hair;
2. removing veils, pins, rollers, clips and other setting aids;
3. preparing clients' for highlighting of hair;
4. applying instant conditioners, rinses or colour shampoos;
5. placing clients under or removing clients from driers;
6. applying of perm lotions;
7. neutralising and rinsing perms and relaxers;
8. pulling out highlights and applying bleach over a highlight cap;
9. giving clients scalp treatments by the application of any hairdresser treatment products, prescribed by the manufacturer of that product, excluding any treatment performed by infra-red ray, ultra violet ray, or thermo treatment;
10. tinting and applying colour (permanent and semi-permanent) and applying toners and/or bleach
11. cleaning and/or sweeping premises
12. cleaning clients' shoes
13. running errands
14. providing refreshments to staff and customers of an establishment
15. sanitising and disinfecting tools, equipment and surfaces
16. washing dishes
17. doing laundry and ironing.

SENIOR OPERATOR (Only applicable to Area 5)**The same duties as an Operator and includes blow-waving, setting and winding perms.**

RECEPTIONIST AND/OR TELEPHONIST

1. receives clients and/or books appointments;
2. keeps accounts and records;
3. does any clerical work;
4. handles cash;
5. is responsible for counter sales;
6. is responsible for stock control;
7. is responsible for advertising and promotion;
8. arranges merchandising displays.

MANAGER/ESS

1. quality control;
2. staff management;
3. training and development of staff;
4. stock control;
5. time management;
6. marketing and promotions;
7. administration, accounts and orders;
8. grievance and disciplinary procedures;
9. salon maintenance and security;
10. housekeeping and running costs;
11. cash control.

HAIRDRESSER

Any service to the scalp or the hair of the head or face, including the following:

1. shampooing, cleansing, conditioning and treating;
2. chemical reformation of the hair including permanent waving, relaxing and straightening of the hair;
3. hair colouring, including tinting, dyeing and colouring by means of permanent, semi-permanent or temporary processes, including the use of colour rinses, shampoos, gels or mousses; and lightening by means of tints, bleaches, highlights or high lifting tints or toners;
4. hair cutting and shaping;
5. barbering services including shaving and singeing of hair;
6. hair styling, designing, shaping, curling, waving, including blow drying, styling, tonging, crimping, straightening and silking;
7. massage or stimulative treatment of face, scalp or neck.