

AEN 6.1.1 Position Description - Template

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| **Beauty Services****Position Description** |
| **Purpose**Position Descriptions are written statements that clearly describe the duties or task to be undertaken and the responsibilities of the particular position. The position description also includes information about working conditions, tools and equipment used, knowledge and skills required and Work Health and Safety responsibilities. |
| **Employee Name : TBC** | **Date PD Issued: 24/04/2025** |
| **Position: Beauty Trainee ( Certificate IV in Beauty Services )**  |
| **Host Employer: Pure Envy**  | **Supervisor: Natasha D** |
| **Host Employer Address: Brown St – Hamilton 3300**  |
| **Westvic Staffing Solutions Apprentice / Trainee Consultant: Kim Cameron – 0408 948 248**  |
| **Duties of Position:** |
| **Tasks Involved:*** Greet customers upon arrival
* Client bookings
* Waxing and tinting
* Nail treatments
* Massage, shellac, acrylic, SNS
* Facials
* Spray tan
* Cleaning salon and keeping all areas respectable.
* Various other roles
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| **Personal Requirements:*** Well presented and professional
* Familiar/knowledge of beauty products
* Genuine interest in the beauty sector
* Willingness to learn
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| **Workplace Health and Safety:*** Follow Westvic Staffing Solutions’ and the Host Employer’s Workplace Health and Safety policies, procedures and

workplace instructions* Co-operate with the Employer and Westvic Staffing Solutions with respect to any action taken by the Host Employer and Westvic Staffing Solutions to comply with any requirements to provide a workplace that is safe and without risks to health
* Correctly wear and maintain items of personal protective clothing and equipment that are provided
* Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions whilst at work
* Report any incidents with in the workplace to the Host Employer and Westvic Staffing Solutions without delay.
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| **Additional Information*** **Hours Per Week : 30 hours per week**
* **Days per Week: Monday to Friday**
* **Award / Agreement: National Training Wage Level A / Hair and Beauty Award post 2010**
* **Superannuation: 11.5%**
* **Commencement Hourly Rate: As per Award**
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| **Copy to :  Employee  Host Employer  Main File** |

# Position Description Acknowledgement

All parties have received, reviewed and fully understand and accept the Position Description and the tasks and conditions included within.

# EMPLOYEE:

Employee Name:

Employee Signature: Date / /

# HOST EMPLOYER:

Host Employer Name: Natasha Donaldson

Host Employer Signature: Date / /

# WESTVIC STAFFING SOLUTIONS:

Westvic Staffing Solutions Representative Name: Kim Cameron

Westvic Staffing Solutions Representative Signature: Date / /