



## **Job Description**

**Job Title:** Beauty Therapist  
**Department:** Tempus Spa  
**Responsible To:** Spa Manager

### **Job Summary:**

To provide a range of treatments to guests, members and local clients ensuring they are met in a professional, timely and efficient manner to support in achieving the department's budget and standards. The Therapist must maintain a professional standard at all times.

### **Main Duties & Responsibilities:**

- To carry out treatments to the highest of standards
- To support excellent working relationships within the department.
- To provide a high quality service to all our guests
- Attend and contribute in monthly departmental meetings
- Attend Health & Safety Meetings as required
- Complete successful Fire Evacuations on a bi-annual basis
- Maintain data integrity of any electronic stock control system, point of sale, spa scheduling and hotel systems
- Comply with all HR policies with regard to recruitment and disciplinary procedures
- Ensure that all department equipment is in good working order
- To attend any internal or external departmental training organised on your behalf
- To accurately record treatment and retail records for commission
- Ensure that proper key controls are in effect
- Ensure that all Spa supplies are efficiently requisitioned from storage and that weekly/monthly stock takes are taken
- Follow and deliver all H& S procedures in accordance with the NOP and EAP
- Proactively support the Health and Safety Policy of the business in conjunction with the Health & Safety at Work Act
- Always use the correct cleaning materials and in the correct manner at all times as laid down by the Control of Substances Hazardous to Health, (COSHH) Regulations 1988 and maintain your department COSHH Register
- Comply with the Fire Safety Policy of the business
- Ensure safe working practices are adhered to at all times
- To be able to operate a manual system during down time.



- Report any unusual occurrences immediately to the Head Therapist or Health Club Manager
- To be fully conversant with the product and service standards relating to both the spa and other departments in the hotel
- Any other duties as imposed by the needs of the business
- To help Tempus Spa with duties such as Pool Test and General housekeeping tasks
- To carry out any reasonable request by a senior manager
- To be able to work shifts with maximum flexibility as and when necessary
- Working hours as required to do your job but normally

**This list of duties is not exhaustive, nor is it intended to be, and duties are not listed in any order of priority.**

I have read and agree to the responsibilities and duties set out in the above Job Description for the position of **Beauty Therapist** and I agree to keep this job description updated at all times in accordance with the duties which are incumbent upon me.

Name

(PLEASE PRINT):

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Signature:

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Date:

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