

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

COSMETOLOGIST

DEFINITION

Performs skilled cosmetology work in a state institution; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Applies and teaches basic beauty care techniques to residents.

Gives haircuts, shampoos, permanent waves, hair color treatments, scalp treatments, and manicures.

Keeps beauty equipment and premises clean and in sanitary condition.

Sterilizes all beauty shop instruments.

Arranges work schedules and appointments.

Orders supplies and maintains inventory of all instruments.

COMPETENCIES REQUIRED

Knowledge of beautician supplies, equipment, methods and techniques.

Knowledge of sanitary and aseptic methods and procedures.

Knowledge of the care and maintenance of beautician equipment and tools.

Ability to perform work with tact, courtesy and efficiency.

Ability to follow oral and written instructions.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest and unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Licensure by the state Board of Cosmetology Examiners;

OR

substitution of a valid work permit as issued by the Iowa Health Department.

Effective Date: 3/93 GR