



**POSITION DESCRIPTION**  
Cosmetology Technician

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**Position** .....Cosmetology Technician  
**Department/Site** .....  
**FLSA** ..... Non-Exempt  
**Evaluated by**.....  
**Salary Range** .....27

**Summary**

Under the direction of the Director of Cosmetology, performs technical duties to assist in the operation and maintenance of the cosmetology laboratories. Provides various solutions and supplies for laboratory activities. Prepares materials and supplies, and manages the cosmetology dispensary.

**Essential Duties and Responsibilities**

- Manage the cosmetology dispensary; maintain dispensary in a safe, clean, and orderly condition.
- Provide cosmetology chemicals, solutions, and supplies, such as permanents, shampoos, and gels to students.
- Prepare materials and supplies including breaking down concentrated product to correct formulation for use as per manufacturer’s directions.
- Prepare all set ups for client services and instruction as needed.
- Oversee and record predisposition tests for chemical service.
- Order, receive and store cosmetology supplies and materials; maintain inventories, assuring that adequate quantities are available for student use.
- Prepare and maintain records regarding student and patron chemical service information.
- Maintain laboratory in a clean, orderly, and safe condition.
- Maintain material safety data sheets (M.S.D.S.) on all products used in department.
- Performs other duties as assigned that support the overall objective of the position.

**Qualifications**

- **Knowledge and Skills**

- Requires knowledge of principles, practices, and procedures of cosmetology solution and chemical preparation and storage.
- Requires health and safety regulations involving cosmetology chemicals and solutions.
- Requires basic recordkeeping techniques.
- Requires knowledge of technical aspects of field of specialty.
- Requires oral and written communication skills.
- Requires interpersonal skills using tact, patience, and courtesy.

- **Abilities**

- Requires the ability prepare and store cosmetic solutions and chemicals in accordance with established procedures and rules.
- Ability to assure the care and security of assigned materials and supplies.
- Ability to issue and receive cosmetology supplies.
- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Must be able to communicate effectively in English, both orally and in writing.
- Must be able to establish and maintain effective working relationships with others.



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- Must be able to maintain records.
- Must be able to work effectively with a diverse population.

#### **Physical Abilities**

- Incumbent must be able to function effectively indoors and outdoors in a classroom/laboratory environment engaged in work of a moderately active nature.
- Requires sufficient ambulatory ability to stand for extended periods of time, lift and move medium-to-heavy weight materials up to 75 pounds, reach from awkward positions using hand-eye coordination to insert parts, and to climb, balance, and move to work stations.
- Requires sufficient arm, hand, and finger dexterity to setup experiments and use a computer keyboard and other office equipment.
- Requires normal hearing and speaking skills to communicate with staff and students in one-on-one and small group settings.
- Requires visual acuity to read printed materials and labels and to observe students perform tests and assignments.

#### **Education and Experience**

- A high school diploma, or the equivalent, and two years of cosmetology-related experience.

#### **Licenses and Certificates**

- May require a valid driver's license.
- Requires possession of a valid cosmetology license.

#### **Working Conditions**

- Work is performed indoors where safety considerations exist from physical labor and handling of chemicals.