

# Job Posting

## GUEST SERVICES

PART-TIME & FULL-TIME OPENINGS  
CHICAGO INSTITUTE

THE DEADLINE TO TURN IN YOUR RESUME FOR THIS POSITION IS  
WEDNESDAY, FEBRUARY 15<sup>TH</sup>

### RESPONSIBILITIES (INCLUDING BUT NOT LIMITED TO):

- Provide exemplary guest care
- Greet and check guests into services and assist in guest's check out after services are complete
- Maintain retail area and ensure aesthetic presence of salon
- Assist guests in the retail area with knowledge of Aveda products
- Continue education on all Aveda products and services through provided training
- Uphold Douglas J Culture, Image Principal and Creed

### QUALIFICATIONS:

- Strong verbal communication skills
- Basic computer skills
- Charismatic, outgoing personality
- Must be punctual
- Self-motivated with the ability to multi-task
- Superior guest servicing skills, previous retail experience preferred
- Flexible scheduling and availability required
  - Full-Time candidates must be available to work a variety of shifts throughout the week including days, evenings and weekends
  - Part-Time candidates must be available to work Friday, Saturday and Sunday
- Polished, professional image

IF YOU ARE INTERESTED IN APPLYING FOR THIS POSITION PLEASE SUBMIT A RESUME AND COVER LETTER TO  
JENNY PERZANOWSKI, HR COORDINATOR  
JOBS@DOUGLASJ.COM | 517.853.6967 | CORPORATE OFFICE 225