

# Job Posting

## GUEST SERVICES

PART-TIME | 20-25 HOURS PER WEEK  
OKEMOS DAY SPA & SALON

THE DEADLINE TO TURN IN YOUR RESUME FOR THIS POSITION IS  
WEDNESDAY, FEBRUARY 22<sup>ND</sup>

### RESPONSIBILITIES:

- 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, must be able to work evenings and weekends
- 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