

TRINI: CLIENT EXPERIENCE AND EXCELLENCE

At Trini, we strongly believe in developing our family members so that you, as well as our business, can prosper in a teamwork environment where all members are accountable, sharp, and most of all, appreciated. Welcome to the family!

DUTIES AND TASKS

As the gatekeeper to management at Trini, you are the eyes and ears of salon operations. Your job requires that you support decisions made by management and help enforce them.

Tasks Through Shift

Throughout your shift, you must keep up with the following tasks in order to do a great job.

- Carry the phone on you at all times
- If the phone is out of service, call Primecast immediately at 1-866-671-1117
- Check restrooms
 - ✓ Toilet paper
 - ✓ Hand towels
 - ✓ Tissue
- Oversee that all salon areas are kept neat
- Log late employees
- Delegate shelf stocking to available operator¹
- Keep retail shelves dusted
- Complete all daily calls
 - ✓ Confirmation
 - ✓ New Client
 - ✓ Call Back
- Call NO SHOWS from the past few days
- Periodic floor walk
- Delegate dishes and laundry to operators
- Prepare *Black Folders*
- Enter new client information in computer
- Restock FD materials
 - ✓ Marketing material
 - ✓ Printer paper and ink
 - ✓ CC machine Paper
 - ✓ Receipt machine paper and ink

¹ ALWAYS say **please** and **thank you** when interacting with an operator.

Salon Front Desk Training Manual

M Planty



Salon Front Desk Training Manual:

Milady's Salon Receptionist's Handbook Judy Ventura, 1993 This one of a kind training manual will show students and professionals how to efficiently serve clients staff and management A must have resource this manual covers everything a professional receptionist needs to know to succeed in a career from procedures to techniques Just some of what you will learn includes How to function as a more professional level and achieve a more satisfying position How to run an appointment desk greet clients sell retail products and bookkeeping How to establish positive relationships with management and staff ALSO AVAILABLE AUDIOTAPE ISBN 1 56253 307 X *Franchise Opportunities Handbook* ,1991-06

Franchise Opportunities Handbook United States. International Trade Administration, United States. Department of Commerce, 1988 **Art and Industry: (1892) Industrial and manual training in the public schools** United States. Office of Education, Isaac Edwards Clarke, 1892 **Labor Relations Reference Manual** ,1999 Vols 9 17 include decisions of the War Labor Board

S/Nvq Level 2 Hairdressing with Barbering Candidate Leah Palmer, 2005 This candidate handbook covers all the relevant knowledge and skills to pass the S NVQ level 2 in Hairdressing It contains details on all types of hair case studies and activities and other key points **Franchise Opportunities Handbook** United States.

Bureau of Domestic Commerce, 1972 **Franchise Opportunities Handbook** United States. Domestic and International Business Administration, 1972 This is a directory of companies that grant franchises with detailed information for each listed franchise *Industry and Product Classification Manual* ,1982 *Franchise Company Data for Equal Opportunity in Business* ,1967 *Handbook of Integrative Clinical Psychology, Psychiatry, and Behavioral Medicine* Roland A.

Carlstedt, 2009-12-14 This is the long awaited text on interdisciplinary treatment and assessment of among other clinical topics brain derived behavioral cognitive and neurological disorders Niels Birbaumer PhD University of Tbingen Germany Member of the German Academy of Sciences Leopoldina Gone is the unidimensional approach of the expert summarizing a topic from a single vantage point Instead the content shifts laterally embracing not only interdisciplinary expertise but an integrative way of thinking that transcends each discipline What makes the Handbook so refreshing is that this cross pollination of ideas and approaches is more than novel theorizing It offers clinicians a new way forward Anthony Feinstein MD MPhil PhD FRCP University of Toronto To maintain the highest standards allied health care practitioners must keep pace with evolving trends in diagnostics interventions and methodologies This book supports clinicians by disseminating important perspectives research and procedures It provides an integrative roadmap that fosters interdisciplinary cooperation Key Features Presents reviews of research on a broad selection of clinical disorders Includes a wide range of established and emerging diagnostic and intervention approaches Discusses viable evidence based alternative treatment methods Critiques certain approaches paradigms and practices that may need to be revised Includes contributions from renowned psychologists psychiatrists and researchers Clinicians researchers and students will find this book a valuable source for interdisciplinary

practice and research It facilitates a sorely needed move toward integrative practice in an era in which specialization pervades

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Franchise Company Data for Equal Opportunity in Business United States. Bureau of Domestic Commerce,1970

Better Office Skills and Service United States Civil Service Commission. Bureau of Training,1971

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Resources in Education ,2001-04 **The Lincoln Library of Essential Information an Up to Date Manual for Daily Reference, for Self Instruction, and for General Culture Named in Appreciative Remembrance of Abraham Lincoln, the Foremost American Exemplar of Self Education** ,1924 New Outlook ,1908 The Dow Jones-Irwin Guide to Franchises Peter G. Norback,Craig T. Norback,1982

Salon Front Desk Training Manual Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has become much more apparent than ever. Its capability to stir emotions, provoke thought, and instigate transformation is really remarkable. This extraordinary book, aptly titled "**Salon Front Desk Training Manual**," compiled by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we shall delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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