



The job description below is intended to describe the general nature and level of work being performed by people assigned to this job. It is not an exhaustive list of responsibilities, and it is subject to changes and exceptions at the discretion of supervisors.

AVEDA JOB DESCRIPTION

Job Title: Dispensary

Department: Administrative

Position Purpose: To conserve product usage and increase daily productivity in the dispensary area.

Description of Duties:

- Monitor and update Millenium software in regards to student schedules, appointments and guest confirmations and reminder calls.
- Input guest service information in regards to services received, add on services, amount of product used, and color formulas.
- Manage assigned students dispensary duties, assist in color dispense, laundry and sanitations, makeup units, shampoo and spa areas.
- Manage product inventory, stock color product, checkout styling products and equipment, checkout nail supplies, and dispense specialty products.
- Inventory product nightly with updated lists of product needs.
- Decrease expenses in dispense.
- Increase productivity and quicken the daily flow for students and the institute.
- Assist the Experience Center with coverage and confirmation calls when necessary.

Direction Received:

- Inventory Specialist
- Institute Director

Responsibility:

Financial: Reduce product and color usage in dispensary.

Minimum Requirements:

Education: High School Diploma required; College degree or Business Certificate preferred.

Experience: 2 – 4 years experience working in customer service.

Other: Strong personnel skills. Leadership abilities.

FLSA: Exempt-Salaried Position