

Job Title: **Salon Receptionist**  
Location: **J. Dall Hair Salon**, Memorial/Spring Branch, Houston, TX  
Employment Type: Permanent, Part-Time/Full-Time  
Reports To: Lead Stylist/Salon Manager

### **About Us:**

J. Dall Hair Salon is a premier salon in the Memorial/Spring Branch area, co-owned by Nikki and Justin Dall. We pride ourselves on providing exceptional haircare services and creating a welcoming atmosphere for our clients. We are currently seeking a friendly and organized Salon Receptionist to join our team.

### **Key Responsibilities**

Greet and check in clients warmly and professionally

Manage appointment bookings and scheduling

Answer phone calls and respond to inquiries promptly

Handle client transactions and maintain accurate records

Assist with administrative tasks such as filing and data entry

Maintain a clean and organized front desk area

Support stylists and other salon staff as needed

### **Requirements:**

Proven experience as a receptionist or in a similar customer-facing role

Excellent communication and interpersonal skills

Proficient with computer systems and salon management software

Strong organizational and multitasking abilities

Ability to work effectively in a fast-paced environment

A positive attitude and a passion for delivering outstanding customer service

### Preferred Qualifications:

Previous experience in a salon or spa setting

Familiarity with salon booking software

Basic knowledge of haircare services and products

### Working Conditions

This position requires standing for long periods and working in a fast-paced environment.

- The role may involve flexible working hours, including evenings and weekends.

### Benefits

Competitive hourly wage

Opportunities for career growth and development

Employee discounts on salon services and products

Supportive and collaborative team environment

### How to Apply

If you are enthusiastic about joining our team and contributing to our salon's success, please send your resume and a brief cover letter outlining your qualifications and interest in the position to **info@jdallhairsalon.com** with the subject line "Salon Receptionist Application- [Your Name]."

In Texas, the Texas Department of Licensing and Regulation (TDLR) oversees the regulations for cosmetology, including the role of a shampoo assistant. Here's an overview of what a shampoo assistant (also known as a shampoo apprentice) can and cannot do according to Texas TDLR regulations:

### **What a Shampoo Assistant Can Do**

#### **Shampooing and Conditioning:**

- A shampoo assistant is allowed to wash, shampoo, and condition a client's hair under the supervision of a licensed cosmetologist.

#### **Applying Hair Treatments:**

- They can apply certain hair treatments like deep conditioners, detanglers, or leave-in conditioners, provided these are non-chemical treatments.

#### **Sanitization:**

- They are responsible for cleaning and sanitizing tools, workstations, and other salon equipment according to TDLR guidelines.

#### **Customer Service:**

- They can provide basic customer service, such as greeting clients, assisting them with capes, and helping them feel comfortable during their salon visit.

### **What a Shampoo Assistant Cannot Do**

#### **Chemical Services:**

- Shampoo assistants cannot perform chemical services, such as applying hair color, perms, relaxers, or any other chemical treatments. These services require a licensed cosmetologist.

#### **Cutting Hair:**

- They cannot cut, trim, or shape hair in any way. Hair cutting and styling are services that must be performed by a licensed cosmetologist.

#### **Using Hot Tools:**

- They are not allowed to use hot tools like curling irons, flat irons, or blow dryers for styling purposes. Any use of these tools must be done by or under the direct supervision of a licensed professional.

**Independent Work:**

- A shampoo assistant must always work under the direct supervision of a licensed cosmetologist. They cannot perform any services independently or without oversight.

**Advising on Hair Treatments:**

- They cannot provide advice or recommendations on hair treatments, products, or services. This is the responsibility of the licensed cosmetologist.

## **TDLR Licensing Requirements**

**Training Requirements:**

- A shampoo assistant does not need a cosmetology license but may need to complete certain training hours and be registered with the TDLR.

**Supervision:**

- All services performed by a shampoo assistant must be under the direct supervision of a licensed cosmetologist, who is responsible for the quality of the work and compliance with TDLR regulations.

## **Additional Compliance**

**Health and Safety Regulations:**

- Shampoo assistants must adhere to all health and safety regulations as outlined by the TDLR, including proper sanitation practices and client safety protocols.

**Workplace Conduct:**

- They must follow all salon policies and procedures, including those related to client confidentiality and professional conduct.

*It's important to stay up-to-date with any changes to the TDLR regulations, as laws and rules can be updated periodically. For the most accurate and current information, you can refer to the [Texas TDLR website](<https://www.tdlr.texas.gov>).*