

# JOB DESCRIPTION



## SALON ASSISTANT (PART-TIME)

### BE THE BACKBONE OF EXCELLENCE AT K&D AFRICAN HAIR BRAIDING

At K&D African Hair Braiding, we blend tradition with innovation to provide exceptional natural styling services in a warm, family-centric environment. As a Salon Assistant, you'll play a vital role in supporting our team, creating unforgettable client experiences, and contributing to the smooth operation of the salon.

This part-time position is perfect for energetic, solutions-oriented individuals eager to learn, grow, and thrive in a fast-paced and creative setting. If you're passionate about people, multitasking, and community, this is your opportunity to shine!

### WHY JOIN THE K&D FAMILY?

**Core Values:** Respect, integrity, teamwork, and efficiency guide everything we do.

**Growth Potential:** High demand for natural styling services and a loyal client base provide opportunities for career development.

**Unique Culture:** Work in a family-owned salon that combines heritage with cutting-edge systems to deliver superior client satisfaction.

**Professional Development:** Gain hands-on experience, access training programs, and grow into full-time opportunities.

### YOUR ROLE

As a Salon Assistant, you will:

- **Support Daily Operations**

Assist the Lead Operator with scheduling and managing same-day appointments.  
Process client payments and communicate client needs to the team.  
Take initiative during the Lead Operator's absence to ensure seamless operations.

- **Enhance Client Experience**

Mediate and resolve client concerns, ensuring satisfaction and retention.  
Foster a welcoming, family-oriented environment that reflects K&D's values.  
Upsell services and memberships to enhance client engagement and loyalty.

- **Contribute to Salon Success**

Maintain salon cleanliness and organization, creating a professional and inviting space.  
Capture and upload engaging photo and video content for marketing.  
Actively support client retention efforts and contribute to the salon's overall success.



# SALON ASSISTANT (CONT.)

## WHAT WE'RE LOOKING FOR

### REQUIRED SKILLS

- Energetic, upbeat, and solutions-focused mindset.
- Strong interpersonal skills with the ability to mediate high-tension situations calmly and professionally.
- Awareness of team dynamics and respect for traditional salon structures and seniority.

### PREFERRED EXPERIENCE

- Background in customer service or salon operations.
- Creative eye for capturing fun/high-quality photo and video content.
- A knack for social media communication, including AI tools.
- Basic hairstyling or maintenance knowledge with a willingness to learn.

## COMPENSATION & BENEFITS

**Pay:** \$15-\$20 per hour, based on experience.

**Bonuses:** Earn rewards for customer satisfaction, retention, upselling services, and social media engagement.

**Growth Opportunities:** Transition to full-time roles, access professional training, and advance your career in a supportive environment.

## OUR CULTURE

At K&D, we celebrate diversity, creativity, and community. As a family-owned business, we honor our heritage while fostering an inclusive and innovative workplace. Respect for traditional dynamics and team collaboration is at the heart of our operations, ensuring every team member feels valued.

### *Ready to Join the K&D Team?*

If you're ready to make a meaningful impact, grow your skills, and contribute to a salon redefining beauty through tradition and innovation, apply today.

Let's build something beautiful together!