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| **Job Title** | **Spa-Nail Technician - Contract** |
| **Department** | **Spa** |
| **Reports to** | **Resort General Manager** |
| **Grade** | **Nonexempt** |
| **Date** | **October 2022** |

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| **I. Job Summary**  |
| **Connecting man and nature in a way that benefits both. Callaway Gardens is not just a fun place to visit, it's a fun place to work!** **Have you been looking for a positive and friendly environment where you can do what you are passionate about with the ability to find a work/life balance that works well for you?**The nail technician is to provide an exceptional spa experience that exceeds the expectations of our guests. Perform manicures/ pedicures/ treatments and provide personal attention to each guest. |
| **II. Summary of Major Duties & Responsibilities**  |
| * Perform manicures/ pedicures/ treatments and provide personal attention to each guest.
* Greet and welcome guests.
* Follow all procedures and guidelines while administering nail care services. I.e., refer guests with medical problems to their physicians, adhere to time length, and conduct a pre-screening to determine any client contraindications.
* Hearing and visual ability to observe and detect signs of emergency situations.
* Must be able to lift, push, and pull a minimum of 25 lbs.
* Must be able to stand/walk up to 4-6 hours per day.
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| **III. Educational and Experience Requirements** |
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| *Education:* | High school diploma or equivalent vocational training certificate required.  |
| *Computer Skill & Other Technical Skills:* | Ability to utilize computer software and hardware required.    Ability to easily maneuver on computer keyboard required. Ability to learn, utilize and communicate effectively via company issued communication devices  |
| *Licenses or Certifications:* | Certified Nail Technician by Georgia State BoardPersonal Liability Insurance is required. (If you do not already have your own liability insurance, we are happy to help get you started)  |

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| **Lv. Working conditions and Physical Requirements** |
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| *Physical Effort:* | Significant portions of day require prolonged standing and moving around.   Ability to visually review documents and computer screen. |
| *Physical Environment:* | Ability to walk or stand for extended periods of time during course of shift.  |
| *Manual Skills* | Significant portions of daily assignments involve application of manual skills requiring motor coordination in combination with finger dexterity. |
| *Safety:* | Responsible for operating within hotel safety guidelines, including the safe and responsible operation of hotel equipment. Reports and addresses safety concerns as they arise.  Ensures safe handling of chemicals in accordance with hotel and department standards and utilizes proper personal protective equipment (PPE) when appropriate. |

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