

STATE OF WISCONSIN CLASSIFICATION SPECIFICATIONS

BEAUTICIAN

I. DEFINITION

This is responsible work involving the provision of a full range of hair care and related services to the patients or inmates of a state institution(s). Employees in this class function independently or with the assistance of assigned personnel and/or other beauticians. The work may be performed in a beauty salon or at various locations within the institution depending on the nature of the service being provided and the patients or inmates who are involved. The services provided by employees in this class include basic hair care and treatment, basic instruction in good grooming techniques, and, on occasion, special treatments and beauty care. The work is performed under general administrative supervision.

Examples of Work Performed:

- Give shampoos, waves, hair cuts, permanents, and other types of hair care. Determines the type of treatment and the hair style to be given based on such factors as the hair texture and length, age and general appearance of the patient or inmate, ease of maintenance, and the desires and/or needs of the patient or inmate.
- Provides specialized beauty treatments such as facials, scalp and hair treatments and manicures as required and/or as recommended by institution staff.
- Instructs patients or inmates in basic good grooming techniques relating to the hair and scalp, and provides specific instruction to assigned personnel and/or patients or inmates.
- Insures that acceptable sanitary and hygienic standards are maintained in connection with the operation of a beauty salon and/or the providing of hair care and related services in other locations.
- Insures that hair care and other necessary equipment is maintained in good operating condition.
- Gives emergency hair care treatment to patients or inmates for programs, visitations, or other special occasions.
- Organizes a regular schedule of hair care for all patients or inmates who are to receive such care and maintains necessary records and timetables.
- Makes progress reports on patients or inmates assigned to work in the beauty salon.
- Accompanies patients to and from the beauty salon or work area as necessary.
- Maintains necessary records and reports.

II. QUALIFICATIONS

Required knowledge, skills and aptitudes:

- Knowledge of modern methods, techniques and practices of hair care and related cosmetology practices and a high degree of skill in their application.
- Knowledge of the operation and care of beauty salon equipment.
- Knowledge of the normal operations of a beauty salon.
- Knowledge of basic first aid practices.
- Ability to cut hair in a wide variety of styles and to perform many types of beauty treatments.

- Ability to instruct assigned personnel (including patients or inmates) in the fundamentals of beauty salon work.
- Ability to instruct patients or inmates in basic good grooming and hair and scalp care techniques and practices.
- Ability to maintain proper sanitary conditions in the beauty salon and/or work area.
- Ability and willingness to work with the mentally and/or physically ill and/or mentally retarded.
- Ability to maintain necessary records and make reports.
- Ability to schedule work and determine priorities.

Training and Experience:

Completion of a recognized beauty operator course and one year of experience. An equivalent combination of training and experience may also be considered.

Special Requirement:

Possession of or eligibility for a valid beauty operator's or managing cosmetologist's license in the State of Wisconsin.

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