

Terms And Conditions Offer Letter

Dear _____,

We are excited to announce that we are offering you the position of Salon Coordinator/Operations Manager.

If you accept this offer, please find terms and conditions of your new employment contract below.

Position: You will be working as the Front Desk Coordinator/ Operations Manager reporting directly to Owner. The position will begin as the Front Desk Coordinator and gradually move into the Operations Manager as you successfully mastered the systems and structures of the salon.

Working Hours: 40 hour work week (*Tues, Thurs, Fri, Sat definite days – we will iron this out together*)

Training: There is mandatory training for this position and we will set a training schedule prior to starting. All mandatory training is paid hourly. You will have ongoing coaching from the owner as long as you remain employed at the salon.

Evaluations: Reviews are quarterly and they begin after 90 days. The first 3 months we will evaluate every 30 days.

Compensation: \$16.00 per hour for the first 90 days and increased to \$17.00 based on job description measurements being met. Also, In the first year, each quarter the goals are met, your pay will increase \$.25 per hour.

Bonus: Bonuses are based on monthly key indicator goals for the top 3 areas where growth is needed. During the first 90 days, we will measure the Average Retail Ticket (*ART*) and the Average Service Ticket (*AST*). You will receive \$25.00 for each goal met or exceeded. After 90 days an additional key indicator for growth will be added. After one year a bonus is paid on all key indicators, which are measured quarterly, but paid annually.

Benefits: After one year of full time employment, you will be eligible for one week paid vacation, 401K, Empowering You Advanced Trainings based on scope of next steps with position. Please note: Advanced Trainings are not mandatory and you will not be compensated for your time, but all training through Empowering You will be paid for by salon to support you and bring success to your position and advancement within the company.

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Measurements For Job Performance

- Stays in alignment with the owner
- Follows and maintains company values and procedures
- Monthly and annual product sales targets are met or exceeded
- Is a positive example for team members
- Successfully leads team members to achieve goals with supportive direction
- Delivers monthly meetings with front desk/service cycle training
- Revamping and upping systems for growth and ease of operations
- Monitors and trains on front desk and the service cycle
- Salon daily duties and tasks

To accept, sign and date the position of terms and conditions.

I understand the duties and requirements of this position and will complete them in the way they are specified inside of my job description.

Name

Date

Signature

Management

Date

Signature