Job Code: 54CU

Organization: Cutting Edge Hair Gallery

Job Title: Head maintenance and Assistant

Location: 1706 Dodge Ave

Age Eligibility: 14

Start Date: 6/9/2020  End Date: 8/15/2020

Pay Rate: Minimum wage

Type of Employment: Full-Time (37.5 hours per week)

Hours per Week: < 10

Description of Duties: Clean and mop the salon wash windows and general maintenance work

Tools/Materials Used in Job Duties: Broom mop rags

Desired Skills/Abilities: Self started, hard worker must live in the fifth (5th) ward, decent attendance in school and good grades
Job Code: 80HA

Organization: Hair Science

Job Title: Receptionist and Assistant

Location: 707 Howard st.

Age Eligibility: 14

Start Date: 6/8/2020  
End Date: 8/14/2020

Pay Rate: 9

Type of Employment: Full-Time (37.5 hours per week)

Hours per Week: 30-37.5

Description of Duties: Maintenance cleaning, sweeping, and laundry, greeting visitors, reception and scheduling.

Tools/Materials Used in Job Duties: Phone, basic office supplies, scheduling app, washer and dryer

Desired Skills/Abilities: Strong Customer service, Communication/people skills self starter/motivated and thorough. Must be punctual.
Job Code: 88EB

Organization: Ebony's Barbershop

Job Title: Shop Assistance

Location: 1702 Dodge Ave

Age Eligibility: 14, 15, 16, 17, 18

Start Date: 6/8/2020  End Date: 8/14/2020

Pay Rate: 8.75

Type of Employment: Full-Time (37.5 hours per week)

Hours per Week: 30-37.5

Description of Duties: Help keep up shop

Tools/Materials Used in Job Duties: N/A

Desired Skills/Abilities: Communication skills, and down to Earth