

THE GROVE CLUB  
**JOB DESCRIPTION**

**Job Title:** Nail Technician  
**Reports To:** Spa Manager

**Department:** Club Services  
**FLSA Status:** Non-Exempt

**General Summary of Duties**

The Nail Technician position will be responsible for providing nail services (manicures and pedicures) to members and guests at The Grove's Rosemary Spa. The ideal candidate is comfortable working exclusively on hands and feet and can use a variety of tools and techniques to maintain healthy nails and skin.

**Examples of Duties (including but not limited to the following)**

- Establishes and maintains professional relationships with members and coworkers.
- Always demonstrates the highest standards of service, greeting and welcoming members in a polite, gracious, and enthusiastic manner.
- Greets guests and escorts them to the appropriate areas in accordance with established guidelines and standards.
- Handles multiple priorities, works under stress, and exercises good judgment when dealing with member situations and complaints.
- Always demonstrates departmental knowledge and efficiency.
- Oversees and ensures the cleanliness and organization of the spa is in accordance with state and local regulations as well as club standards.
- Performs a range of nail services, including manicures, pedicures, gel nails, and nail art, according to client preferences and industry best practices.
- Completes nail services including, but not limited to: removing nail polish; cleaning, trimming, and filing nails; reducing calluses and rough skin; massaging and moisturizing hands and feet; and polishing and/or buffing nails.
- Promotes and provides information of nail treatments and services available.
- Maintains a positive and engaging demeanor with members, offering suggestions and advice on nail care and maintenance; promotes and sells nail and skin care products.
- Ensures a clean and sanitary work environment; sterilizes all tools and equipment after each use.
- Builds and maintains a client base by providing exceptional customer service and building relationships with members.
- Stays up to date on the latest nail trends, techniques, and products, and provides input to management on new products or services that could benefit the business.
- Keeps accurate records of all member services and inventory; participates in inventory management as needed.
- Promotes the spa and its services through marketing and promotional efforts as directed by management.
- Maintains compliance with applicable health, safety, and hygiene codes and standards.
- Performs other related duties as assigned.

**Required Qualifications**

- High School Diploma or GED
- Cosmetology and/or Nail Tech License preferred
- One (1) to two (2) years of experience providing nail services in a salon or spa environment
- Strong customer service skills, with the ability to build and maintain positive member/client relationships
- Proven ability to plan, organize, and execute requests with outstanding verbal and written communication skills
- Ability to maintain a clean and sanitary work environment

**Position:**

- Full-Time
- Schedule: 8-hour shift
- Supplemental pay types: Commission pay / Tips
- Location: College Grove, TN: Reliably commute or planning to relocate before starting work (Required)
- Experience: Nail care: 1 year (Preferred)
- Work Location: In person

**This job description is not intended to cover or contain a comprehensive listing of all activities, duties or responsibilities that may be required.**