

Title	Maintain order and supplies in a hairdressing or barbering salon environment		
Level	2	Credits	5

Purpose	<p>This unit standard is for entry level learners who will assist in a hairdressing or barbering salon environment to maintain order and supplies.</p> <p>People credited with this unit standard are able to, in a hairdressing or barbering salon environment, maintain: the cleanliness; the tidiness of the reception and client areas; the levels of supplies; and the laundry.</p> <p>This is a core component of hairdressing and barbering practice and underpins performance in all practical aspects of the trade.</p>
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Classification	Beauty Services > Salon Skills
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Available grade	Achieved
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Guidance Information

1 Definitions

Salon refers to a hairdressing salon or barber shop where the salon is registered under the Health (Registration of Premises) Regulations 1966.

Salon environment may be a workplace and/or training salon.

Expectations of the salon environment refer to the documented and/or accepted work practices within that salon. They may include instructions from senior co-workers.

Salon requirements refer to industry and legislative requirements relevant to the type of salon, for example those contained in:

- Sections 6 and 7 of the Health (Hairdressers) Regulations 1980;
- Australian/New Zealand Standard AS/NZS ISO 31000:2018, *Risk management – Guidelines*;
- AS/NZS 4804:2001 *Occupational Health and Safety Management Systems - General guidelines on principles, systems and supporting techniques*;
- Material Safety Data Sheets (MSDSs);
- Building Act 2004, Privacy Act 1993, Consumer Guarantees Act 1993; Fair Trading Act 1986, Health and Safety at Work Act 2015, Hazardous Substances and New Organisms Act 1996, Human Rights Act 1993, and Smoke-free Environments Act 1990; enterprise fire and emergency policies and procedures; and Health (Registration of Premises) Regulations 1966, and Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018.

Senior co-workers may include but are not limited to senior operators, supervisors, salon trainers, and managers.

Colouring aids refer in this unit standard to bowls, streaking caps and foils.

- 2 Salon requirements must be adhered to for all aspects of this unit standard.
- 3 Assessment against this unit standard will include evidence collected over a period of five consecutive scheduled working days. The five consecutive scheduled working days should allow for, but not include, valid absences.

Outcomes and performance criteria

Outcome 1

Maintain the cleanliness of the hairdressing or barbering salon environment.

Range includes but is not limited to – benches, mirrors, floor, trolleys, chairs, sterilising jar, reception area, dispensary, stock area, rubbish bins, bathroom, skirting boards, basin area, dishes.

Performance criteria

- 1.1 Perform cleaning duties at the opening and/or closing of salon day in accordance with the expectations of the salon environment.
- 1.2 Maintain the cleanliness of the salon throughout the day in accordance with the expectations of the salon environment.

Range may include but is not limited to – colouring aids, brushes, combs, perming rods.

Outcome 2

Maintain the tidiness of the reception and client areas of the hairdressing or barbering salon environment.

Performance criteria

- 2.1 Maintain the tidiness of the reception and client areas throughout the day in accordance with the expectations of the salon environment.

Range may include but is not limited to – straightening magazines, keeping reception clear of non-essential items, removing rubbish and dirty dishes.
- 2.2 The tidiness of the reception and client areas allows for ease of use and creates a welcoming physical environment for clients in accordance with the expectations of the salon environment.

Outcome 3

Maintain the levels of supplies in the hairdressing or barbering salon environment.

Performance criteria

- 3.1 Replace, clean, and rotate the stock in the retail area in accordance with the expectations of the salon environment.
- 3.2 Maintain the levels of stock and consumables for use within the salon in accordance with the expectations of the salon environment.

Range may include but is not limited to – refilling dispensers, capes, towels.

Outcome 4

Maintain the laundry requirements of the hairdressing or barbering salon environment.

Performance criteria

- 4.1 Empty the towel bins as required in accordance with the expectations of the salon environment.
- 4.2 Maintain the cleanliness of the laundry area in accordance with the expectations of the salon environment.
- 4.3 Maintain the laundry for service requirements in accordance with the expectations of the salon environment.

Range may include but is not limited to – levels of towels maintained, towels laundered and stored, laundry prepared for drycleaners.

Planned review date	31 December 2021
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	24 November 2005	31 December 2016
Review	2	26 November 2007	31 December 2016
Review	3	18 June 2014	N/A
Revision and Rollover	4	26 September 2019	N/A

Consent and Moderation Requirements (CMR) reference	0020
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact NZ Hair and Beauty Industry Training Organisation Inc
support@hito.org.nz if you wish to suggest changes to the content of this unit standard.