

Title	Maintain order and supplies for a beauty salon or clinic		
Level	2	Credits	4

Purpose	<p>This unit standard is for entry level learners in the beauty therapy industry.</p> <p>People credited with this unit standard are able to maintain: the cleanliness of the beauty salon or clinic; the levels of supplies in the beauty salon or clinic; the laundry requirements of the beauty salon or clinic; and the sanitation of tools and equipment in the beauty salon or clinic.</p>
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Classification	Beauty Services > Beauty Therapy
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Available grade	Achieved
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Guidance Information

- 1 Definitions
Salon or clinic may be a workplace and/or training salon or clinic.
Salon or clinic requirements, for the purposes of this unit standard, refer to any policies, procedures, and requirements of the company and/or workplace involved, and any ethical codes of relevant professional management, which collectively provide a standard that applies to all competent performances in this unit standard.
- 2 All work must comply with legislative and salon or clinic requirements. Legislative requirements include but are not limited to the Health and Safety at Work Act 2015, and its subsequent amendments.
- 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.
- 4 Assessment against this unit standard must not be in the form of a role-play or simulation, and will take place within the beauty salon or clinic where the candidate is employed or on work experience or in training.
- 5 In all dealings with clients, personal presentation, including personal hygiene, must at all times be of a standard that complies with salon or clinic requirements.

Outcomes and performance criteria

Outcome 1

Maintain the cleanliness of the beauty salon or clinic.

Range includes but is not limited to – floor, trolleys, chairs, therapy tables, reception area, dispensary, stock area, rubbish bins, bathroom, skirting boards, therapy rooms, dishes, wax pots, strip wax units.

Performance criteria

- 1.1 Perform cleaning duties at the opening and/or closing of salon or clinic day.
- 1.2 Maintain the cleanliness of the salon or clinic throughout the day.

Outcome 2

Maintain the levels of supplies in the beauty salon or clinic.

Performance criteria

- 2.1 Replace, clean and rotate the stock in the retail area.
- 2.2 Maintain the levels of stock and consumables for use within the salon or clinic.

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

Outcome 3

Maintain the laundry requirements of the beauty salon or clinic.

Performance criteria

- 3.1 Empty the linen bins as required.
- 3.2 Maintain the cleanliness of the laundry area.
- 3.3 Maintain the laundry to meet service requirements.

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

Outcome 4

Maintain the sanitation of tools and equipment in the beauty salon or clinic.

Performance criteria

- 4.1 Sanitise tools and equipment as required.
- 4.2 Maintain cleanliness of sanitisation areas.
- 4.3 Maintain levels of sanitised tools and equipment to meet service requirements.

Range may include but is not limited to – manicure tools, facial sponges, eye brow tweezers, brushes, beds, trolleys, waxing tweezers.

Planned review date	31 December 2023
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	20 October 2011	31 December 2020
Review	2	29 November 2018	N/A

Consent and Moderation Requirements (CMR) reference	0035
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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.