

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Cosmetology Receptionist/Cashier

**BASIC FUNCTION:** Under the supervision of the area Vice President, performs receptionist-cashier duties, State Board registration, clerical and other related duties as assigned pertaining to the school of Cosmetology.

**PROVIDES WORK OR LEAD DIRECTION TO:** Not applicable – no permanent full-time staff to supervise.

**REPRESENTATIVE DUTIES:**

1. Conducts all State Board of Cosmetology registrar business such as student enrollment, completions, and withdrawal papers.
2. Processes student applications for State Board examinations.
3. Audits student daily timecards; maintains student records for State Board inspection.
4. Receives incoming calls; assists in the maintenance of appointment books.
5. Receives cash from patrons and clears the register.
6. Supervises lab activities as required.
7. Gives information regarding Cosmetology day and extended day programs.
8. Coordinates job placement of students with beauty salon owners or managers.
9. Conducts follow up of graduates.
10. Issues cosmetology lockers to students.
11. Assists with dispensing of lab supplies and small equipment.
12. Participates in District-provided in-service training programs.
13. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
14. Performs other duties, related to the position, as assigned.

**EDUCATION:** Graduation from high school or GED equivalent is required.

**EXPERIENCE:** Previous clerical work experience or business training is required.

**LICENSES/CERTIFICATIONS:** A Cosmetology license is required.

**KNOWLEDGE OF:** State Board of Cosmetology (California) procedures.

**ABILITY TO:** Operate a cash register, adding machines, and work with figures; get along with people; handle complaints; work well under pressure; organize and plan the workload; keyboard at an acceptable rate of speed; maintain a pleasant telephone voice, good personal grooming, good attitude, and pleasant manner; establish and maintain an effective working relationship with others.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

**CONTACTS:** Co-workers, students, outside beauty salons.

**WORKING CONDITIONS:** Normal salon environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.