



culture guidelines, amenities, job  
description and more

# Salon 501's

culture guidelines



## The Vision

The Salon 501 Team serves a diverse community by specializing in all hair, skin and nail services through our ongoing education so that we can bring a sense of balance, beauty and belonging to each and every one in our salon. Bringing smiles one beauty service at a time.

## Core Values

- Responsibility
- Integrity
- Open-Minded
- Beauty
- Balance
- Sense Of Belonging

## The Mission

Making a difference in our community through our genre of hair, skin and nail services by creating a comfortable and friendly space where our focus is achieving looks specifically catered for each guest. We pride ourselves on paying close attention to a guest's particular needs and goals because "Being your true confident self-matters!" Salon 501 has a strong belief in taking care of each other in whatever capacity we are able + to create confidence in our community.

# Core Value Descriptions

- Responsibility

- Each person is empowered to take responsibility for his/her own job and goals.
- Be a positive contributor to the services, goals, communication and team dynamics.
- We have a shared responsibility and accountability to speak up and take the initiative to maintain our salons' strong foundation.
- Be a positive leader of change within Salon 501 as well as out in our community.
- Punctuality, show up on time ("on time" is actually showing up early)
- Communicate properly so there isn't time for tension to rise if there is an issue
- Value your client's time by practicing and getting faster at your craft or at least adding enough value to make the time they spend with you worth it
- Learn to value yourself and your time and to keep promises to yourself.
- Goal: Stop hitting snooze. Every time you hit snooze you are breaking a promise to yourself.
- Responds in a timely manner to messages and emails or sets clear expectations of when we can expect to hear from you.

- Integrity

- We act with integrity and honesty in the work that we do, the people we interact with and in the decisions we make.
- We are accountable to one another and to those whom we serve.
- Doesn't speak negatively about neighboring salons or our surrounding salons.
- Values small business
- Open to change
- We are fair + trustworthy.

- Open-Minded

- We strive to continually learn, improve, adapt and evolve in our services, communications, ourselves and our relationships with a positive open-minded attitude.
- Doesn't tear others down in any way.
- Uplifts others with their words
- Understands that words have power.
- Encourages team members and clients.
- Radiates positivity.

# Core Value Descriptions

- Beauty
  - We want guests to have meaningful and positive interactions with the salon 501 team.
  - We strive to understand our guests' needs and provide personal and thoughtful experiences, while always displaying respect and professionalism.
  - Understands the value of each individual (Seeing the whole person and not separate pieces)
  - Show up each and every time in a way that is professional and beautiful!
- Balance
  - We value a balanced work environment.
  - We strive for excellence, time and financial freedoms as well as take time for fun and celebrations.
  - We encourage individual and team behaviors that support a healthy and productive lifestyle.
  - Most of all smile, be happy and have fun! After all, we are doing what we love.
- Sense Of Belonging
  - We appreciate the value and diversity of our team.
  - We respect, trust and support each other.
  - We realize we are a part of a larger community within and outside of Salon 501 and we strive to support and serve our neighbors whenever possible.
  - Be willing to help other team members when you have down time
  - This is the SERVICE industry. If you are not in it to serve others, leave.

# Job Title: Independent Contractor/Booth Rent

## Contractor Positions Available

Full/Part Time Hair Stylist  
Lash Extension Artist  
Massage Therapist  
Nail Technician  
Esthetician  
Bridal Stylist

## Contract Range (Booth Rent):

\$343-687 per month



## Minimum Qualifications

- High School Diploma/GED
- Up to date License/Manager's License or certification for the service you offer
- Liability Insurance

## Full Occupancy Position for Contractors:

At Salon 501, we offer a full occupancy position for contractors. This position will give full range for hours of operation within Salons operating hours as well as a personal station and back room storage.

## Half Occupancy Position for Contractors:

At Salon 501, we offer a half occupancy position for contractors. This position will give you an opportunity to pick which schedule best fits your lifestyle and business goals. Each contractor will be sharing space with others and will need to remove personal items at the end of each shift.

## Per Day Position for Contractors:

Salon 501 also offers a position for contractors only seeking a few hours a week or month. This position is at premium price and is only available on a limited basis. This is a position that does not offer any onsite storage and contractor will be sharing space.

\$45+

- Hours available for operation: Mon-Sat. 7am-9pm
  - (This just means client appointments can begin at 7 am and the last appointment ends by 9pm. We ask that the building be locked by 10 pm every night.)
- Each stylist will receive a key to the salon.
- Each stylist will have storage provided to them in the salon backroom and are asked to keep that space clean and fresh as we are an open concept salon.
- Contractors are required to show up in a professional manner in the salon that aligns with our values and branding.
- If contractors would like to sell their own retail lines, they may do so from their stations OR they may rent a shelf in the salon for \$15 a month to sell their own retail lines as long as they are in line with the salon's brand standards.
- Stations do not "belong" to any one stylist. Each station is expected to have all tools and equipment removed and placed in back storage at the end of every shift.
  - Stylists can request their own permanent station at a rental rate of \$687 per month.
  - This just simply means this station is yours and no other stylists will be able to use it.
  - All stations include a cabinet of drawers and an upper cabinet, mounted by the mirror as well as cutting mat.

## Rental Amenities

- Chemical capes and towels, Nail service towels as well as on site laundry
- Facial wax, wax pot, cleanser + aloe
- Backbar Shampoo + Conditioners (This is a limited stock of products for each tenant to use if they wish)
- Variety of perm rods and hot rollers
- Child booster seats
- Professional website, social media, yelp and google my business presence

## Guest Experience Opportunity

- Guest Amenities will include
  - Fresh snacks, baked goods on special days, fruit snacks/candy/etc
  - Filtered water, soda, coffee, tea, coffee creamer
  - Phone Chargers
  - Computer Chargers
  - Wi-Fi
- Retail lines for hair + skin

## Salon cleanliness

- ALL team members are required to clean up after themselves daily including
  - Washing color bowls, brushes, tools/utensils before taking a break or leaving the salon
  - Cleaning station before taking a break or leaving the salon
  - Cleaning the shampoo bowls/chairs after each client use
  - Cleaning up after guests in reception area etc
  - Be mindful of our community space. Keep guests friends and family that are not getting any services done to minimum or non at all. This quickly creates an inconvenience for other stylists.
  - Double booking can be a helpful thing for your schedule, it also can cause conflict with other renters. Make sure that you are using the space that you are renting out and keeping the use of other stylists areas to a minimum or not at all.