



Task Title: Managing a Salon Schedule

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship

Secondary School Post Secondary Independence

Task Description: The learner will arrange bookings and manage appointment times based on the schedule that is given, and amount of time required for each salon service.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Interpret documents/A2.2
- Communicate Ideas and Information/Complete and create documents/B3.2a
- Understand and Use Numbers/Manage time/C2.1

Materials Required:

- Pen/pencil and paper and/or digital device

Learner Information

People who work in salons need to be able to manage schedules so that employees have enough time to complete each service. They also need to be able to determine where new clients can be scheduled based on each employee's availability.

Review the "Spa Treatment Timings" and "Spa Appointment Book for Monday September 16".

Spa Treatment Timings

| | |
|---------------|--------------|
| Full Leg Wax | 45 mins |
| Eyebrow Wax | 15 mins |
| Bikini Wax | 15 mins |
| Half Leg Wax | 25 mins |
| Manicure | 60 mins |
| Facial | 1 hr 15 mins |
| Mini Manicure | 45 mins |
| Aromatherapy | 1 hr 15 mins |
| Make Up | 45 mins |
| Pedicure | 60 mins |

Spa Appointment Book for Monday September 16

| Time | Jenny | Paul | Meena |
|-------------|--|-----------------------------|-----------------------------|
| 9am | Mrs. Patel: Eyebrow Wax | | Mr. Green: Facial |
| 10am | Mrs. Kowalski: Full leg wax & bikini wax | Mrs. Jones: Half leg wax | |
| 11am | | | Mr. Smith: Mini manicure |
| 12pm | Lunch | Mrs. Zama Manicure | Lunch |
| 1pm | Ms. Mitchell: Aromatherapy | Lunch | |
| 2pm | | | Mrs. McKenzie: Make Up |
| 3pm | Mr. Sebald: Pedicure | | |
| 4pm | | Miss Ali: Facial | |

Work Sheet

Task 1: When will Paul be finished work today?

Answer:

Task 2: A new client named Mrs. Connor has requested a mini-manicure and makeup with Meena. Enter the client's name in an appointment time slot that will work.

Answer:

Task 3: Mrs. Kowalski phones and asks what time she will be finished her appointment. What time would you tell her?

Answer:

Task 4: Mrs. Patel needs to reschedule her 9am eyebrow waxing appointment. She would like to switch her appointment to the afternoon and would still like it to be with Jenny. Enter the new appointment time on the schedule.

Answer:

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Task 5: Paul would like to book an aromatherapy session with a new client. When can he tell them to come in?

Answer:
