



Task Title: Managing a Salon Schedule

OALCF Cover Sheet – Practitioner 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:

Answers

Task 1: When will Paul be finished work today?

Answer: Paul will be finished at 5:15pm. His last appointment is a 4pm facial which takes 1 hour and 15 minutes.

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: A mini-manicure and makeup will take a total of 1 hour and 30 minutes. Meena could do this starting at 3pm or 3:30pm (assuming her last appointment ends at 5pm as shown in the appointment book).

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

Answer: Mrs. Kowalski's treatments will take 1 hour. She will be finished at 11am.

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: The eyebrow wax only takes 15 minutes. Jenny is available in the afternoon between 2pm and 3pm or between 4pm and 5pm. The learner can choose any 15-minute time slot during these periods.

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

Answer: Aromatherapy is a 1 hour and 15-minute treatment. Paul is available for this period of time between 2pm and 4pm. The learner can choose 1 hour and 15 minutes that falls within this period.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A2.2	performs limited searches using one or two search criteria			
	extracts information from tables and forms			
	makes connections between parts of documents			
	makes low-level inferences			
B3.2a	uses layout to determine where to make entries			
	begins to make some inferences to decide what information is needed, where and how to enter the information			
	follows instructions on documents			
C2.1	understands chronological order			
	represents dates and times using standard conventions			

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	chooses appropriate units of measurement (e.g. hours, minutes, seconds)			
	rounds to the nearest minute or hour			

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print):

Learner (print):
