



Guest Relations Coordinator – PT

Location – White Bear Township

Job Description– Lemon Water Salon & Spa is looking for a full time Guest Relations team member, nights and weekends, to offer exceptional customer support in a professional work environment at our White Bear Township salon location. The Guest Relations role is vital in ensuring complete satisfaction for our guests, as well as providing support for all team members. At Lemon Water Salon & Spa you will find a company committed to technical excellence, growth and wellness while providing an unmatched experience for our guests.

Principal Responsibilities –

- Having knowledge about all Lemon Water products and services
- Maintain a clean and relaxing waiting area for all guests
- Greet all guests upon entering the store
- Coordinate and schedule appointments efficiently and accurately
- Keep the retail shelves clean, organized and stocked
- Make appointment confirmation calls to guests
- Open or close the store and cash drawer at the beginning or end of each day
- Receive and sign for orders or shipments
- Attend all company meetings and continuing education as required
- Assist service providers and management as needed
- Help to maintain salon cleanliness at all times
- Send and maintain all communications between phone and email

Apply – careers@lemonwatersalon.com

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