

## Unit 207 (CHB12) Develop & Maintain Your Effectiveness at Work Activity 8

### Roles and responsibilities

Working in pairs or small groups, complete the chart below.

- 1 List all the people within your salon that contribute to the day-to-day running of the business.
- 2 Then give a brief description of each person's job role (what they do).
- 3 Finally, link the job roles you have identified to your own job role, stating when you are most likely to use the knowledge or expertise of the people within your salon team.

The first row of the chart has already been completed, to start you off.

| People within my team | Job role(s)  | How this relates to my job  |
|-----------------------|--|---|
| Technician            | <ul style="list-style-type: none"> <li>To oversee the running of the dispensary (stock cupboard)</li> <li>In charge of day-to-day handling of monies</li> <li>Ordering stock</li> <li>Dealing with company reps</li> </ul> | <ul style="list-style-type: none"> <li>My first contact point to report product shortages</li> <li>To ask for assistance with finding products, tools and equipment</li> <li>To report any missing or broken tools and equipment</li> </ul> |
| Receptionist          |  |   |
| Lecturer in charge    |  |   |
| Salon manager         |  |   |
|                       |  |   |
|                       |  |   |
|                       |  |   |