

Pedicuring Supplies (2 hours)

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Mosule 1: Tools and Implements (1 hour)

Outline

- Selected Pedicuring Supplies

Learning objectives:

After completing this lesson you will be able to:

- Identify types of nail files and the purposes of each
- Describe foot files and their purpose
- Define features of nail clippers
- Describe nail nippers and proper use
- Define the curette and describe it's use
- Explain toes separators
- Describe pedicuring stations
- Identify types of manicurist's stools
- Describe water baths

Introduction

In this study module we will continue studying important aspects of the pedicuring service. We will review detailed information about pedicuring equipment, supplies, tools and products.

Precautions

As always, remember to read labels and package directions and instructions for all equipment, supplies, tools and products before use. Learning how to store and care for these items will give them longer lasting life and keep your salon a safe environment.

Pedicuring Supplies

Description and Purpose

nail file Origin:1870–75
Definition:a small board of metal or cardboard, usually elongated and thin, used for smoothing, or shaping the nails



Image 13:
Nail Files

Nail files come in levels of abrasiveness called grits. There are coarse-grit, medium-grit and fine-grit files.

Coarse-grit files have fewer – but larger - abrasive particles and are the most abrasive. Coarse-grit files contain less than 180 particles per centimeter. They remove larger amounts of nail in a single action than the other grit levels.

Coarse-grit files are not for nail surfaces but for the free-edge. A coarse-grit file would create unseemly scratches on the nail surface if used for filing that area of the nail.

It is also best not to use coarse-grit files on thin or average nails but to reserve them for use only on very thick nails.

Medium-grit files have 180-240 particles per centimeter which are smaller in size than coarse-grit particles. They are often the most widely used file for shaping nails. They serve excellently for shaping and refining thin to average nails.

Fine-grit files have more than 240 particles per centimeter and are the smallest in size in comparison to the coarse-grit and medium-grit files. They are the best file type to use for buffing, polishing and removing small scratches from the nail surface.

foot file /paddle

Definition: Foot files are sanding files that are larger than nail files – and are for smoothing skin and callouses of the foot, and for reducing dry skin. They are sometimes designed in the shape of a paddle.



Image 14: Paddle Foot File

Foot files come in both multi-use and single-use styles.

If multi-use, they must be cleaned and disinfected after each patron and if they are single-use they must be disposed of after each patron.

Foot files also come in a hybrid of multi-use / single-use.



Image 15: Foot File

They have abrasive pads or filing surfaces that are single-use / disposable and the handle is multi-use / disinfect-able.

nail clippers

Origin: 1940–45

Definition: a small mechanical device for clipping the nails.

Toenail clippers are specifically designed for trimming the toenails and are larger than fingernail clippers.



Image 16: Clippers

The blades come in different shapes.

Most often the nail professional uses the type where the blade is straight across but some use the type that is slightly curved in a concave style.

The blade area is called the jaws. The higher-end professional toenail clipper will have its jaws meet as a fine point at the blades edge whereas lower-end clippers will meet more bluntly at the blades edge. Blunter jaws can cause less effectiveness and precision.

nail nippers

Definition: a small mechanical device for trimming tags of dead skin from the surrounding area of the nail

There are many styles of manicurist's nippers on the market.



Image 17: Nippers

It is ideal to select tools that fit your hand size. Being comfortable with your tools makes for a higher quality service.

Like all professional tools, it is best to choose nail nippers that are high quality and have a fine well-meeting blade edge.

Using sharp nippers can help prevent pulling or tearing of the skin. Another way to prevent injury, hold the nippers very still while trimming away dead skin. Movement during use, other than squeezing the tool, can result in grabbing, ripping or tearing the skin.

curette

Origin: 1745–55

Pronounced: [kyoo-ret]

Definition: a small, hand-held, scoop-shaped instrument used for removing debris from around nail folds and cuticle area of the nails



Image 18: Curette

This implement was first designed as a surgical instrument used for removing dead tissue of the human body from the walls of various body cavities.

It was later implemented into practice for manicuring the nails.

The recommended curette for pedicuring is the double-sided style.

It's size is approximately 1.5 millimeters in diameter on one end and 2.5 millimeters in diameter on the other end.

It is shaped similar to an ice cream scooper but can vary slightly in lengths and shapes. Unlike the nail nipper or nail clipper, the curette should not be sharp. In fact, it should be quite dull with no sharp edges.

It is not designed to cut into the nail, nail folds or cuticle but to remove debris which requires no cutting – only gentle scrapping.

The gentle scrapping of the surrounding area of the nail plate should not include any digging of the nail fold areas.

If you find that the debris is snugly adhering to tissue, do not use the curette to force it loose. Doing this could result in injury to the patron.

toe separators

Definition: a form made of foam rubber or other material, that is specifically shaped to fit beneath and between the toes in order to keep the toes separated enough that they will not touch each other – in order to independently apply products to each toenail



Image 19: Toe Separators

A great alternative to foam separators are standard cotton balls.

Pedicuring stations

Pedicuring stations include the client's chair, a platform or floor area for the water basin, and a footrest.



Image 20: Pedicuring Station

The pedicuring station may be an all-in-one style or each item may be separate and portable.

The client should sit higher than the pedicurist so the foot will be easily placed on a footrest positioned at a comfortable working level for the pedicurist.

Equipment can be cost effective and still provide comfort, high quality and usability. Client comfort is a high consideration when choosing pedicuring stations. Her chair and footrest should be situated for her relaxation as well.

Manicurist's chairs and stools

Manicurist's chair



*Image 21:
Manicurist's Chair*

Manicurist's chairs and stools come in various shapes, sizes and designs.

Some chairs have adjustable backs and /or lumbar supports.

Stools customarily have no back.

Your manicurist's chair or stool should ideally be vertically adjustable in that it is easily lowered or raised to fit your needs.

Manicurist's stool



*Image 22: Manicurist's
Stool*

The saddle stool is often used in salons because it rolls on casters, the seat swivels, and it has quick and easy height adjustment.

The pedicurist should be able to perform all procedures in a relaxed position using comfortable movements.

There are many choices in pedicurist stools, client chairs and stations, portable foot baths, supply carts and manicurist tables.

Water baths

Water baths are basins used for pedicuring. They hold warm water and soaking liquid for cleansing and softening the skin of the feet.



Image 23 Water Basin

Portable water baths / basins are available in many different sizes, shapes and styles.

Some have features such as motorized whirlpools.

One desirable feature of a portable footbath is its ease of filling and emptying.

Many portable footbaths are customized units that have a distinctive area for each foot.



Image 24: Water Basin

Module 1 Summary

In this study module, we have reviewed various aspects of supplies used in the pedicuring service and are now ready to identify the various implements. We have included nail files, and the purposes of each, foot files and their purpose, and the features and proper use of nail clippers. We have also defined the curette and its safe and proper use, toe separators, pedicuring stations, types of manicurist's stools, and water baths. Let's now turn our attention on how to keep these implements safe through sanitation and sterilization.

Module 2: The Salon Team (1 hour)

Outline

- Preparing for the Interview
- Job Applications
- Prospering In The Salon
- Glossary

Key Terms

accomplishments

attitude

employment

enthusiasm

evaluation

integrity

motivation

portfolio

prosper

resume

revenue

role-play

subordinate

work ethic

Introduction

In this study module, we will discuss ways of successful preparation for a job interview, what to expect on job application forms, and how to prosper once you do get the job. Advance preparation in several crucial areas can determine success or failure.

Preparing for the Interview

Resume Review:

Preparing for the face to face interview includes reviewing your resume.

- Does your resume represent your abilities and accomplishments in your job and training?
- Does it make your reader inquisitive and want to learn more?
- Is the format neat and easy to read with content that emphasizes your skills?
- Is all information relevant to the job you are seeking?
- Is it a relatively complete and well-rounded overview?

Portfolio Review:

Preparing for the face to face interview includes reviewing your portfolio.

Did you include:

- diploma
- awards and Certificates of Achievement
- resume
- letters of reference from former employer(s)
- continuing education certificates
- memberships of Cosmetology organizations
- before and after photos
- other relevant documentation

Now would be the time to remove anything from your resume or portfolio that doesn't fit in with your overall purpose.

Now let's focus on wardrobe.

Since you have previewed the potential establishment, you now have an idea of what they consider the image appropriate for their salon.

You should try to mirror this as closely as possible.

You want to look like you could begin work the day you are interviewed with no changes needed.

You might be asked to return for a second interview so have ready a second outfit for that purpose.

Consider these points:

- Is your outfit appropriate for that position?
- Is it an up-to-date fashion and does it fit well?
- Are your accessories appropriately sized and not noisy?
- Are your fingernails clean and manicured?
- Is your hair style up to date and flattering?
- Ladies, is your make-up up-to-date and appropriate?
- Men, are you clean shaven and/or your facial hair appropriately trimmed?
- Is your cologne or perfume lightly applied?
- Are you carrying a handbag or briefcase but not both?

In addition to your resume and portfolio, you will need to have a list of names and dates of former employment, education and references.

Be ready for the questions!

You may not be a professional “interviewee” but there is a good chance that your future employer is a professional “interviewer”.

She will be ready to ask the hard questions whether or not you are ready to answer them, so be ready. There are certain questions that are often asked by employers.

You can be ready and even rehearse your answers. Get a friend or family member to **role-play**.

It's a great way to put yourself at ease with having to think on your feet.

Let's role-play right now!

Below are typical questions that are often asked during an interview.

What would be your answers?

What did you like best when your first began training in your field?
Are you regularly on-time for meetings and work-days?
What do you feel are your strongest skills? What areas do you feel are not as strong and why?

Are you a team player? Give me an example of when you were a team player.

Are you flexible? Give me an example of when you had to be flexible.

What is your ultimate career goal?

What days and hours are you available for work?

Do you have your own transportation?

Are there any problems that would prevent you from being employed full-time?

What assets would you bring to this position and to our salon?

Who is the most interesting person you have ever met? Why?

How do you handle difficult people?

How do you feel about retail?

- If you prepare ahead of time, you will be more relaxed and will give better answers.
- If you were told to be prepared to perform a service as part of the interview, you will need to prepare your model to ensure that she will meet interview standards.
- Discuss with her what to expect, what to wear, what not to wear and the need to arrive early.
- Gather all necessary gear to perform the service.
- Be careful to observe all modes of sanitation, storage and customary behaviors you normally would.

The Interview

Tips for the “face-to-face”:

- Be early.
- Smile.
- Use good posture at all times.
- Be courteous and polite at all times.
- Remain standing until asked to be seated or whenever you are aware that it is expected.
- Never chew gum or smoke even if offered to do so.
- **Do not bring food or drink.**
- Do not lean. Do not touch the interviewer except for a hand shake. Do not touch his desk or other items.
- Make a good first impression, be relaxed and confident.
- Speak clearly.
- Answer questions truthfully and do not speak longer than a couple of minutes about any given subject.
- Never criticize former employers.
- **Thank the interviewer at the end of the interview.**

You will be asked by the interviewer if you have any questions. Never say no! It shows interest and enthusiasm to be inquisitive about your new job.

Here are a few questions that you can ask.

May I review the job description?
Is there a salon manual?
How does your salon advertise?
How long do your employees usually work here?
Does your company offer continuing education?

Does your company offer benefits, medical insurance or paid vacations?

What is your compensation plan?

When will the position be filled?

Should I follow up with you about your decision or will you be contacting me?

It probably wouldn't be necessary to ask all of the questions listed above, however, do ask the questions that are most important to you.

Pay attention to the interviewer's reactions to your questions. You will most likely be able to discern when it is a good time to end the conversation.

Employment Application

Here is where you will use your prepared notes: dates of employment, addresses of former employers.

The application is always a mandatory addition to your resume. Employment applications will vary from company to company however there is a standard in which certain information is customary.

Read the following Sample Application:

Personal Information		
Date	Telephone	Social Security Number
Last Name	First Name	Middle Name
Physical Address		
Do you have relatives that are employed with X Company?		Name:
Were you referred to this salon?		Name:
Desired Position		
Date you can start	Salary desired	

Current Employer				
May we contact them?				
Have you ever applied for a position with our company before?				
Where?				
When?				
Education				
Name/ location of school			Years completed:	
Subjects studied:				
Additional subjects studied:				
What languages do you:				
Speak fluently?				
Read fluently				
Write fluently				
List any US Military Service		Rank	presently serving?	
Do you serve in the National Guard Reserve?				
Employment History				
List below the last three employers, beginning last one first.				
Date: month/year	Name and Address of Employer	Position	Reason for leaving	Salary
From: _____ To: _____				
From: _____ To: _____				
From: _____ To: _____				
References:				
List names of 3 people not related to you that you have known for one year or longer.				
Name	Address	Business	Years known	

<p>Physical Record</p> <p>Do you have any physical disability that might affect your job performance?</p> <p>Emergency Contact Person: Name _____ Address _____ Telephone _____</p> <hr/> <p>I authorize all my statements in this application to be investigated. I understand that I can be dismissed from employment if any misrepresentation or omission of facts are present.</p> <p>Signature _____ Date _____</p>			

Prospering in the Salon

There are many ways to *prosper*.
You prosper in your relationship with other professionals.
You prosper in your relationship with clients and management.
You prosper financially.

One of the basic tools to measure prosperity as a salon professional is your finances and income.
Financial prosperity comes with successful business practices.
It's our reward for excellence.

The personal service industry can be very challenging, especially if you are ever mistreated or disrespected by the people that you serve.

Prosperity in the knowledge that you have lasting integrity and honesty with those that you serve and those that you work with is immeasurable.

Thriving or Surviving?

There are solid approaches to increase prosperity in the salon. Putting these approaches into action will help the salon professional to thrive.

<p>Put others first. This sometimes means putting your own feelings aside while putting the client or the salon first.</p>
<p>Fulfill your word. Do what you say you will do. Be truthful and do not exaggerate.</p>
<p>Be on time. Your time is carefully scheduled and if you are late it will impact the client and your team. Arrive to work early enough to prepare your station and to prepare for your first client before she gets there.</p>
<p>Be grateful for your job. It is a privilege to have a job. Behave with a positive attitude and appreciation for it.</p>
<p>Be a problem solver. All places of employment has it's share of difficulties. You can assist in solving any problem that may arise. Think constructively and be the problem solver.</p>
<p>Respect all. No matter what is said or done, respect all at all times.</p>
<p>Learning for a lifetime. All of your professional life, there will be new things to learn. A mature professional always finds new things to learn.</p>

The Team

It's a give and take world no matter what the job. You can't always be a taker, you must contribute. Whether you contribute much or little, no kind deed goes unnoticed. A salon is the kind of team environment that provides the opportunity to exercise great artistic freedom. Many people are not so fortunate as to have a professional license and would love to take your place. No matter what the challenge, it is indeed a privilege to be on the team.

Key Principles of The Team Mentality

To be a good team player you should:

Help others. Do things not only to help yourself be successful but be concerned with helping others succeed. Go beyond the call of duty from time to time when you see someone needs assistance.

Pitch in. Join in to do tasks. Be self motivated. Do things because they need to be done. Don't wait to be instructed.

Share your knowledge. We are all in this together and if you can mention something that can enhance the knowledge of others it is always a good thing.

Be positive. Don't join in with those that have negative attitudes. Speak positive and think positive.

Build relationships. Get along with others. Have conversations and build a relationship between you and other team members.

Resolve conflicts willingly. Find solutions and be quick to forgive. Quickly resolve unpleasant issues so they do not grow into bigger problems.

Be willing to be subordinate to your manager. All employees must be able to be instructed by their manager. You must make an effort to show you are willing to be instructed.

Loyalty. Be loyal to your manager and to your salon.

Please review the following definitions.

Glossary:

<i>enthusiasm</i>	en·thu·si·asm [en-thoo-zee-az-uh m] Origin: c.1600, from M.Fr. enthousiasme, from Gk. enthousiasmos, "be inspired," *ardent and lively interest or eagerness
<i>motivation</i>	mo·ti·va·tion [moh-tuh-vey-shuh n] Origin: 1873, from motivate. Psychological use, "inner or social stimulus for an action," is from 1904 *desire to do; interest or drive
<i>portfolio</i>	port·fo·li·o [pawrt-foh-lee-oh, pohrt-] Origin: 1722, from It. portafoglio "a case for carrying loose papers," from porta, imperative of portare "to carry" + foglio "sheet, leaf," from L. folium. *a flat, portable case for carrying loose papers, drawings, etc.
<i>posture</i>	pos·ture [pos-cher] Origin: 1595–1605; < French < Italian postura < Latin positūra. *A position of the body or of body parts.
<i>prosper</i>	pros·per [pros-per] Origin: mid-15c., from O.Fr. prosperer (14c.), from L. prosperare "to flourish, succeed." *to be successful or fortunate, especially in financial respects; thrive; flourish.
<i>relevant</i>	rel·e·vant [rel-uh-vuh nt] Origin: 1560, from M.L. Relevantem *bearing upon or connected with the matter in hand; pertinent:
<i>role-play</i>	role-play [roh1-pley] Origin: 1945–50 *to assume the attitudes, actions, and discourse of another, especially in a make-believe situation in an effort to understand a differing point of view or social interaction:
<i>subordinate</i>	sub·or·di·nate [adj., n. suh-bawr-dn-it; v. suh-bawr-dn-eyt] Origin: 1425–75; late Middle English (adj.) < Medieval Latin subōrdinātus past participle of subōrdināre to subordinate, equivalent to Latin sub- sub- + ōrdin- (stem of ōrdō) rank, order + -ātus -ate *placed in or belonging to a lower order or rank
<i>work ethic</i>	work ethic Origin: 1950–55 *a belief in the moral benefit and importance of work and its inherent ability to strengthen character.

Summary

By professionally applying employment principles, practices and theories, the salon professional will have the best chance to get the job. Applying what you have learned about getting the job, can greatly improve your chances among other employment candidates.

Credits, References, and Resources

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