



GLOSS UP NAILS N SPA LLC | ASSISTANT EMPLOYMENT PACKET



GLOSS UP NAILS N SPA LLC

ASSISTANT JOB DESCRIPTION & AGREEMENT PACKET

Mobile Spa Events • Client Experience • Event Support

Prepared for: _____

Position: Spa Event Assistant

Effective Date: _____

Business Contact

Jeanette Coleman

Gloss Up Nails N Spa LLC

Phone: 618-600-5394

Email: glossupnailsnspa@gmail.com

Company Website: <https://glossupnailsnspa.com>

Booking Website: <https://glossupnailsnspa.setmore.com>

618-600-5394 | glossupnailsnspa@gmail.com | glossupnailsnspa.com | Booking:
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1. Position Overview

Position Title: Spa Event Assistant

Reports To: Jeanette Coleman, Owner / Lead Nail Professional

Position Type: Event-based / as scheduled. Classification and payroll treatment must be determined and documented by Gloss Up Nails N Spa LLC in accordance with applicable law.

Primary Purpose: Support safe, organized, professional mobile spa events by assisting with setup, breakdown, sanitation support, supply organization, guest flow, non-licensed event support, and approved content assistance.

Core Responsibilities

- Arrive on time and remain available for the full assigned event unless released by the owner.
- Assist with unloading, equipment setup, stable table/chair arrangement, cord management, and breakdown.
- Maintain a clean, uncluttered service area and assist with routine cleanup between guests and after the event.
- Organize polishes, disposables, towels, sanitation supplies, and other event materials as directed.
- Assist with guest check-in, seating flow, and age-appropriate hospitality without assuming childcare responsibilities.
- Help monitor supply levels and immediately report spills, damaged equipment, hazards, injuries, or client concerns.
- Capture photos/video only when specifically authorized under the Content Creation Consent section.
- Protect client privacy and all confidential business/client information.

Scope Limitation

Unless the assistant separately holds any license, registration, or qualification required by law and has written authorization from Gloss Up Nails N Spa LLC, the assistant may not independently perform nail services, use implements on clients, make medical claims, diagnose conditions, or represent themselves as a licensed nail professional on behalf of the company.



2. Compensation & Profit-Share Terms

Proposed Compensation Structure

The assistant may receive 20%-40% of the Net Event Profit attributable to each event for which the assistant is assigned. The specific percentage for an event will be communicated and agreed to in writing before the assignment, based on the scope of duties, event responsibilities, and other legitimate business factors. This profit-share range is subject to the wage-protection provision below.

Definition of Net Event Profit

For this packet, Net Event Profit means event revenue actually collected by Gloss Up Nails N Spa LLC, less documented event-specific business expenses such as refunds/chargebacks, payment-processing fees, consumable supplies purchased specifically for the event, parking/tolls paid by the business, and approved third-party event expenses. The \$100 travel fee is treated as reimbursement/business revenue and is excluded from the profit-share calculation unless the owner states otherwise in writing before the event.

Wage-Protection Provision

The 20%-40% profit-share range is an incentive compensation framework and is not intended to waive any wage-and-hour rights. If the assistant is treated as an employee, Gloss Up Nails N Spa LLC will track all compensable work time and will pay at least the applicable legally required minimum wage and overtime, if any. If the assigned profit-share percentage would result in less than the legally required wages for hours worked, the assistant will receive the legally required amount instead. Any profit-share amount above required wages may be treated as incentive or commission compensation as permitted by applicable law.

How the Percentage Is Set

The percentage may vary from 20% to 40% by event. Factors may include the assistant's assigned responsibilities, setup and breakdown duties, event complexity, duration, and level of support required. The percentage will not be reduced after the event has been completed unless both parties agree in writing to correct a documented accounting error.

Illustrative Example Only

If an event produces \$500 in collected event revenue and has \$100 in defined event-specific expenses, Net Event Profit would be \$400. At a 20% share, the incentive amount would be \$80; at 30%, \$120; and at 40%, \$160. This example is for explanation only. Actual pay depends on the percentage confirmed for the event, final written event accounting, and applicable wage requirements.

Pay timing/method: _____

Event profit-share percentage (20%-40%): _____

Assistant initials acknowledging compensation formula: _____



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3. Attendance, Scheduling & Call-Off Policy

- The assistant must confirm each assignment by the deadline provided by the owner.
- For a scheduled event, the assistant should plan to arrive at the designated call time, which may be earlier than the client-facing start time for setup.
- If unable to report, the assistant must contact Jeanette Coleman as soon as reasonably possible by phone/text at 618-600-5394. When foreseeable, at least 24 hours' notice is requested.
- Repeated lateness, unexcused absence, leaving an event without authorization, or failure to communicate may result in removal from future assignments or other corrective action, subject to applicable law.
- Emergency, legally protected leave, illness, disability accommodation, and other protected absences will be handled in accordance with applicable law. Nothing in this policy is intended to interfere with legally protected rights.
- The assistant must accurately record all required work time, including required setup, cleanup, travel between work locations when compensable, meetings, and other assigned work.

Event-Day Communication

Primary Contact: Jeanette Coleman | 618-600-5394 | glossupnailsnspa@gmail.com



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4. Travel & Transportation Accommodation

Mobile events may require travel to client homes, venues, or other approved locations. The assistant should communicate transportation concerns as early as possible.

Transportation Assistance: If the selected assistant is experiencing transportation issues, Jeanette Coleman is willing, when reasonably available and practical, to arrange to pick up the assistant for an assigned event. Pickup is not guaranteed and must be confirmed in advance.

- Assistant must provide a safe, agreed pickup location and be ready at the confirmed pickup time.
- Any change in pickup needs should be communicated promptly.
- The assistant may not assume that transportation will be available until the owner confirms it.
- Mileage, parking, tolls, rideshare, lodging, or other travel expenses are reimbursable only when approved in advance in writing, except where reimbursement is otherwise required by law.
- Seat belts are required. No open alcohol, illegal drugs, weapons, or unsafe conduct is permitted in business-related transportation.
- For overnight/out-of-area events, lodging and travel arrangements, if any, will be documented separately before the assignment.

Assistant transportation notes / preferred pickup area: _____



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5. Content Creation Consent & Media Release

Gloss Up Nails N Spa LLC may create business-related photographs, video, audio, behind-the-scenes footage, or social-media content at events. The assistant's participation in identifiable promotional content is voluntary and is not a condition of employment or assignment unless content creation is an essential, separately disclosed duty of a specific role.

Assistant Media Choice

____ YES - I authorize Gloss Up Nails N Spa LLC to photograph/video/record me and use approved recordings containing my likeness, voice, or appearance for lawful business marketing, social media, website, portfolio, educational, and promotional purposes.

____ LIMITED - I authorize internal/behind-the-scenes recording but do not authorize public posting of my identifiable image/voice without separate approval.

____ NO - I do not authorize use of my identifiable image/voice for promotional content.

If consent is given, it is royalty-free unless a separate written agreement states otherwise. The assistant may revoke future promotional use by written notice; revocation will apply prospectively and may not require removal of materials already lawfully printed, published, distributed, or incorporated into completed content before revocation.

Client & Minor Privacy

The assistant may not photograph, record, post, livestream, tag, identify, or share any client or minor guest without the owner's direction and the required client/parent/legal-guardian authorization. No client forms, addresses, phone numbers, medical/sensitivity information, payment information, or private conversations may appear in content.

Assistant signature for media choice: _____ Date: _____



6. Confidentiality, Conduct & Safety

Confidentiality

The assistant must protect nonpublic client and business information, including contact information, addresses, schedules, pricing strategy, payment information, consent forms, client preferences, photographs not approved for release, vendor information, passwords, and internal business records. Confidential information may be used only for assigned work.

Professional Conduct

- Treat clients, children, parents/guardians, vendors, and team members respectfully.
- Use professional language and attire appropriate to the event.
- Do not consume alcohol, illegal drugs, or impairing substances during or immediately before an assignment.
- Do not solicit clients for a competing personal business during Gloss Up Nails N Spa LLC events.
- Do not make promises, discounts, refunds, medical statements, or contractual commitments on behalf of the company without authorization.
- Immediately report accidents, injuries, allergic reactions, damaged property, unsafe conditions, harassment, or other serious incidents to the owner.
- Follow sanitation, infection-control, electrical-safety, lifting, and equipment instructions provided by the owner.



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7. Terms & Conditions of Assignment

- Assignments are based on business needs, client bookings, availability, qualifications, and performance; no minimum number of events or hours is guaranteed unless separately agreed in writing.
- The assistant may not subcontract, bring an unauthorized helper, or transfer an assignment to another person.
- Company supplies, equipment, documents, credentials, and client information remain company property and must be returned upon request.
- Any changes to compensation for a future assignment should be communicated in writing before the affected work, subject to applicable law.
- This packet does not create ownership, partnership, joint-venture, or authority to bind Gloss Up Nails N Spa LLC.
- The assistant must comply with applicable laws, venue rules, client safety requirements, and company policies.
- Gloss Up Nails N Spa LLC may revise operational policies prospectively as the business grows, provided legally required notices and agreements are honored.
- Nothing in this packet is intended to waive rights that cannot lawfully be waived.

Separation / End of Assignments

Either party may end the working relationship or decline future assignments subject to applicable law and any written commitments already made. Final wages and other amounts due will be handled according to applicable law and documented compensation terms.



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8. Assistant Contact & Emergency Details

Information	Assistant Response
Assistant Full Legal Name	
Preferred Name	
Phone Number	
Email Address	
Mailing Address	
Emergency Contact Name	
Emergency Contact Relationship	
Emergency Contact Phone	
Transportation / Pickup Notes	
Relevant Certifications (if any)	
Allergies / Emergency Information assistant voluntarily wishes to disclose	

Emergency information will be used only for legitimate safety/emergency purposes and handled with appropriate confidentiality.



9. Disclaimer & Compliance Notice

This packet is an internal business job-description and acknowledgment template. It is not legal, tax, payroll, insurance, or accounting advice. The actual legal relationship depends on the facts, duties, level of control, location of work, and applicable federal/state/local law.

Because Gloss Up Nails N Spa LLC may conduct events in Illinois and Missouri, wage, hour, payroll, workers' compensation, unemployment, paid-leave, recordkeeping, and employee-classification rules may vary by work location. The company should confirm applicable requirements before onboarding and before using a percentage-of-profit compensation arrangement.

As of 2026, both Illinois and Missouri generally list a \$15.00/hour minimum wage for covered adult employees, subject to statutory exemptions and other rules. The assistant's pay arrangement must never be used to avoid a higher applicable legal requirement.

The assistant is not responsible for independently interpreting legal or licensing requirements. Questions about duties, pay, safety, client consent, or authority should be directed to Jeanette Coleman before acting.



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10. Assistant Acknowledgment & Signatures

By signing below, I acknowledge that I received and reviewed this packet; understand the position duties, attendance expectations, transportation terms, compensation formula, confidentiality requirements, safety rules, and media-consent choices; had an opportunity to ask questions; and agree to follow lawful company policies and instructions.

Assistant Name: _____

Assistant Signature: _____

Date: _____

Owner/Representative: Jeanette Coleman

Signature: _____

Date: _____

Media Consent Selection (circle/initial): YES / LIMITED / NO

Assistant Initials: _____

Business Contact

Jeanette Coleman

Gloss Up Nails N Spa LLC

Phone: 618-600-5394

Email: glossupnailsnspa@gmail.com

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