



Position Description

Northern Light Cannabis Company

POSITION:	Processing Manager	LICENSED:	No
DEPARTMENT:	Processing Department	GRADE:	12
REPORTS TO:	Store Manager	STATUS:	Exempt

POSITION SUMMARY:

At the direction of the Director of Cannabis Operations for Northern Light Cannabis Company in Dafer, Michigan, the Processing Manager will oversee all operations related to the processing of Marijuana product. This includes but is not limited to: kitchen operations, extraction lab operations, packaging, trimming, the shipping and receiving of product and supplies, inventory levels and product orders, maintain vendor relationships, and product (in-store) placement, as well as other duties as assigned. The Processing Manager will work with the Managers and Director in ensuring procedures are followed in the proper handling and processing of marijuana product from seed to sale, as well as ensuring each department is working efficiently to deliver safe, quality THC product for retail.

ESSENTIAL FUNCTIONS:

1. Provides exemplary customer service, while being prompt and professional.
2. Supervise activities of the retail and packaging team in conjunction with the Director of Cannabis Operations and General Manager of Bay Mills Business Holdings.
3. Oversees and directs the production of infused edibles and all kitchen operations.
4. Oversees and directs the processing of all extractions, including production of concentrates, topicals, tinctures, etc.
5. Supervise activities of the trimming team to ensure goals and deadlines are met in accordance with the harvesting schedule.
6. Set and maintain standards for weighing flower, and all product processing/packaging (pre-rolls, concentrate, etc.), and organize secure storage.
7. Oversees and ensures the proper packaging of all THC/CBD Products.
8. Responsible for ensuring the quality and safety of all THC products produced, as well as ensuring the full tribal testing of all THC products.
9. Develop cleaning schedules to maintain a clean working environment that will adhere to tribal health standards.
10. Coordinates the off-loading of delivery vehicles and the shipments within NLCC to ensure timely disbursement of products or supplies.
11. Oversees incoming and outgoing shipping activities to ensure accuracy, completeness, and condition of shipment.
12. Sets up and oversees inventory supply system.
13. Utilize, lead, deliver, and design product mix offerings for the retail store through the production of edibles and concentrates.
14. Create and reinforce a proactive selling culture that focuses on building a confident and competent team, in order to build a loyal customer following through clear and positive communication.
15. Deal with issues that arise from employees or customers (complaints, grievances etc.)

16. Ensure high levels of customers' satisfaction through excellent service.
17. Oversee all inventory sales and product orders, maintain vendor relationships and product (~~in-store~~) placement.
18. Set and maintain standards for weighing flower and product processing/packaging (pre-rolls), and organize secure storage.
19. Coordinate product for events, provide insight on brand development, and understand customer needs and wants for a first-class consumer experience.
20. Ensure the store is opened, closed, and run while efficiently following all protocols. Maintain outstanding store condition and visual merchandising standards as needed.
21. Ensure the processing area remains compliant with security, inventory, and tribal regulations to ensure safety.
22. Provide education for staff about cannabis strains, edibles, concentrates, and consumption mechanisms.
23. Maintain in-depth knowledge of products and strains in the store, as well as industry-wide product knowledge.
24. Be a shining example of well behavior and high performance.
25. Keeping up to date with Northern Light Cannabis Company policies and procedures at the direction of the Marijuana Commission.
26. Responsible for learning and following daily policies and procedures for the Bay Mills Business Holdings and the department.
27. Must attend all mandatory trainings designated by the Human Resources Department and/or General Manager or Director of Cannabis Operations.
28. Other duties may be assigned within the scope and complexity of this position's essential functions.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to stand for extended periods of time. The employee must bend, squat, climb, crouch, kneel, and push/pull. The employee must occasionally lift and/or move up to 100 pounds while frequently lifting and/or moving up to 75 pounds. The employee is regularly exposed to dust and cold when working in the freezer and coolers. The employee is regularly exposed to marked changes in temperature and humidity and moving machinery, moderate noise, heat, cold, smoke and hot surfaces involved in cooking food, grease and dirty surfaces, use of caustic chemicals. The employee may experience cuts, burns, sprains and strains.

POSITION REQUIREMENTS:

1. Must be a minimum of 21 years of age.
2. Bachelors in cannabis science and/or business.
3. Have a minimum of three years' experience in a high-volume cannabis dispensary, or similarly highly regulated industry.
4. A minimum of two years' experience in inventory and cooking or processing experience.
5. Must pass all required background checks.
6. Must be able to use a computer, including Word, Excel, Outlook, etc.
7. Must demonstrate effective leadership and supervisory skills.
8. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.
9. Must have an excellent past work record, including attendance.

PREFERENCE: Preference will be given to those of Native American descent.

CLOSING DATE: August 8, 2022 at 4:30pm

APPLY TO: Please email application and resume to Jazlyn Walden, HR Generalist at jwparker@baymills.org