



# Waabigwan Mashkiki, LLC

## Position Description

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• M A S H K I K I •

### Classification

**Full-Time Non-Exempt**

**Safety Sensitive: Yes**

**Position Title: Cannabis Kitchen Tech**

**Reports To: Kitchen Manager**

**Department: Waabigwan Mashkiki LLC**

**Revision Date: 8/21/2024**

### Position Summary

The Kitchen Tech conducts day-to-day operations within the Kitchen facility including the production, bottling, labeling, and packaging of edibles produced for specific company product lines. The Kitchen Tech is responsible for cleaning and facility upkeep while adhering to all company policy and industry regulations. The Kitchen Tech is expected to operate under the highest standards of compliance and professionalism.

### Essential Duties & Responsibilities

- Ensure that production work is performed by following standard operating procedures.
- Measure ingredients and products accurately so that optimal levels of production are met.
- Perform a series of preventive and general maintenance tasks on production equipment and tools.
- Weigh and store finished products ensuring that all pertinent information is recorded in logs.
- Accountable for weighing, labeling, packaging, and product logging for accurate inventory control.
- Responsible for proper use, maintenance, and sanitation of designated equipment.
- Process finished product to desired company standards.
- Cleaning and maintaining all equipment and material.

### Competencies

**Use of Technology** – Demonstrates required skills; adapts to new technologies; troubleshoots technological problems; uses technology to increase productivity; keeps technical skills up to date.

**Job Knowledge** – Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

**Analytical** – Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs workflows and procedures.

**Design** – Generates creative solutions; translates concepts and information into images; uses feedback to modify designs; applies design principles; demonstrates attention to detail.

**Problem Solving** – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

**Adaptability** – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

**Planning/Organizing** – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

**Quality** – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies

feedback to improve performance; monitors own work to ensure quality.

**Qualifications**

- Detail oriented mindset with a focus on efficiency, quality, accuracy, and sanitation
- Ability to work in high-pressure situations with a sense of urgency in a team environment
- Proactive, self-motivated and hardworking
- Great communication and teamwork skills
- Inventory and materials management practices, principles and accuracy
- Excellent time management skills
- High School Diploma or Equivalent
- Must be able to stand on feet for 8 hours
- Must be able to lift 50 pounds safely

**Certificates / Licenses / Registrations / Requirements**

- Must be twenty-one (21) years or older.
- Able to pass background check and drug screening.
- Able to maintain strict confidentiality.
- No felony drug convictions within the previous ten (10) years.
- Must fully meet the licensing requirements of the White Earth Medical Cannabis Control Board and be licensed to dispense medical cannabis according to the rules and regulations promulgated by the White Earth Medical Cannabis Control Board, in accordance to the White Earth Medicinal Cannabis Code.
- EEO with Native American Preference.
- A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment. Background Checks performed.