



# Waabigwan Mashkiki, LLC

## Position Description

WAABIGWAN  
• MASHKIKI •

### Classification

**Full-Time Non-Exempt**

**Safety Sensitive: Yes**

**Position Title: Extraction Lab Tech**

**Reports To: Extraction Manager**

**Department: Waabigwan Mashkiki LLC**

**Revision Date: 3/26/2024**

### Position Summary

We are seeking a Cannabis Extraction Lab Tech that will be responsible for intaking and preparing bulk material for extraction and for operating the extraction equipment under the direction of the Extraction Manager while adhering to all safety guidelines, laws, rules, and company policies and procedures.

### Essential Duties & Responsibilities

- Assist with delivery intakes and organizing bulk storage
- Prepare bulk material for extraction
- Assist Extraction Manager with assembly, cleaning, packing and unloading extract runs
- Assist in cleaning and taking out waste
- Follow all directions from Extraction Manager
- Adhere to all safety guidelines
- Maintain a clean and orderly workspace
- Other duties, responsibilities, and activities may change or be assigned at any time with or without notice

### 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.