

JOB DESCRIPTION

JOB TITLE	PACKAGING ASSOICATE		
DEPARTMENT	PACKAGING		
REPORTS TO	PACKAGING MANAGER	DIRECT REPORTS	NO
CREATED BY	LESLEY ADAMS	LAST UPDATED	9/19/2023

JOB SUMMARY

As a Packaging Associate, you play a direct role in providing the community with our products. Paying attention to safety and health standards, you carefully weigh the cannabis in various increments from grams to ounces. You ensure they are accurately packaged into child-proof bags or containers and properly sealed. You also apply the proper label to each package, ensuring accuracy. With great attention to detail, you help uphold the high-quality standards we have set for our products.

PRIMARY RESPONSIBILITES

- Package infused and plant material into proper containers with proper labeling to ensure compliance with state regulations.
- Exhibit competency in basic organizational skills, communication skills and windows based operating software
- Manage time efficiently in order to meet goals while consistently producing quality product
- Collaborate with team members to meet production targets and deadlines.
- Communicate effectively with colleagues and superiors to address any issues or improvements.
- Maintain a clean and organized workspace to prevent contamination.
- Follow sanitation protocols for equipment and work areas.
- Inspect packaged products for any defects or discrepancies and address them as necessary.
- Ensure that all packaging materials meet quality standards and are free from contamination.
- Adhere to strict safety protocols to minimize risks associated with handling cannabis products.
- Report any safety concerns or incidents to the supervisor immediately.

JOB REQUIREMENTS

- High school diploma or equivalent.
- Prior experience in packaging, manufacturing, or a related field is preferred.
- Knowledge of cannabis regulations and compliance is a plus.
- Detail-oriented with excellent organizational skills.
- Ability to work in a fast-paced and highly regulated environment.
- Strong communication and teamwork skills.
- Must be at least 21 years old (if applicable to local regulations).
- Full knowledge of all applicable law, regulations, and requirements to keep the facility at 100% compliance at all times, this includes being up to date on any changes to current applicable laws/regulations
- Ability to stand for extended periods.
- Ability to lift and carry up to 50 pounds.
- Manual dexterity for packaging and labeling tasks.
- Must be and remain compliant with any and all regulatory requirements for working in the cannabis industry
- Must be able to obtain and retain a Registered Agent Card issued by the state of operation
- Must have excellent organization and time management skills
- Must be focused, pay close attention to detail
- Must be able to internalize training and follow instructions
- Must be able to communicate clearly and effectively
- Other duties and responsibilities

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PHYSICAL REQUIREMENTS

Drop Down Selection			
1. Sitting	Occasionally	18. Lifting	
2. Standing	Continuously	10 lbs. or less	Occasionally
3. Walking	Continuously	11 to 25 lbs.	Frequently
4. Bending Over	Continuously	26 to 50 lbs.	Occasionally
5. Crawling	Occasionally	51 to 75 lbs.	Not Applicable
6. Climbing	Occasionally	76 to 100 lbs.	Not Applicable
7. Reaching Overhead	Occasionally	Over 100 lbs.	Not Applicable
8. Crouching	Frequently	19. Carrying	
9. Kneeling	Frequently	10 lbs. or less	Continuously
10. Balancing	Occasionally	11 to 25 lbs.	Frequently
11. Pushing or pulling	Frequently	26 to 50 lbs.	Occasionally
12. Talking	Continuously	51 to 75 lbs.	Not Applicable
13. Repetitive use of hands/arms	Continuously	76 to 100 lbs.	Not Applicable
14. Repetitive use of legs	Continuously	Over 100 lbs.	Not Applicable
15. Grasping	Continuously	20. Hearing	Continuously
16. Eye/Hand Coordination	Not Applicable	21. Visual Acuity	Continuously
17. Fine Manipulation	Frequently	22. Subject to Noise	Continuously

EEO STATEMENT

Ascend Wellness Holdings, LLC and its subsidiaries is an equal opportunity employer and celebrate the population of differences and does not discriminate in its hiring / hiring practices, regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by law.

Nothing in this job specification restricts management's right to assign or reassign duties and responsibilities to this job at any time. Critical features of this job are described under various headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. The above statements are strictly intended to describe the general nature and level of the work being performed. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of employees in this position.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

HR USE ONLY			
Pay Grade		Effective Date	
Job Code		Exemption Status	Non-Exempt
Workers Comp Code	8017	Exemption Duties	Choose from drop down