Alpine Essentials MJ
Job Description: Budtender

Position:	Budtender	**Job Category:**	Retail
Department:	Dispensary	**Job Code#:**	TBD
Salary Range	$15 to $18 + Tip Sharing	**Position Type:**	Full Time – Hourly (35 to 40 Hours)
Amount of PTO available:	Starting one week Maximum two weeks	**Benefits offered:**	Health, Dental, Vision, Paid-Time-Off
Length of Training:	30 Days	**Trainer:**	Melissa Woodward, General Manager
Date Posted:	February 22, 2023	**Posting Expiration:**	March 17, 2023
Hiring Manager:	Melissa Woodward, General Manager	**HR Screening by:**	Brenda Quinones, HR Manager
Internal Posting:	https://alpinemj.com; employee bulletin board		
External Posting Sources:	https://cannarecruiter.com; https://indeed.com; The Independent (print ad)		

Job Description:

Our Budtenders are well versed to perform the duties of receptionist, sales, and cashier as assigned. Budtenders meet with customers from their arrival, through the sales process, and as they depart. The best budtenders listen to customers' needs, answer questions, and make educated recommendations so patients can make the best marijuana choices possible. Budtenders provide a professional, thorough, and friendly experience that entices customers to become regulars at Alpine Essentials. Budtenders place orders using a POS synchronized tablet with the packaging team and point of sale system so that the purchasing process is seamless and efficient.
Various shifts are available including morning, evening, and weekend shifts.

Qualifications Required:	Experience Requirements:	Education Requirements:	Number of References Required:
Active MED Badge	1 Year	HS Diploma or GED	2

Skills & Experience Required to perform this job:

- Must be knowledgeable about marijuana strains and products including flower, edibles, tinctures, beverages, concentrates, and topicals, as well as accessories;
- Must have a strong understanding of local and MED rules governing retail and medical marijuana sales, especially regarding customer eligibility and ID documents to enter the dispensary, daily limits, possession, transportation, recordkeeping, and activities while on the premises;
- Must be an experienced customer service representative with a proven track record of providing superior customer experiences;
- Must have superior phone and front desk receptionist etiquette;
- Must be proficient with cashier duties including using an automated POS system, counting cash, reconciling receipts, verifying purchases, and processing discounts and/or returns;
- Must work with team lead and budtenders during store opening & closings, shift change, cash drawer and purchase reconciliation, and inventory count;
- Must be accustomed to working in a fast-paced and highly effective team environment;
- Must have strong verbal communication skills and a positive team attitude;
- Must have critical thinking and quick decision making abilities;
- Must adhere to strict customer confidentiality rights;
- Must be professional at all times and be comfortable with de-escalating challenging situations;
- Must be able to contribute to the cleanliness and organization of reception areas, store displays and inventory, including sanitizing, sweeping, mopping, dusting, and removing trash frequently;
- Other duties as assigned.

Additional Notes:

- Budtender and/or Serve Safe education or training (proven with a certificate of completion) is preferred;
- Prior experience as a front desk receptionist, budtender, and/or cashier in a marijuana dispensary is required;
- Experience with performing sales transactions with a tablet or POS system is a plus;
- Must have reliable transportation;
- Dress code is company-provided t-shirt, black or dark blue pants or jeans with belt loops and no tears or holes. Closed toe shoes are required. Good personal hygiene must be practiced. Heavy perfume or body sprays are not allowed.

Created/Reviewed by:	Brenda Quinones	Date:	02/22/2023
Approved by:		Date:	
Document Maintained by:	Brenda Quinones, HR Manager	Version & Date Created:	V1-02.2023