

## Alpine Essentials MJ

### Job Description: Inventory Technician

Position:	Inventory Technician	Job Category:	Inventory
Department:	Inventory	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, and Paid Time Off
Length of Training:	30 Days	Trainer:	Melissa Woodward, General Manager
Date Posted:	February 22, 2023	Posting Expiration:	March 31, 2023
Hiring Manager:	Melissa Woodward, General Manager	HR Screening by:	Brenda Quinones, HR Manager
Internal Posting:	<a href="https://alpinemj.com">https://alpinemj.com</a> ; employee bulletin board		
External Posting Sources:	<a href="https://cannarecruiter.com">https://cannarecruiter.com</a> ; <a href="https://indeed.com">https://indeed.com</a> ; The Independent (print ad)		
Job Description:			
Packaging Technicians are responsible for packaging all marijuana products according to orders provided by budtenders via synchronized POS system. Packaging technicians handle flower, edibles, tinctures, concentrates, beverages, and topicals. Packaging technicians conduct continual inventory verification activities to ensure supplies are available and/or on order.			
Qualifications Required:	Experience Requirements:	Education Requirements:	Number of References Required:
Active MED Badge	Entry Level	HS Diploma or GED	2
Skills & Experience Required:			
<ul style="list-style-type: none"><li>• Must be able to learn and understand of local and MED rules, especially daily limits and labeling rules;</li><li>• Must be knowledgeable about marijuana strains and products including flower, edibles, tinctures, beverages, concentrates, topicals, and accessories;</li><li>• Must be able to enter incoming and outgoing inventory into the METRC system;</li><li>• Must be able to stock, remove products from inventory, and package them in a presentable manner;</li><li>• Must have superior attention to detail;</li><li>• Must keep area and inventory organized and clean;</li><li>• Must have excellent verbal and written communication skills;</li><li>• Must have the ability to work in a fast-paced, high-volume team environment;</li><li>• Must have the ability to stand, sit, and perform packaging activities for long periods of time;</li><li>• Must be able to lift boxes and packages up to 50 lbs;</li><li>• Other duties as assigned.</li></ul>			
<ul style="list-style-type: none"><li>• Budtender and/or Serve Safe education or training (proven with a certificate of completion) is preferred.</li><li>• Prior experience with handling and packaging marijuana products is a plus.</li><li>• Must have reliable transportation.</li><li>• Dress code is company-provided t-shirt, black or navy-blue pants with belt loops and no tears or holes. Closed toe shoes are required.</li><li>• Good personal hygiene must be practiced. Heavy perfume or body sprays are not allowed.</li></ul>			
Created/Reviewed by:	Brenda Quinones	Date:	02/23/2022
Approved by:		Date:	
Document Maintained by:	Brenda Quinones, HR Manager	Version & Date Created:	V1-02.2023