

## **JOB DESCRIPTION**

### **JOB TITLE**

Extraction Technician

### **JOB OVERVIEW**

The Extraction Technician supports the preparation and execution of the extraction process. Furthermore, the technician will assist in the formulation of approved medical cannabis products. This position is responsible for monitoring and maintaining cleanliness, efficacy, and efficiency of the manufacturing processes. The Extraction Technician will strictly follow the company's standard operating procedures and quality control measures to maintain production of high-quality products. The position is responsible for carrying out day-to-day tasks including prepping, measuring, extracting, refining, and packaging of medical marijuana products. The Extraction Technician must monitor and maintain the laboratory environment in accordance with company needs and state regulations.

### **REPORTS TO:**

Director of Extracting

### **ESSENTIAL RESPONSIBILITIES AND DUTIES**

- Properly handle pre-extraction plant matter with care and attention.
- Perform extractions following standard operating procedures.
- Provide vital systematic cleaning and sanitization of the extraction laboratory.
- Understand and comply to procedures, methodologies, and compliance steps for tracking cannabis product from seed to sale.
- Accurately calibrate scales and balances to ensure proper measurement of medicated products.
- Ensure consistency and efficacy of product through quality control testing, standard operating procedures and proper documentation.
- Ensure personal hygiene is acceptable before performing any production activities by washing hands, wearing a hair net and other personal protective equipment, etc.
- Sanitize all production equipment and tools including workspace, utensils, containers, cookware, and machinery.
- Assist Director of Extraction with the creation of batch production records and labels in accordance with state regulations.
- Assist Director of Extraction with the weighing, packaging, labeling, and documentation of all products, as well as the tracking of batch numbers, lot numbers, and expiration dates.
- Ensure the above information is accurate, appropriately documented and listed clearly in accordance with the state regulations and company standard operating procedures.
- Additional job duties as assigned.

## **QUALIFICATIONS**

### **QUALIFICATION REQUIREMENTS:**

- Must have knowledge of or in the process of learning about cannabis processing and extraction.
- Must have understanding of functions relating to an extraction laboratory.
- Familiar with industry terminology and scientific techniques of a commercial cannabis lab.
- Ability to work in a fast-paced, changing, and challenging environment.
- High level of integrity and a strong work ethic.
- Strong interpersonal skills; team player.
- Demonstrated ability to work comfortably and effectively within a diverse, multicultural, multigenerational environment.
- Must be 21+, with a valid State ID, with no violent crime or controlled substance felonies and able to pass additional background screening

### **EDUCATION/ EXPERIENCE:**

Required: High School Diploma, Bachelor of Science (Preferred)

Work Experience: 2 to 3 years working in a team environment.

### **LANGUAGE SKILLS:**

Ability to read, write and speak English fluently.

Ability to read and interpret documents such as standard operating procedures, employee handbook and other company documents.

### **OTHER SKILLS, ABILITIES AND/OR TRAINING:**

- Knowledge of state medical marijuana regulations and medicinal cannabis benefits.
- Basic understanding of chemistry.
- Committed to providing outstanding service both internally and externally.
- Ability to preserve confidentiality of information.
- Ability to work as part of a team to achieve company goals.
- Ability to work weekends on an occasional basis.
- Ability to work extended days on an occasional basis.
- Ability to work daytime or evening hours.
- Demonstrate accuracy and attention to detail.
- Ability to organize and prioritize a variety of tasks/ projects.
- Ability to work within strict time frames and resolute deadlines.
- Ability to work within the company's strategic approach as designed by the executive team.

- Personal transportation.

## **PHYSICAL DEMANDS**

The physical demands described below are representative of those that must be met to successfully perform the essential responsibilities and duties of this job.

Regularly required to do the following activities:

- Stand dynamically for long periods without a break.
- Use hands to finger, handle, and/or feel; the ability to type, pick, pinch with fingers, seize, hold, grasp or turn with hands and perceive attributes of objects and materials such as size, shape, temperature, or texture, by touching with fingertips
- Maintain balance while walking, standing or crouching.
- Twist upper torso.
- Reach up and out with hands and arms.
- Ability to lift 20 to 40 pounds and carry a distance of one hundred feet.