

Job Title:

Dispensary Manager

Job Overview:

Dispensary Managers are responsible for ensuring each patient has an outstanding experience during his/her visit to Organic Remedies. Dispensary Managers are responsible for the overall operations of the dispensary including day to day operations, training, scheduling, payroll, inventory management, P&L management, expense control, as well as ensuring compliance with all PA Department of Health rules and regulations.

Reports To:

The Dispensary Manager reports to two management level positions which include the President and the CEO. Performance reviews will be written and administered by the CEO in collaboration with the President.

Essential Responsibilities and Duties:

- Provide patients with an outstanding experience during their visit
- Provide direction and coaching to all employees to ensure an outstanding patient experience for all patients
- Provide training for all employees to ensure a superior patient experience
- Develop and communicate best practices related to improving current procedures and service
- Coordinate with Pharmacist/ President/ CEO when needed for service or process improvements
- Address and deliver verbal and written counseling for inappropriate / incorrect employee behavior or lack of procedures being followed.
- Create employee work schedules
- Manage P+L statement to ensure profitability and financial goals are met
- Assist with patient engagement as required
 - o Answer phones and provide basic information to patients
 - o Assist patients in choosing products from the menu based on medical needs and personal preferences
 - o Ensure compliance with all product restrictions based on patient certification
 - o Retrieve requested products from vault and enter into MJ Freeway seed to sale tracking system
 - o Accept payment for products from patients and complete sale in MJ Freeway seed to sale tracking system.
 - o Label all products with MJ Freeway generated product labels
 - o Print out receipt for purchase and give to patient along with patient safety insert
- Responsible for placing orders and receipt of inventory orders from grower processors
- Responsible for end of day inventory counts and reconciliation
- Responsible for end of day cash balancing and financial reporting
- Ensure facility and employees are in compliance with all Pennsylvania Department of Health Medical Marijuana regulations
- Other duties / responsibilities as assigned by management

Qualifications:**Qualification Requirements:**

- To perform this job successfully, the employee must be able to perform each essential responsibility and duty satisfactorily.
- Minimum age of 18 years old
- Ability to pass a drug test
- Ability to pass a state and federal criminal background check

Education/ Experience:

- High school diploma or general education degree (GED), plus one-year experience in retail, healthcare or hospitality/ service industry.

Language Skills:

- Ability to read and interpret documents such as standard operating procedures, employee handbook and other company documents.
- Ability to read, write and speak English fluently
- Ability to alphabetize documents

Math Skills:

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

Reasoning Ability:

- Ability to apply common sense understanding to carry out instruction furnished in written, oral or diagram form.

Other Skills, Abilities and/or Training:

- Committed to providing customer service that makes both internal and external customers feel welcome, important and appreciated
- Ability to preserve confidentiality of information
- Ability and willingness to move with purpose and a strong sense of urgency
- Ability to work weekends on a regular basis
- Ability to work extended days on an occasional basis
- Ability to work day or evening hours
- Accuracy and attention to detail
- Ability to organize and prioritize a variety of tasks/ projects
- Familiarity with industry/ technical terms and processes
- Ability to work within strict time frames and resolute deadlines
- Proficiency with the Microsoft Office Suite

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
 - Perform continuous operation of a personal computer for four hours or longer
 - 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
 - Lift up to ten to twenty pounds and carry a distance of one hundred feet