



JOB TITLE:	Processing Manager
DEPARTMENT:	Post-Harvest Operations
REPORTS TO (Title):	VP of Operations
108 SUMMARY <i>(In one or two sentences state the overall purpose or essential function of the job, and how it fits into the total scheme of company operations.)</i>	
The Processing Manager is responsible for managing the day-to-day post-harvest work in accordance with Company standards. This position will provide direct support to the post-harvest associates, including scheduling, training, policy/procedure updates, etc. This position will lead, manage, and track the, dry, trim, cure, and packaging of products.	
LISIING OF DUTIES AND RESPONSIBILITIES <i>(List in order of importance key duties/responsibilities in fulfilling the Primary Duty.)</i>	
<ul style="list-style-type: none"> • Ensure projects and department goals are met on time within approved budgets. • Oversee and track weights/waste and document on the applicable logs/within the applicable systems. • Supervise and execute a production plan determined by sales needs and product availability. • Ensure clean up procedures are followed and clearly documented, log information into applicable systems. • Develop, track, and analyze key performance indicators for the department and cascade responsibilities to team member. • Remain up-to-date and knowledgeable about state and local laws, regulations, and industry standards for post-harvest. • Conduct routine audits of products, equipment, and schedules. • Responsible for continuously evaluating and improving processes within the post-harvest department. • Manage the supply chain to ensure a stable stream of inventory. • Ensure environmental, health and safety regulations are met. • Support post-harvest operations by preparing and processing harvests for sales/oil extraction as needed. • Perform other duties as assigned. 	
EDUCATION LWORK EXPERIENCELKNOWLEDGELSKILLS <i>(Required for the job, and not the employee's skills/experience)</i>	
EDUCATION /CERTIFICATIONS:	<ul style="list-style-type: none"> • High School Diploma or GED • Bachelors Preferred
MINIMUM YEARS OF WORK EXPERIENCE:	<ul style="list-style-type: none"> • Minimum 5 years manufacturing/agriculture or related experience. • Minimum 2 years supervisor/manager experience.
KNOWLEDGE/SKILLS:	<ul style="list-style-type: none"> • Working knowledge of cannabis products preferred but not required. • Demonstrated knowledge of federal, state, and local regulations. • Effective interpersonal skills, organizational awareness, and attention to detail. • Ability to work both in a team and independently. • Detail oriented with the ability to measure weights and report findings effectively. • Ability to develop, implement and sustain standard operating procedures. • Ability to improve performance through data analysis, accountability, and training.
LIST PHYSICAL REQUIREMENTS OF THE 10B	
<i>(i.e., shift work, climbing, lifting, working outdoors in extreme climates, extensive driving, on call responsibilities, etc.)</i>	
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works evenings, weekends, and holidays to meet the needs of a retail setting. Wear various safety gear such as goggles, masks, aprons, gloves, hairnets, jumpsuits, etc. throughout work shift. Lift up to 50 pounds, stand, bend and twist throughout shift. The employee is occasionally required to walk; use hands and fingers to operate, handle, or feel objects, tools, or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.	

THE ABOVE DESCRIBED JOB DUTIES ARE MERELY A FRAMEWORK WITHIN WHICH WORK WILL USUALLY BE ASSIGNED TO JOB INCUMBENTS. THIS DESCRIPTION DOES NOT AND SHOULD NOT BE CONSTRUED TO NECESSARILY LIMIT WORK ASSIGNMENTS THAT MAY BE MADE FROM TIME TO TIME, NOR DOES IT IDENTIFY ALL WORK THAT IS TO BE DONE.