

Proposed Organizational Changes | Otsego, MN

Production Technician I:

Entry-level position responsible for post-harvest processing and packaging flower and oil-based products.

Post-Harvest Processing

- Take down of cannabis material from dry rooms
- Bucking and trimming of dry and/or wet cannabis material
- Separation of flower buds from stems and waste
- Operation of automated trimming equipment
- Sorting, sifting and mixing of cannabis biomass
- Operations of irradiation equipment as needed

Packaging

- Includes the weighing, labeling, hand filling and sealing of cannabis products and cannabis by-products: including prepacked flower, bulk flower, prerolls, vapes, ingestibles, edibles, topicals, and other cannabis by-products.
- Operation of small-scale packaging equipment, such as scales, heat sealers, labelers, grinders, and preroll filling machines etc.

General Responsibilities

- Accurate and timely data tracking and documentation of all production metrics as defined by leadership
- Ability to flex as a material handler, bringing supplies to and from the production tables as needed.
- Maintain a safe, clean, and orderly workstation
- Cleaning and sanitizing processing areas on a daily, weekly, and monthly basis.
- Following the directives of department leads, supervisors, and managers
- Ability to work in a continuous improvement environment, identifying and communicating opportunities to improve, safety, quality, delivery, cost and teamwork.
- Adaptable to change
- Employees must exhibit competency in basic organization, tracking and communication skills.
- Able to work well independently or in a group setting
- The ability to properly manage time, stay on task, and meet production throughput and quality expectations.
- Must be able to follow instructions as well as take constructive criticism from leadership.
- Must adhere to all company policies and procedures.

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Production Technician II:

Level 2 Production Technician position is responsible for the operation of industrial scale flower packaging automation in addition to post-harvest processing, and hand packaging flower and oil-based products.

Post-Harvest Processing

- Take down of cannabis material from dry rooms
- Bucking and trimming of dry or wet cannabis material
- Operation of automated post-harvest processing equipment
- Sorting, sifting and mixing of cannabis biomass
- Separation of flower buds from stems and waste
- Operations of irradiation equipment as needed

Packaging

- Operation of large-scale flower packaging automation
- Includes the weighing, labeling, hand filling and sealing of cannabis products and cannabis by-products, including prepacked flower, bulk flower, prerolls, vapes, ingestible, edibles, topicals, and other cannabis by-products.
- Operation of automated packaging equipment, such as grinders, preroll automation, scales, sealers, counters, etc.

General responsibilities

- Supports the Production Lead in training, data collection, and refocusing the Level 1 production Technicians.
- Ability to flex as a material handler, bringing supplies to and from the production tables as needed.
- Demonstrated understanding, application of, and adherence to the manufacturing concepts of 5s, the elimination of waste, and single piece flow.
- Accurate and timely data tracking and documentation of all production metrics as set by leadership
- Maintain a safe, clean and orderly workstation
- Cleaning and sanitizing processing areas on a daily, weekly, and monthly basis.
- Follow the directive of department leads, supervisors, and managers
- Ability to work in a continuous improvement environment, Identifying and communicating opportunities to improve, safety, quality, delivery, cost and teamwork.
- Adaptable to change
- Employees must exhibit competency in basic organization, tracking and communication skills.
- Able to work well independently or in a group setting
- The ability to properly manage time, stay on task, and meet production throughput and quality goals.

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- Must be able to flow instructions as well as take constructive criticism from their managers.
 - Must adhere to all company policies and procedures.
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Cultivation Technician II:

Responsible for all cultivation technician duties in addition to being subject matter experts in plant health, including nutrition, disease control and prevention, pest control, and substrate monitoring

Fertigation Responsibilities

- Daily plant substrate readings and measurements
- Mixing and filling of all nutrient based fertilizers
- Monitoring of the VWC and EC's before and after the feeds
- Clean and maintain feedlines before and after the harvest
- Perform maintenance on the feedlines on an ongoing basis to maintain the integrity of the system
- General maintenance of the dosing systems, pumps, and feedlines
- Equipment calibration
- May be subject to weekend shifts based on the fertigation needs of the business
- Communicate any equipment issues to cultivation leadership

Integrative Pest Management Responsibilities

- Daily scouting and recording of any and observed plant health issues including flagging and tagging affected plants
- Complete scouting maps in all grow rooms, documenting all pest and disease issues
- Strict adherence to the IPM application schedule
- Execute all pesticide sprays, root drenches and any other pest disease control methods as directed by the cultivation manager

General Responsibilities

- Assist in maintaining a clean and safe working environment inside the cultivation and surrounding areas.
- Follow all State mandated regulations pertaining to the cultivation of cannabis operations.
- Develop working knowledge of all equipment within specified grow spaces including but not limited to irrigation system/components, fan operation, and lighting equipment.
- Proper usage, maintenance, and storage of all tools and equipment, including but not limited to shop vacuums, pumps, hoses, carts, pruners, scissors, stools, gloves, rags, and personal protective equipment.
- Maintain effective communication with Cultivation leadership for crop needs.

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- Be vigilant while conducting the daily inspection of plants to identify pests / disease / deficiencies / excesses, intersex traits, male flowers, abnormal growth, and report findings to leads and Cultivation Managers.
- Responsible for the daily care of crop cultural practices from seed to clone to harvest.
- Review and comply with all policies and procedures
- Complete all technician daily task checklists.
- Maintain accurate data collection, other crop-related logs as assigned by the Cultivation Manager and Supervisor.
- Execute daily feeding and care schedule as directed by Cultivation leadership
- Complete daily tasks assigned.
- Assist in completion of secondary cultivation labor tasks at the direction of the Cultivation leads, Supervisors, and Managers.

Manufacturing Technician:

Manufacturing technicians are responsible for the manufacturing and operation of specialized cannabis processing equipment, including filling automation within the oil value stream and operation of the edibles production kitchen.

Edibles Production

- Dosing, mixing, cooking, sugaring and demolding of cannabis edibles
- Upholding all cGMP requirements and food safety standards

Oil by-product Filling

- Operation of the automated tablet press
- Operation of the automated vape filling machine
- Operation of the automated syringe filling machine

General Responsibilities

- Carry out quality control checks throughout the process
- Demonstrated understanding and application of the following manufacturing concepts of 5s, the elimination of waste, and single piece flow.
- Accurate and timely data tracking and documentation of all production metrics as set by leadership
- Preventative maintenance on all kitchen and filling equipment
- Maintain a safe, clean and orderly workstation
- Cleaning and sanitizing processing areas on a daily, weekly, and monthly basis.
- Communicate any nonconformities to the production manager in a timely manner
- Follow the directive of department leads, supervisors, and managers
- Ability to work in a continuous improvement environment, Identifying and communicating opportunities to improve, safety, quality, delivery, cost and teamwork.
- Adaptable to change

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- Employees must exhibit competency in basic organization, tracking and communication skills.
- Able to work well independently or in a group setting
- The ability to properly manage time, stay on task, and meet production throughput and quality goals.
- Must be able to follow instructions as well as take constructive criticism from their managers.
- Must adhere to all company policies and procedures.

Manufacturing Technician Lead:

Lead Responsibilities

- Assist the Department Manager in organizing daily activities for the department
- Ensure the Manufacturing Technicians are adhering to all SOP's, work instructions, and policies and procedures
- Ensure the accurate and timely completion of work orders, data logs and visual management aids
- Ensure accurate and timely data tracking and data entry
- Ensure strict adherence to equipment run schedules
- Perform regular preventative maintenance on equipment
- Monitor throughput metrics and quickly communicate unplanned equipment downtime or work delays
- Manage inventory in the seed to sale system based on completion of packaging tasks
- Accurate and timely completion of standard work
- Participation and leadership in continuous improvement initiatives
- Competency and understanding of throughput and capacities for each processing assembly or sub processing assembly within the department.
- Provide feedback and coaching to Manufacturing technicians as needed to ensure they are meeting procedural expectations
- Ensure accurate staging of raw materials for work orders
- Ensure accurate completion of daily, weekly and monthly cleaning and sanitation.
- Ensure adherence to all quality standards
- Advise the department manager of any re-orders required for the department.
- Restock PPE and raw materials as needed

General Responsibilities

- Supports the Department Manager in training, data collection, and refocusing the Manufacturing Technicians.

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- Ability to flex as needed between processing assembly to support Manufacturing technician
- Demonstrated understanding and application of the following manufacturing concepts of 5s, the elimination of waste, and single piece flow
- Accurate and timely data tracking and documentation of all production metrics as defined by leadership
- Maintain a safe, clean and orderly workstation
- Cleaning and sanitizing processing areas on a daily, weekly, and monthly basis.
- Follow the directive of department supervisors and managers
- Ability to work in a continuous improvement environment, Identifying and communicating opportunities to improve, safety, quality, delivery, cost and teamwork.
- Adaptable to change
- Exhibit competency in basic organizational, tracking and communication skills.
- Able to work well independently or in a group setting
- The ability to properly manage time, stay on task, and meet production throughput and quality goals.
- Must be able to follow instructions as well as take constructive criticism from their managers.
- Must adhere to all company policies and procedures.
- Minimum 1 year of manufacturing experience

Laboratory Technician

Responsible for all laboratory production processing from material prep through product formulations

Lab Responsibilities

- Preparation of all materials for extraction
- Operation of various extraction equipment as needed by the business such as ethanol, hydrocarbon, Co₂, etc.
- Operation of all post-processing equipment, including but not limited to filtration systems, rotary evaporators, reactors, vacuum ovens, various distillation systems, and heat plates.
- Operation of analytical testing equipment
- Highly detail oriented with the ability to execute with precision product formulations
- Rigorous adherence to equipment operation schedules.
- Excellent data collection and organizational skills.
- Carry out quality control checks throughout the process
- Execute regular preventative maintenance on all lab equipment

General Responsibilities

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- Demonstrated understanding and application of the following manufacturing concepts of 5s, waste identification and elimination, single piece flow.
- Accurate and timely data tracking and documentation of all production metrics as set by leadership
- Maintain a safe, clean, and orderly workstation
- Cleaning and sanitizing processing areas on a daily, weekly, and monthly basis.
- Communicate any nonconformities to the production manager in a timely manner
- Follow the directive of department leads, supervisors, and managers
- Ability to work in a continuous improvement environment, Identifying and communicating opportunities to improve, safety, quality, delivery, cost and teamwork.
- Adaptable to change
- Employees must exhibit competency in basic organizational, tracking and communication skills.
- Able to work well independently or in a group setting
- The ability to properly manage time, stay on task, and meet production throughput and quality goals.
- Must be able to follow instructions as well as take constructive criticism
- Must adhere to all company policies and procedures.
- Minimum 1 year of manufacturing experience