

Social Equity Council

State of Connecticut

Cannabis Career Pathways | Social Equity Council

Cultivation

Harvester /
Trimmer

Pest Mgmt.
Technician

Cultivation
Agent

Cultivation
Manager

Director of
Cultivation

Compliance

Compliance
Associate

Compliance
Manager

Director of
Compliance

Inventory
Specialist

Manufacturing

Production
Associate

Packaging
Associate

Production
Supervisor

Director of
Production

Distribution

Retail

Budtender
(Sales Rep.)

Assistant
Manager

Retail
Manager

Regional
Manager

Cannabis Career Pathways | Cultivation

Harvester / Trimmer

- Take down, hang, trim, and buck plants
- Breakdown flowers from stem and plant stalk to separate unusable and usable products
- Identify and separate fan leaves, stems and sugar leaves on flower
- Employee must account for each by-product type processed off the flower
- Knowledge of harvest process, including regulatory compliance and green waste requirements
- Recognizing/managing contamination (pests, seeds, dirt, mildew, etc.)
- Cleans, sweeps, and mops common work areas, harvest room, etc.

Pest Mgmt. Technician

- Scout all areas of the cultivation facility, identifying pest, diseases, and other abiotic problems in plants
- Oversee pest management products applications, and calculations, preparing weekly findings reports and updating application records
- Develop and follow procedures and systems of operations
- Set, monitor and report findings of mechanical traps (light traps, sticky cards, etc.)
- Supervise workers involved in application
- Plate possible disease problems and incubate / prepare slides for Microscope identification

Cultivation Agent

- Provide on-site cultivation for one or more cannabis gardens
- Monitor and maintain high quality plant production, health, and product, in accordance with the local and state regulations
- Manage organization, cleanliness and efficiency of production area
- Assist with day-to-day plant care including watering and pruning

Cultivation Manager

- Manage a large-scale greenhouse, inventory, compliance, and quality
- Perform all the tasks in the grow cycle and maximize yields
- Hire, train, develop, and manage a cultivation team
- Measure and report performance metrics and improve processes
- Establish planting and harvesting schedules
- Set budgets for cultivation operations
- Ensure parts, equipment, and supplies are adequately supplied
- Ensure all adherence to cultivation operating procedures/compliance

Director of Cultivation

- Develop greenhouse grow protocols and nutrient regiment
- Execute preventative maintenance / elimination of all pest, diseases, and other abiotic problems in plants
- Use sensors and instruments, with decision support software, to maintain optimal growth conditions
- Develop / implement contingency plans to address unexpected challenges
- Maintain knowledge of relevant regulatory cultivation standards
- Assist government authorities with audits or inquiries
- Comply with all HR policies including confidentiality and non-disclosure

Cannabis Career Pathways | Compliance

Compliance Associate

- Assist the Compliance Manager
- Create internal controls and monitor adherence to controls
- Evaluate the efficiency of controls
- Identify hidden risks or non-conformity issues
- Draft, modify, and implement company policies
- Collaborate with other departments to monitor enforcement of standards and regulations
- Provide compliance training
- Prepare reports for senior management and external regulatory bodies as appropriate

Compliance Manager

- Remain current with state regulations
- Develop corrective and preventive action plans
- Provide guidance to management with implementation/process changes to comply with regulations
- Develop policies, procedures, and communications for employees to report violation of company policies/government regulations
- Perform internal audits
- Manage any recall, health, and/or public safety issues
- Maintain compliance with all state and company policies/procedures

Director of Compliance

- Create, maintain, and monitor effective compliance systems
- Create and maintain third-party due diligence system
- Provide leadership to maintain compliance
- Develop meaningful reporting / tracking of compliance activities to enable effective communication to senior management and all facilities
- Maintain knowledge of compliance regulations, issues, and trends
- Manage renewal process for licenses
- Oversee compliance training needs in all departments and facilities
- Develop/maintain relationships with state regulators

Inventory Specialist

- Maintain accurate records of all incoming and outgoing products and inventory data
- Assist all delivery drivers with incoming and outgoing inventory
- Help the company develop and execute long-term goals
- Keep current with the cannabis industry
- Consistently update the seed to sale tracking system on an ongoing basis to ensure accuracy
- Ensure compliance with applicable regulations & company system of operations
- Communicate key information across departments

Cannabis Career Pathways | Manufacturing

Production Associate

- Manufacture various cannabis products (e.g., Pre-Rolls; Edibles; Non Edibles)
- Identify and use proper PPE while operating the process
- Operate equipment and manufacture goods according to standard operating procedures
- Clean equipment and facility
- Maintain safety standards
- Document processes and maintain records
- Maintain regulatory compliance

Packaging Associate

- Package infused and plant products into proper containers with labeling, complying with state regulations
- Follow standard operating procedures
- Pay close attention to detail, continuously maintaining accuracy and consistency for all products
- Use scales to accurately measure product
- Operate equipment to package product (depending on facility)
- Accurate record keeping abilities
- Ensure that all product is properly secured and stored

Production Supervisor

- Create production schedules
- Follow current good manufacturing practices
- Establish clear goals and metrics for teams
- Develop targets for safety, quality, delivery, cost and productivity
- Maintain records of supplies, materials, and equipment
- Create standard operating procedures, training records, and related documentation
- Maintain material safety data for all department chemicals / products
- Ensure departmental compliance with state regulations and federal and state law

Director of Production

- Oversee daily production operations
- Develop production targets and goals for team
- Ensure safe, accurate, and timely production of products
- Evaluate quality control testing and procedures
- Document equipment maintenance, quality control records, and inventory records
- Create and update MIP and packaging standard operating procedures for product creation
- Create, update, and maintain training programs
- Report key metrics to other departments in the facility
- Provide guidance and feedback to the production team

Cannabis Career Pathways | Retail

Budtender (Sales Rep.)

- Check customers' identification documents to verify legal age
- Correctly weigh, package, and label cannabis products and manage inventory
- Advise/educate customers on suitable products based on needs, preferences, budgets, and reactions to different cannabis strains
- Processing customers' payments using the dispensary's Point of Sale system
- Ensuring that the dispensary is clean and well-organized at all times

Assistant Manager

- Assist in all aspects of the daily operations
- Maintain order fulfillment, inventory management, cash management, and daily reporting/compliance
- Open/close store and organize employees work schedule
- Communicate regularly with general manager/staff on inventory availability and discrepancies
- Follow all processes to ensure accuracy and safety protocols of quality assurance program
- Manage receiving process and approval/rejection of cannabis products in regulatory standards
- Process cannabis waste according to state/local law and within regulatory guidelines

Retail Manager

- Performing monthly, quarterly, and annual sales reviews and areas for improvement
- Responsible for store compliance
- Review, maintain, and update all departmental systems of operations
- Oversee and ensure cash management procedure adherence
- Point of contact for regulatory representatives
- Create price points for cannabis products/paraphernalia
- Organize regular meetings with suppliers
- Partner for reviewing salaries, employee performance evaluations, and disciplinary actions

Regional Manager

- Responsible for brand-adherent setup and organization of stores within region
- Recruit, hire, train, mentor and discipline all store managers
- Conduct periodic reviews of store manager performance
- Work with regulatory compliance leadership to ensure compliant operations
- Analyze/optimize store performance and profitability
- Inspect each region's stores regularly to ensure compliance
- Liaise between headquarters and assigned dispensaries