



## **CANNABIS SUPPORT STAFF JOB DESCRIPTION**

### **POSITION SUMMARY**

Cannabis Support Staff provide on-site support for the trimming and packaging of Mānoa Botanicals LLC dba Noa Botanicals product. Cannabis Support Staff complete tasks assigned by the Team Lead to ensure the aesthetic appeal and high quality of product. Cannabis Support Staff must carry out day-to-day tasks including plucking, trimming, hanging, and drying of product, as well as weighing, packaging, and labeling finished product. Cannabis Support Staff must maintain excellent personal hygiene, workspace cleanliness, and quality control measures to ensure high quality product in accordance with the State and standards set by Mānoa Botanicals LLC.

This position is not eligible for relocation assistance; local applicants preferred.

### **CORE JOB DUTIES (includes but not limited to)**

- Packaging and Labeling:
  - Responsible for weighing, packaging, and labeling finished product while ensuring high quality and visual aesthetic as directed by the Team Lead or Manager on duty.
  - Maintain accurate unit counts, packaging specs, and labeling contents.
- Facility Cleanliness and Quality Control:
  - Perform all assigned duties required to ensure a clean and safe workspace and cultivation facility.
  - Maintain cleanliness of work area and equipment at all times.
  - Report all quality control issues during harvest to the trim supervisor immediately.
- Reports and Documentation:
  - Maintain accurate records of product trimmed to ensure product identification and quality control.
  - Assist processing manager with the creation of labels in accordance with the State and standards set by Mānoa Botanicals.
- Trimming:
  - Responsible for trimming product while ensuring high quality and visual aesthetic.
  - Perform repetitive tasks for long period of time.
- Strictly adheres to hygienic and sanitation policies set by Mānoa Botanicals LLC and the State.
- Additional Duties as Required.

### **CORE COMPETENCIES**

- Excellent personal hygiene to maintain sanitary conditions of the facility.
- Knowledge of medical marijuana law, medicinal benefits, and horticulture skills.





- Effective time-management skills and ability to multi-task.
- Ability to sit, stand and trim for extended time periods.
- Ability to work in a fast-paced, ever-changing and challenging environment.
- Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.
- Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.
- Must be and remain compliant with any and all legal or company regulations for working in the cannabis industry.

#### **EDUCATION AND BACKGROUND REQUIREMENTS**

- Previous experience in agriculture, trimming, or packaging preferred.
- High School Diploma or GED required.
- Minimum of 21 years of age as required by state statute.
- Must have reliable transportation available daily.
- No prior felony convictions. Must pass state and federal criminal and fingerprint background checks, per applicable requirements set forth under state statute.

#### **EMPLOYEE BENEFITS SUMMARY**

This is only a preview of the benefits we offer our full-time employees. Detailed information about eligibility, enrollment and other benefit provisions are provided upon employment. Benefits are subject to change and may be discontinued without notice.

- Medical, Drug, Vision, Dental Coverage
- PTO, Paid Holidays
- Employee Discount

Work Schedule: Monday – Sunday; Occasional Weekends/Holidays/Nightwork/Overtime may be required.

Work Locations: Kunia

Job Type: Exempt, Part-time

#### **EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION**

We are an equal opportunity employer and strive to provide equal employment opportunities to all applicants and staff in accordance with sound employee relation practices and federal and state laws. Noa Botanicals is also firmly committed to taking affirmative action to employ qualified individuals with disabilities, veterans with disabilities, veterans, minorities, and women, and to advance them in employment. If you are an individual with a disability and require accommodation during the application process, please contact our HR Department at 808-550-9848.





*Management reserves the right to assign other job duties as necessary. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. This document is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned. Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service deliver, and the ability to work productively as a member of a team or work group are basic requirements of all positions. Submittal of an application for the position: 1. Authorizes Mānoa Botanicals LLC to share any and all information regarding previous or present employment, educational training or personal information from their records and from any other source with the Mānoa Botanicals LLC Human Resources Department only 2. Releases and waives Mānoa Botanicals LLC from any and all liability for any damage which may be claimed as a result of furnishing such information to the Human Resources Department.*

