



CHUKCHANSI WELLNESS, INC.

TRIBAL NATION FLOWER CO.

31793 CA-41

COARSEGOLD, CA 93614

PHONE: 559-412-5590 FAX: 559-400-0340

POSITION DESCRIPTION – RETAIL BUDTENDER

Reports To: Retail Supervisor

Department: Tribal Nation Flower Company

Status: Part-time Non-Exempt

Salary Range: \$15.00/hr. – \$20.00/hr.

SUMMARY AND SCOPE OF THE POSITION:

The Retail Budtender works with customers assisting them with products and cannabis knowledge. The Retail Budtenders are responsible for a maintaining a photo-ready/ professional dress code, upkeep of their workstation, current cannabis knowledge, and proper product organization skills. Retail Budtenders work with all departments/ personnel cooperatively to ensure customer efficiency. In interacting with customers, the Retail Budtender will assist in diffusing customer issues, communicating with upper management regarding customer complaints, build customer rapport, and other feedback. The Retail Budtender will assist in the opening and closing the store, stocking shelves, and ensuring the store is always clean and presentable for guests. The Retail Budtender is responsible for counting the money in the register drawers, efficiently ringing out customers, and checking receipts for financial accuracy. A Retail Budtenders must ensure they comply with company and safety policies, Compliance/ Regulations, and complete tasks appropriately.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Retrieve products requested by guests
- Advise customers concerning products and services
- Re-home “Put Backs” accumulated at each Budtender station
- Execute cleaning and sanitation checklists
- Assist Retail Supervisors in the general upkeep of the retail and guest space
- Assist in maintenance and upkeep of cannabis product displays; retail cases merchandise, and vendor-sponsored displays
- Collaborate with Inventory and Retail staff to maintain policies, procedures, and activities about regulations
- Display exceptional customer service skills

- Maintain an elevated knowledge of cannabis, cannabis products, brand standards, and compliance
- Keep up with communication and knowledge posted on Slack
- Ensure that business goals, operational deadlines, and performance standards are met
- Maintain traffic flow, minimize wait times, maximize customer sales and satisfaction
- Maintain the organization of sales stations and dispensary through daily upkeep
- All other duties assigned

The duties and responsibilities described above may provide only a partial description of this position. This is not an exhaustive list of all aspects of the job. Other duties and responsibilities not outlined in this document may be added as necessary or desirable, with or without notice.

MINIMUM QUALIFICATIONS:

- High school diploma / GED
- A valid State issued Driver's License
- A Passport quality photo
- Must be 21 years of age or older
- Must successfully pass a background check
- Must successfully pass a drug test for all substances non-cannabis

PREFERRED QUALIFICATIONS:

- Bilingual (English/ Spanish) applicants are strongly preferred
- Prior cannabis knowledge, education, or certification in the cannabis industry
- Knowledge of customer marijuana policies, law, compliance, and regulations
- 3-5 Years' experience in a similar role
- Exceptional customer service skills
- Ability to multitask
- Proficiency in Microsoft Word, Excel, Outlook, and email and internet applications.
- Accurate data entry and record-keeping
- Exceptional organization and time management abilities
- Ability to maintain a consistent teamwork mentality
- Ability to work in a fast-paced, changing, challenging, and busy environment
- Excellent communication and interpersonal skills
- Strong problem-solving skills
- Conflict resolution skills
- Basic math skills

Technical Skills:

- Ability to solve problems promptly and deal with a variety of variables to arrive at solutions when no defined set of guidelines may exist
- Ability to listen to and consider diverse ideas and opinions and to make recommendations based on a combination of factors and information
- Ability to effectively assess risk

Key Competencies Required:

- Self-motivated and possesses the ability to positively motivate others
- Displays a willingness to make decisions, exhibits sound and accurate judgment, and makes timely decisions
- Strong work ethic, and the ability to demonstrate the willingness and ability to put forth a level of work effort required to fulfill job duties as required
- Possesses professional appearance and attitude
- Possesses social and professional skills to develop and maintain productive relationships
- Ability to adapt well in a constantly changing environment
- Flexible and non-judgmental
- Possesses the ability to handle stressful situations and a high-volume workload in a consistently calm and productive manner
- Displays a willingness to accept new challenges and opportunities as a key to personal and professional growth
- Attention to detail and results orientated

PRCI TRIBAL PREFERENCE

In accordance with applicable Tribal Law, and Title VII of the 1964 Civil Rights Act, the PRCI Administration shall give preference in hiring, promotion, transfer, and lay-off to enrolled members of the Picayune Rancheria of Chukchansi Indians. To qualify for this preference, applicants must submit verification of enrollment in the Tribe. Preference means that Tribal Members who meet the minimum qualifications set forth in the job announcement and position description shall be hired before better qualified non-Tribal Members.

INDIAN PREFERENCE STATEMENT

Under CFR 25, Part 276 and by Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies provided to qualified PRCI Tribal Members and/or other American Indian/Alaska Native Candidates.

Employee Signature

Date

Human Resources Signature

Date