



CHUKCHANSI WELLNESS, INC.

TRIBAL NATION FLOWER CO.

31793 CA-41

COARSEGOLD, CA 93614

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

POSITION DESCRIPTION – INVENTORY TECHNICIAN

Reports To: Retail Supervisor

Department: Tribal Nation Flower Company

Status: Part-time Non-Exempt

Salary Range: \$17.50/hr. – \$20.50/hr.

SUMMARY AND SCOPE OF THE POSITION:

The Inventory Tech is responsible for the receiving, tagging, tubbing, and vaulting of inbound cannabis goods. The Inventory Tech will assist with the maintenance and cleaning of the inventory workspace in compliance with department expectations. The Inventory Tech will assist in the processing of cannabis goods for retail. The Inventory Tech will act to ensure the strict adherence to all applicable policies, rules, regulations, or other standards required as a part of the Cannabis Commission. This will include implementing and monitoring policies, procedures, and internal controls related to respective compliance requirements in as put forth by management.

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
- Proficiency in Microsoft Word, Excel, Outlook, and email and internet applications.
- Exceptional customer service skills
- Accurate data entry and record-keeping
- Basic Math Skills
- Ability to maintain a consistent teamwork mentality.
- Ability to multitask.
- Strong problem-solving skills
- Conflict resolution 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.
- Elevated verbal, listening, and written communication skills
- Ability to effectively assess risk
- Ability to accurately follow recipes and assist in the processing of cannabis products
- Strong analytical and problem-solving skills; able to identify, analyze and resolve issues
- Excellent interpersonal and communication skills
- Ability to overcome objections, anticipate concerns, and work to overcome them.
- Ability to exercise independent judgment and make sound decisions effectively
- Personal organization and time management skills

- Ability to multi-task under tight timeline constraints, including the ability to prioritize and perform successfully in a fast-paced environment.

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