

**First State Compassion Job Description**  
**Trim & Pack Associate**  
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<b>STATUS:</b>	Hourly Non-Exempt
<b>SUPERVISED BY:</b>	Trim & Pack Manager
<b>SUPERVISES:</b>	None
<b>JOB CAN BE PERFORMED REMOTELY:</b>	No
<b>JOB REQUIRES TRAVEL:</b>	No

**JOB SUMMARY:**

Trim & Pack Associate will be responsible for presentation and packaging of medicine for retail sale.

**TYPICAL WORKING CONDITIONS/ENVIRONMENT:**

- Work is performed in busy packaging department.
- The room can be loud due to pumps, air conditioning, ventilation fans, etc.
- Will be in almost constant contact with plants, trimmers, shears & scales.
- Work can be stressful and can include dealing with daily packaging goals, quotas, and audits.

**JOB DUTIES AND RESPONSIBILITIES:**

- Perform rough and fine cuts of harvested plants
- Measure and weigh quantities of medicine
- Package medicine in variety of tamper-proof containers
- All tasks otherwise assigned by Management.



### **REQUIRED PHYSICAL DEMANDS:**

Work requires periods of prolonged sitting and standing, some bending, stooping, and stretching. Requires normal range of hearing. Requires hand-eye coordination and manual dexterity sufficient to trim, train, and harvest plants.

### **REQUIRED SKILLS AND ABILITIES:**

- Good communication skills.
- Ability to adapt to an environment that is everchanging.
- Ability to adhere to and follow strict policies, SOP's, and guidelines.
- Must have a positive attitude.
- Must be goal oriented.
- Must possess the ability to work well with others in a team-centric atmosphere.
- Must be punctual, and reliable.
- Must possess problem-solving skills.
- Ability to work with digital scales
- Maintain strict hygiene standards and a clean workspace
- Account for all components of assigned inventory
- Thorough understanding of units of measure

### **EDUCATION AND EXPERIENCE:**

- Degree or experience in a similar and/or related field is preferred.

