



# Position Description

## Northern Light Cannabis Company

---

<b>POSITION:</b>	<b>Packager</b>	<b>LICENSED:</b>	No
<b>DEPARTMENT:</b>	Northern Light Cannabis Co.	<b>GRADE:</b>	18 (\$15.25-22.88)
<b>REPORTS TO:</b>	Lead Packager	<b>STATUS:</b>	Non-Exempt

---

### **POSITION SUMMARY:**

At the direction of the Store Manager, Floor Manager, and Lead Packager for Northern Light Cannabis Company in Dafer, Michigan, the Packager will oversee all packaging operations in the store, including, but not limited to, weighing, sorting, packaging, labeling, and inventory of all cannabis or CBD infused products.

In addition to Packager Duties, the Packager will also be at the direction of the Store Manager, Floor Manager, and Lead Packager for Northern Light Cannabis Company in Dafer, Michigan, the Packagers will oversee assisting customers in selecting suitable cannabis products. The Floor Manager and Lead Packager will work with the Packager in carrying out all retail operations in the store, including, but not limited to, register operations, customer service, store appearance and displays, and employee interactions, and by performing other functions as assigned. These latter functions should only be applicable during necessary business hours.

### **ESSENTIAL FUNCTIONS:**

1. Provides exemplary customer service, while being prompt and professional.
2. Ensuring the packaging area is clean and well-organized at all times.
3. Proper scale management and data recording of all cannabis weight or cannabis infused products.
4. Remaining on task, while properly preparing all cannabis and cannabis infused products into retail-ready packaging.
5. Maintain in-depth knowledge of packaging tools and technology.
6. Ensuring all health and safety precautions when handling cannabis product.
7. Keeping up to date with Northern Light Cannabis Company policies and procedures at the direction of the Marijuana Commission.
8. Advise customers on suitable cannabis products based on their needs, preferences, budgets, and reactions to different strains of cannabis.
9. Maintain in-depth knowledge of products and strains in the store, as well as industry-wide product knowledge.
10. Processing customer's payments using the retail store's Point of Sale (POS) system.
11. Ensuring the retail store is clean and well-organized at all times.
12. Educate customers on the safe use of their selected cannabis products.
13. Display a high level of product understanding.

14. Keep customer wait times remain at acceptable levels, ensure sales transactional efficiency, and overall providing support for those on the budroom floor.
15. Deal with issues that arise from employees or customers (complaints, grievances etc.)
16. Ensure high levels of customers' satisfaction through excellent service.
17. Ensure the store is opened, closed, and run while efficiently following all protocols.
18. Maintain outstanding store condition and visual merchandising standards
19. Ensure the provisioning center remains compliant with security, inventory, and tribal regulations to ensure safety.
20. Provide education for staff about cannabis strains, edibles, concentrates, and consumption mechanisms.
21. Be a shining example of well behavior and high performance
22. Keeping up to date with Northern Light Cannabis Company policies and procedures at the direction of the Marijuana Commission.
23. Responsible for learning and following daily policies and procedures for the Bay Mills Business Holdings and the department.
24. Must attend all mandatory trainings designated by the Human Resources Department and/or General Manager or Store Manager.
25. Other duties may be assigned within the scope and complexity of this position's essential functions.

**PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is regularly required to walk and stand with occasional sitting. Occasionally, the employee must squat, crawl, crouch, and kneel with frequent bending, climbing, balancing, and push/pulling. The employee is occasionally required to use hands for firm manipulation and reach with hands and arms above shoulder level.

**POSITION REQUIREMENTS:**

1. Must be a minimum of 21 years of age.
2. High school diploma or GED preferred.
3. A minimum of six months' experience in retail or inventory experience preferred.
4. Must pass all required background checks.
5. Must have the ability to remain on task during monotonous duties with minimal supervision.
6. Must be able to use a computer, including Word, Excel, Outlook, etc.
7. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.
8. Must have an excellent past work record, including attendance.

**PREFERENCE:** Preference will be given to those of Native American descent.

**CLOSING DATE:** November 23, 2021 (4:30pm)

**APPLY TO:** Send Resume and Application to:

Erin Forrester; HR Generalist  
Bay Mills Human Resources Department  
12124 W. Lakeshore Drive  
Brimley, MI 49715

(906) 248-8526

[eforrester@baymills.org](mailto:eforrester@baymills.org)

Subject: Packager

\*\*Applications can be found on the Bay Mills website at [www.baymills.org](http://www.baymills.org) under the employment section\*\*