

# Social Equity Council

## State of Connecticut

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# Cannabis Career Pathways | Social Equity Council

## Cultivation

Harvester /  
Trimmer

Pest Mgmt.  
Technician

Cultivation  
Agent

Cultivation  
Manager

Director of  
Cultivation

## Compliance

Compliance  
Associate

Compliance  
Manager

Director of  
Compliance

Inventory  
Specialist

## Manufacturing

Production  
Associate

Packaging  
Associate

Production  
Supervisor

Director of  
Production

## Distribution

## Retail

Budtender  
(Sales Rep.)

Assistant  
Manager

Retail  
Manager

Regional  
Manager

# Cannabis Career Pathways | Cultivation

## Harvester / Trimmer

- Take down, hang, trim, and buck plants
- Breakdown flowers from stem and plant stalk to separate unusable and usable products
- Identify and separate fan leaves, stems and sugar leaves on flower
- Employee must account for each by-product type processed off the flower
- Knowledge of harvest process, including regulatory compliance and green waste requirements
- Recognizing/managing contamination (pests, seeds, dirt, mildew, etc.)
- Cleans, sweeps, and mops common work areas, harvest room, etc.

## Pest Mgmt. Technician

- Scout all areas of the cultivation facility, identifying pest, diseases, and other abiotic problems in plants
- Oversee pest management products applications, and calculations, preparing weekly findings reports and updating application records
- Develop and follow procedures and systems of operations
- Set, monitor and report findings of mechanical traps (light traps, sticky cards, etc.)
- Supervise workers involved in application
- Plate possible disease problems and incubate / prepare slides for Microscope identification

## Cultivation Agent

- Provide on-site cultivation for one or more cannabis gardens
- Monitor and maintain high quality plant production, health, and product, in accordance with the local and state regulations
- Manage organization, cleanliness and efficiency of production area
- Assist with day-to-day plant care including watering and pruning

## Cultivation Manager

- Manage a large-scale greenhouse, inventory, compliance, and quality
- Perform all the tasks in the grow cycle and maximize yields
- Hire, train, develop, and manage a cultivation team
- Measure and report performance metrics and improve processes
- Establish planting and harvesting schedules
- Set budgets for cultivation operations
- Ensure parts, equipment, and supplies are adequately supplied
- Ensure all adherence to cultivation operating procedures/compliance

## Director of Cultivation

- Develop greenhouse grow protocols and nutrient regiment
- Execute preventative maintenance / elimination of all pest, diseases, and other abiotic problems in plants
- Use sensors and instruments, with decision support software, to maintain optimal growth conditions
- Develop / implement contingency plans to address unexpected challenges
- Maintain knowledge of relevant regulatory cultivation standards
- Assist government authorities with audits or inquiries
- Comply with all HR policies including confidentiality and non-disclosure

# Cannabis Career Pathways | Compliance

## Compliance Associate

- Assist the Compliance Manager
- Create internal controls and monitor adherence to controls
- Evaluate the efficiency of controls
- Identify hidden risks or non-conformity issues
- Draft, modify, and implement company policies
- Collaborate with other departments to monitor enforcement of standards and regulations
- Provide compliance training
- Prepare reports for senior management and external regulatory bodies as appropriate

## Compliance Manager

- Remain current with state regulations
- Develop corrective and preventive action plans
- Provide guidance to management with implementation/process changes to comply with regulations
- Develop policies, procedures, and communications for employees to report violation of company policies/government regulations
- Perform internal audits
- Manage any recall, health, and/or public safety issues
- Maintain compliance with all state and company policies/procedures

## Director of Compliance

- Create, maintain, and monitor effective compliance systems
- Create and maintain third-party due diligence system
- Provide leadership to maintain compliance
- Develop meaningful reporting / tracking of compliance activities to enable effective communication to senior management and all facilities
- Maintain knowledge of compliance regulations, issues, and trends
- Manage renewal process for licenses
- Oversee compliance training needs in all departments and facilities
- Develop/maintain relationships with state regulators

## Inventory Specialist

- Maintain accurate records of all incoming and outgoing products and inventory data
- Assist all delivery drivers with incoming and outgoing inventory
- Help the company develop and execute long-term goals
- Keep current with the cannabis industry
- Consistently update the seed to sale tracking system on an ongoing basis to ensure accuracy
- Ensure compliance with applicable regulations & company system of operations
- Communicate key information across departments

# Cannabis Career Pathways | Manufacturing

## Production Associate

- Manufacture various cannabis products (e.g., Pre-Rolls; Edibles; Non Edibles)
- Identify and use proper PPE while operating the process
- Operate equipment and manufacture goods according to standard operating procedures
- Clean equipment and facility
- Maintain safety standards
- Document processes and maintain records
- Maintain regulatory compliance

## Packaging Associate

- Package infused and plant products into proper containers with labeling, complying with state regulations
- Follow standard operating procedures
- Pay close attention to detail, continuously maintaining accuracy and consistency for all products
- Use scales to accurately measure product
- Operate equipment to package product (depending on facility)
- Accurate record keeping abilities
- Ensure that all product is properly secured and stored

## Production Supervisor

- Create production schedules
- Follow current good manufacturing practices
- Establish clear goals and metrics for teams
- Develop targets for safety, quality, delivery, cost and productivity
- Maintain records of supplies, materials, and equipment
- Create standard operating procedures, training records, and related documentation
- Maintain material safety data for all department chemicals / products
- Ensure departmental compliance with state regulations and federal and state law

## Director of Production

- Oversee daily production operations
- Develop production targets and goals for team
- Ensure safe, accurate, and timely production of products
- Evaluate quality control testing and procedures
- Document equipment maintenance, quality control records, and inventory records
- Create and update MIP and packaging standard operating procedures for product creation
- Create, update, and maintain training programs
- Report key metrics to other departments in the facility
- Provide guidance and feedback to the production team

# Cannabis Career Pathways | Retail

## Budtender (Sales Rep.)

- Check customers' identification documents to verify legal age
- Correctly weigh, package, and label cannabis products and manage inventory
- Advise/educate customers on suitable products based on needs, preferences, budgets, and reactions to different cannabis strains
- Processing customers' payments using the dispensary's Point of Sale system
- Ensuring that the dispensary is clean and well-organized at all times

## Assistant Manager

- Assist in all aspects of the daily operations
- Maintain order fulfillment, inventory management, cash management, and daily reporting/compliance
- Open/close store and organize employees work schedule
- Communicate regularly with general manager/staff on inventory availability and discrepancies
- Follow all processes to ensure accuracy and safety protocols of quality assurance program
- Manage receiving process and approval/rejection of cannabis products in regulatory standards
- Process cannabis waste according to state/local law and within regulatory guidelines

## Retail Manager

- Performing monthly, quarterly, and annual sales reviews and areas for improvement
- Responsible for store compliance
- Review, maintain, and update all departmental systems of operations
- Oversee and ensure cash management procedure adherence
- Point of contact for regulatory representatives
- Create price points for cannabis products/paraphernalia
- Organize regular meetings with suppliers
- Partner for reviewing salaries, employee performance evaluations, and disciplinary actions

## Regional Manager

- Responsible for brand-adherent setup and organization of stores within region
- Recruit, hire, train, mentor and discipline all store managers
- Conduct periodic reviews of store manager performance
- Work with regulatory compliance leadership to ensure compliant operations
- Analyze/optimize store performance and profitability
- Inspect each region's stores regularly to ensure compliance
- Liaise between headquarters and assigned dispensaries