



Position Description:

Packaging Technician I

Echo Electuary is an Oregon state licensed cannabis extract, concentrate, edible, and infused products Processor and Producer. We are a skillful union of art and science, with a priority to provide exceptional cannabis experiences to all.

The position of Packaging Technician I is for part time nonexempt work with typical work days M-F 9:00AM-5:30PM. Compensation starts at \$13/hr and with positive 90 day review increases to \$14/hr. Please review the Employee Handbook for additional benefits.

General Duties- Essential Functions

- Packaging tasks such as: folding boxes, folding parchment, applying labels, opening bags, cleaning jars/lids, cleaning packaging tools/utensils/ dishware, filling/capping vape cartridges, filling/sealing honey sticks/jars, cleaning transport coolers, and efficiently creating unique batch packaging items to learned specifications.
- Accurately weigh various types of extract batches into corresponding retail packages.
- Keeping records of quantities per hour and/or daily work counts.
- Pull primary orders with packing slip from inventory.
- Employ excellent organizational skills; remaining uncluttered, unsoiled, optimizing space, keeping like with like, and helping to innovate new ways of organizing all things.
- Precise entry of metrics, using tracking system and in-house batch log integrity.
- Follow detailed and proprietary operating policies and procedures or direction from Leads and Managers for safe and clean application of processing in a state of the art facility with proprietary tools and equipment.
- Provide clear and on task related communication often to ease and harmonious work flow.
- Label and account for applicable equipment, materials, and supplies associated with specialized work stations throughout the facility.
- Maintain a very clean and organized workspace.
- Understand and follow established company policies, procedures, and recognized practices.
- Aid operations such seasonal garden trimming, harvesting, processing, testing, storage, transport, security, janitorial, moving, apiary and other miscellaneous work flow as needed.
- Manage confidential information with integrity. Assume all work and related is confidential.

Skills, Certifications, and Physical Capabilities Required

- 21 years or older with current OLCC Marijuana Workers Permit, Drivers License and reliable transportation.
- Ability to work in fast paced environment under pressure while maintaining a positive attitude.
- Ability to handle multiple assignments simultaneously, balancing shifting priorities and meeting all deadlines within parameters of instructions given, prescribed routines, and standard accepted practices
- Dexterity in wrists, hands and fingers.
- Proficiency in Creative Cloud, G Suite, Workbook, Database, Word Processing programs and e-mail communication.
- Visual acuity; eyesight correctable to 20/20 with normal color, peripheral perception, depth perception and ability to adjust focus.



- Body agility, ability to bend, stoop, crouch, squat, twist, reach at, above and below shoulder height; frequently lift 25-40lbs, carry 25-40lbs, and push/pull 30-50lbs. Use team lift, pallet jack, and wheeled carts.
- Ability to sit or stand for duration of 8-hour shift, working in environment with high noise level, temperature extremes, sunlight, artificial lighting, exposure to gases, chemicals and airborne particles
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals and to apply concepts of algebra and manipulate equations (i.e. unit conversion equations).
- Ability to effectively communicate. Discuss difficult or unique issues promptly, clearly and with calculated thought. Must be able to admit mistakes immediately.
- Knowledge and compliance with federal, state, OLCC, and city rules and regulations
- Neat handwriting.
- Have awareness of boundaries, schedules and impacts on others. Your performance directly impacts other employees, business productivity and the greater shared universe around us.
- Compliance with all PPE requirements.
- Generally, be open, adaptable, quick learning, curious, positive, and kind. This environment is often faced with rapidly changing circumstances and market direction.

As a small business, although some employees have specific skills and/or titles, or are hired to perform specific duties, all positions with Echo Electuary are expected to follow lawful instructions and perform such duties as are necessary to fulfill our mission and support the company's success, whatever that may entail in any situation.

Any employee who needs accommodation to perform the essential functions of his or her job should communicate with his or her supervisor. We will work with an employee to evaluate whether there is a reasonable accommodation that does not pose an undue hardship on the company.

'Cannabis' means the plant *Cannabis sativa* L. any part of the plant

'Extraction' a process of getting, drawing out, with special effort and skill

'Processing' transforming the plant *Cannabis sativa* L. into extracts, concentrates, edibles, and infused products

'Extracts' mean a substance obtained by separation

'Concentrates' mean a substance obtained by separation

'Edibles' means product intended for human consumption

'Infused Products' means product intended for human consumption or use, including application to the skin, hair, or air

'PPE' Personal Protective Equipment