



# GREEN POINT RESEARCH

## PROFESSIONAL STAFF JOB DESCRIPTION

### Introduction

In support of the performance evaluation process at Green Point Research (“GPR”), we have developed a job description for the staff to ensure a common understanding of the performance expectations within the company. The communication of clear job description allows staff to better manage their job duties and enhances the ability of management to make fair performance evaluation, compensation, and promotion decisions.

The managers prepare job descriptions, existing job descriptions are also reviewed and revised to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done. Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned, as necessary. Contact management/human resources if you have any questions or concerns about your job description.

### Role

*Amended Effective Date: 12/30/21*

Green Point Research Production Assistant at the Cannabis Center of Excellence located in Jasper, FL will consist of the following duties but not limited to what is noted below:

### **RESPONSIBILITIES INCLUDE:**

- Assist staff with component & product inventory, packaging, and storage.
- Upkeep of production area.
- As directed by supervisor, production of consumer-packaged goods like pre-rolls, filling vapes, carts, infusing flower, etc.
- Cleaning of production equipment and materials.
- Work with supervisor and other staff to ensure accurate inventory management.
- Assist supervisor and other staff with receiving and processing supply shipments.
- Adhere to all health and safety practices.

*\*\*Job descriptions are not intended to be all-inclusive. Other responsibilities may be assigned.*

### **REQUIREMENTS:**

- High school diploma or relevant work experience
- Prior experience as production or fulfillment in related field.
- Ability to stand for 8-hour shift



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- Ability to lift 30-pound boxes repeatedly
- Consistent, safe, professional dress and manner.
- Excellent verbal communication skills.
- Competency in Microsoft applications including Word, Excel, and Outlook.
- Good time management skills.
- Ability to read and interpret written work orders.
- Able to contribute positively as part of a team, helping with various tasks as required.

## **TIME NEEDED**

- 20 hour per week onsite at the Company location

## **PAY**

- \$13 per hour