

# NYS Cannabis Workforce Initiative Job Catalog



Job Title	Description	Typical Entry-Level Education	Typical Experience
Budtender	Ensure that customers and/or patients have reliable information about marijuana strains, cultivation, medical attributes of different strains and products both personally and anecdotally, general industry knowledge and the science of marijuana.	High School Diploma or equivalent	None
Sales Representative	Responsible to promoting and selling a range of market-leading THC and CBD products.	High School Diploma or equivalent	None
Trimmer	responsible for: bud trimming for a marijuana grower, the manicuring and preparation of the cannabis plant, take raw material and prepare it for the Harvest Manager to cure, cutting the flowers and leaves off the branches according to the company's grading system.	High School Diploma or equivalent	None
Cultivation Technician	performs manual labor to assist in the upkeep, stocking, and fulfillment of growing medicinal cannabis, including, but not limited to; watering, feeding, flushing, pruning, washing, cloning, and transplanting under the supervision of the Cultivation Manager.	High School Diploma or equivalent	None
Dispensary Associate	Responsible for product knowledge, the sale of products, customer experience and maintaining a clean and organized work environment.; assist customers with their purchases, recommend suitable products, address customer concerns and ensure that the sales floor is adequately stocked, cleaned and organized.	High School Diploma or equivalent	1+ years of relevant work experience in a retail/hospitality and customer service
Cannabis Extraction Technician	Operate solventless terpene extraction, short path distillation, and rotary evaporator equipment for primary and secondary refinement of crude cannabis oil; Accurately follow standard operating procedures (SOP's); Operate, troubleshoot and perform preventative maintenance on solventless terpene extraction, short path distillation, and rotary evaporator equipment	Bachelor's degree or equivalent	1-2 years of laboratory and/or related hands-on experience
Packaging Technician	The Packaging Technician is responsible for the safe and accurate packaging and labeling of all products. Working within a team environment, the Packaging Technician maintains the chain of integrity of cannabis products from processing to clients.	High School Diploma or equivalent	None

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Post-Harvest Production	Responsible for set up and maintenance of equipment in a biologics processing environment for cannabis derived pharmaceuticals; Follow Standard Operating Procedures for debucking, trimming, grinding, drying and curing cannabis harvests in preparation for oil extraction and/or flower sales; Precise hand trimming will be required for flower sales; Responsible for weighing, filling, and packaging work related to flower products with no micro-contamination introduced into the process or material	High School Diploma or equivalent	None
Customer Service Representative	Answer customers' questions about products, prices, availability, product uses, and credit terms. Recommend products to customers, based on customers' needs and interests. Estimate or quote prices, credit or contract terms, warranties, and delivery dates. Consult with clients after sales or contract signings to resolve problems and to provide ongoing support.	High School Diploma or equivalent	1-2 years
Bookkeeper/Office Assistant	Responsible for accounting, bookkeeping and financial tasks, keeping financial records updated, running payroll for multiple organizations, preparing reports and reconciling bank statements and generally helping to ensure smooth running of the organization.	Associate degree or equivalent	1-2 years
Master Grower	Be in charge of strain selection, lighting, growth techniques, growth media optimization, and ownership the cannabis growth cycle from selection to harvest for a commercial operation. Work directly with an aquaponic scientist to pair the knowledge of cannabis growth with aquaponics expertise. Have a hands-on approach with good knowledge of cannabis genetics and growth requirements.	Associate degree or equivalent	1-2 years
Courier and Delivery	Couriers are responsible for safely, securely, and lawfully transporting cannabis to dispensaries and samples to laboratories, as well as ensuring strict adherence to state law and to all delivery and manifest protocols and controls.	High School Diploma or equivalent	None
Quality Control Inspector	Responsible for the inspection of product quality, quantity and safety while following various regulatory guidelines and compare results against the company's standards.	High School Diploma or equivalent	1-2 years
Extraction Lab Technician	Preparing for production by reviewing production schedule; studying and clarifying specifications; calculating requirements; assembling and weighing plant materials and supplies for extraction; Operating highly sophisticated extraction equipment; Processing concentrates and extracts; Cleaning and maintaining extraction equipment and laboratory facility following current good manufacturing practices (cGMP), and standard operating procedures; complying with legal regulations; monitoring environment.	Associate degree or equivalent	1-2 years



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Dispensary Receptionist/Cashier	Welcome all customers and facilitate a seamless check-in process; Answer, screen and forward incoming phone calls; Facilitate the processing of phone and online orders in a timely manner; Perform any clerical duties as needed by store staff; Ensure reception area is tidy and presentable; Update menus and ensure their continued accuracy; Promote a work environment that is positive, customer-service oriented, and compliant with established policies and procedures	High School Diploma or equivalent	None
Harvester/Cultivator	Provides manual labor to support the activities and operations of the Cultivation department, while abiding by policies, procedures and operational guidelines. Assist with coordination of all grow operations including daily activities, quality assurance, potting, manicuring, harvesting as well as assuring compliance with local, state and federal licensing requirements.	Associate degree or equivalent	1-2 years
Edible Packager	Ensure that production work is performed by following standard operating procedures; Measure ingredients and products accurately so that optimal levels of production are met; Perform a series of preventive and general maintenance tasks on production equipment and tools; Weigh and store finished products ensuring that all pertinent information is recorded in logs; Accountable for weighing, labeling, packaging, and product logging for accurate inventory control; Responsible for loading and unloading designated equipment; Responsible for proper use and maintenance of designated equipment	High School Diploma or equivalent	None
Dispensary Agent	The Dispensary Agent facilitates day-to-day operations of the dispensary, collaborating with department managers (Security, Sales, Patient Services, Inventory) and affecting all strategies and tasks related to facilities, accounting, sales and marketing, and public relations. The right candidate demonstrates proficiency, organization, calmness, and attention to detail in a fast-paced retail environment, is resourceful and able to work both independently and with a team, and prioritizes quality and customer service.	High School Diploma or equivalent	None
Laboratory Workers	Under the direction of the Lab Manager and in alignment with the Company Core Values, the Lab Technician assists in all day to day lab activities in a tissue culture production environment, including, but not limited to, processing plant materials, preparing media, employing aseptic technique, capturing data, sanitizing tools and equipment, and maintaining lab cleanliness.	High School Diploma or equivalent	0-1 years
Cannabis Sourcing/procurer	Review sales orders with Fulfillment Manager on a daily and weekly basis; Accurately and efficiently pulls physical product from vault space to build orders for delivery; Ensures accurate and complete product labels are printed and affixed before product goes out for delivery; Provides logistical support to multiple cannabis warehouse Grow + Production functions.; Responsible for performing production duties and providing information, assistance, and troubleshooting to multiple managers in the facility	High School Diploma or equivalent	0-1 years



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Cannabis Vape Development Operator	Operate automated cartridge filling machine with efficiency and accuracy; Filling, capping, and preparing batches for final packaging; Hand filling cartridges as needed; Troubleshoot issues that arise during operation; Perform maintenance as instructed for optimal operation; Accurate data tracking of concentrate batches and hardware; Maintain concentration and efficiency while completing repetitive tasks.	High School Diploma or equivalent	0-1 years
Social Media Manager or Content Creator	The Social Media Manager will be responsible for achieving measurable growth through community management and content creation. Candidates should be able to think outside of the box by finding creative and opportunistic ways to organically grow the brand's social channels - always keeping in mind our brands' unique voices, current events, and inclusivity.	High School Diploma or equivalent	1-2 years
Chocolatier or Confectioner	Unmold gummies, sugar, quality check and pack in tote with correct labels; Unmold Chocolates, quality check and pack in tote with correct labels; Sticker and case out products; Run packaging machine and flow wrapping machine; Run cooking equipment; Cook product from scratch using established recipes	High School Diploma or equivalent	0-2 Years in food and beverage industry
Mobile Budtender	deliver cannabis products from a variety of licensed retailers directly to customers.	High School Diploma or equivalent	0-1 years
Distillation Specialists	Creates / formulates products in accordance with needs set by Concentrate Specialist/Extraction Supervisor; Reformulate failed product samples, resample, and send to labs with assistance from inventory team; Operates extraction and distillation equipment, including rotary evaporator to process hazardous waste; cleans and maintains equipment (as necessary), always ensuring functional equipment and work area; Ensures accurate counts of all product/socks during all phases of project	High School Diploma or equivalent	1-2 years of laboratory and/or related hands-on experience
Production Assistant	Break down wet plants to prepare for drying and separate unusable waste from the usable products.; Manicuring dry flowers for quality presentation and separate unusable waste from the usable product.; Employees must be able to adapt to various strains, styles, and types of marijuana they are trimming; adjusting their techniques to maintain a steady pace and quality.; Measuring and packaging for consistent and quality presentation of premium cannabis products.; Comply with all company and state regulations pertaining to the cultivation and packaging of cannabis.; Trim and Packaging staff are responsible for clean-up of all processing areas and equipment during and at the end of their shift.	High School Diploma or equivalent	0-1 years

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Warehouse Technician/Associate	Labeling all Jar bottles through the label machine; Loading and unloading product; Assists in the loading, delivery, and unloading of packaging supplies from the warehouse to packaging; Operates and maintains all automation equipment including but not limited to the label machine and the label applicator; Maintaining knowledge of inventory control & compliance policies/procedures	High School Diploma or equivalent	None
Packager for Cannabis Extracts	Building boxes, making labels and applying stickers per state law.; Weighing and packaging finished product, packing orders for customers.; Rolling joints.	High School Diploma or equivalent	None
Farm Laborers or Helpers	Assist in planting, pollinating, harvesting, cleaning greenhouse spaces, preparing seed, sampling, detasseling, rogueing, and other activities related to crops and greenhouses.	High School Diploma or equivalent	None
Cannabis Rollers	Maintaining the upmost cleanliness and organized work environment within the trimming room. *Observing all required PPE requirements while trimming Cannabis *Have a good understanding of cannabis quality control *Effectively trim plants (steady hands needed for each position) *Meet company daily quotas *Able to use shears with accuracy *Required to trim sugar leaf and sticks off plants sticks once plants are dried. *Responsible for maintaining quality products. *Sorting different strains of cannabis and maintaining organization *Being able to identify contaminates	High School Diploma or equivalent	None
Pre-roll Technicians	Initiate the pre-roll production process by grinding, screening, weighing and labeling the material; Assemble (Thump) pre-rolls by selecting quality pre-roll material; Weigh Prerolls; Crown Prerolls; Packaging (Tubing) Prerolls; Label Pre Roll Tubes; Package Pre Rolls into Finished Goods Case; Fogger Operations	High School Diploma or equivalent	None
Cannabis Researcher	Develops and optimizes plant regeneration techniques * Continually integrates new trait targets in our gene editing pipeline * Performs PCR and DNA sequencing assays * Troubleshoot and validate new molecular biology experiments and tissue culture environmental systems * Develop and implement marker-selected cannabis breeding schemes * Development of novel techniques that continually improve research capacity * Conduct various analytical laboratory tasks, as required. * Appropriate record keeping and utilization of specialized inventory software * Assemble/maintain experimental set-ups * Compile and analyze experimental data * Prepare tools, media and equipment used within the genetics/tissue culture labs * Communicate progress and material/equipment requirements to the Manager, Breeding& Genetics frequently, * Presents progress to the larger Plant Performance and Innovations divisions as required	Bachelor's degree or equivalent	2+ years
Patient Care/Service Advisor	Assists patients with selecting suitable cannabis and cannabis products, answering their questions and listening to the patient's needs.; provide knowledge of different cannabis strains, medicinal uses, and methods of consumption, as well as stay informed on the latest cannabis trends, developments, and regulations happening in the industry.	High School Diploma or equivalent	1+ year



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Cannabis B2B Sales Representative	Contacting prospective and established clients, replenishing their supply of products while educating them on new products being introduced; Ensure that new customers are vetted through collection and certification of documents, as well ensuring that documents are current and accurate for established customers; Attend events and functions to meet new clients and represent our brands; Monitor client's orders from the initial point of contact through receipt to ensure the process is smooth and no steps are missed	Associate degree or equivalent	1-2 years
Production Operators	Works with Production Operators and high-speed processing and packaging lines to produce quality products.; Cleans and sanitizes production equipment and utensils following Sanitation Standard Operating Procedures.; Completes all required Batch Production Records in compliance with company policy and federal regulation.; Executes changeovers with precision to minimize machinery downtime.	High School Diploma or equivalent	2-3 years
Cultivation Maintenance Technician	Demonstrates ability to problem solve and proactively communicate possible problems/issues. Works with Cultivation Lead and team to plan for growing activities. Prepares space required for planned production. Operating and maintaining cultivation systems/equipment. Ensure daily compliance with policies and procedures including but not limited to; state compliance, security protocols, and access protocols	High School Diploma or equivalent	None

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