

**Job Title:** Cultivation Manager

**Job Summary:** Use prior experience to lead and supervise all aspects of cannabis cultivation operations, including overall cultivation strategy, compliance with cannabis regulations and labor laws, staffing, security and record-keeping.

**Salary:**

**Duties and Responsibilities:**

- Lead all cultivation operations, set best practices, and perform internal audits designed to evaluate risk and test internal controls, as well as identify opportunities for more efficient operational processes. (e.g. increased yield, lower cost of production, safety and security, customer service, facilities, technical, inventory).
- Design and implement Company's standard operating procedures and goals.
- Oversee and mentor staff and provide leadership, training, guidance, and support to staff that fosters continuous learning and improvement in performance.
- Create cultivation strategy, including sourcing of equipment and materials.
- Ensure clean environment through staff removal and disposing of all cannabis waste, cleaning, and sanitizing all rooms and tools used daily.
- Analyze data to monitor plant health, soil health, and environmental control systems.
- Set any required activity performance counts.
- Oversee tracking of pesticide application.
- Have a deep understanding of plant health issues (e.g. IPM, fertigation, etc.) and able to recommend and implement solutions.
- Set sales goals and initiatives, and adjust pricing, promotions, and tactics based on need and industry knowledge.
- Prepare reports, budgets, and ensure proper record-keeping practices to measure productivity or goal achievement or to identify areas needing cost reduction or program improvement.
- Oversee day to day assignments of Cultivation staff, including setting work schedules.
- Oversee cultivation building, facility, and equipment functionality. Coordinate any required maintenance, renovation, or repair.
- Oversee banking, insurance, and other business relationships, including assisting accounts payable and receivable.
- Assist in the supervision of the security protocols to ensure acceptable standards are maintained for the overall safety and upkeep.
- Ensures state and regulatory compliance, including the implementation of required hiring and sustainability practices.
- Actively participate in the recruitment, interview, and hire process of filling open positions in a timely manner based on cultivation performance and volume.
- Maintain an expert-level knowledge of state-required seed to sale tracking system and provide training to staff.
- Ensure staff onboarding and new hire training completion.

- Manage continuous training and career development with staff.
- Oversee all staff performance and task assignment; lead staff performance management, succession planning, development of members strengths, and improvement of weaknesses.
- Conduct investigations as necessary, coach staff on performance, attendance, violation of company, and compliance policies, and carry through disciplinary actions, up to and including terminations, in partnership with HR.
- This role routinely uses standard office equipment, technology, and software.

**Working Environment:**

- Uneven surfaces, stand/sit long periods of time, bending/stooping, or hard surfaces.
- Required to wear PPE.
- Working in a cultivation environment, which can include no natural light, varying temperatures, and louder than normal ambient noise.
- May be required to work outdoors and/or during inclement weather.

**Minimum Qualifications:**

Age: 18 years of age

Education: High school diploma or equivalent

Experience:

- Minimum of 1 year of experience in a related field OR industry-recognized training or education in a related field.
- Prior supervisory or management experience in a related field preferred.
- Intermediate-level math skills.
- Strong computer-based skills.
- Good Agricultural Practices knowledge and experience preferred.
- Valid driver's license, depending on the location.

**EEO Statement:** [Company Name] is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. [Company Name] makes hiring decisions based solely on qualifications, merit, and business needs at the time.