

Job Title: Extraction Assistant

Job Summary: Assist with safely converting cannabis flower material into cannabis oil for inhalation or later infusion into a cannabis-infused product.

Salary:

Duties and Responsibilities:

- Assist in carrying out all extraction, extract processing, product formulation, filling, and manufacturing procedures in an efficient manner that also complies with state regulations, GMPs, SOPs, and all applicable laboratory procedures.
- Assist in performing daily equipment checks and calibrations and perform corrective and preventative maintenance on equipment as required to maintain efficient operations.
- Assist with observing and monitoring equipment operation during the extraction process to detect any problems.
- Assist preparing biomass for extraction.
- Clean up work areas and equipment and remove and properly dispose of debris and processing waste after extraction activities are complete.
- Assist with ensuring compliance and accuracy involving all product tracking, product security, and product movement procedures.
- Assist with performing in-process and post-process quality assurance sampling and visual inspections to ensure all product meets or exceeds Company's specifications; such quality assurance work shall include, but not limited to:
 - o Assist with recording and monitoring process conditions to ensure compliance to standard operating procedures
 - o Proper weighing, data recording, and batch tracking throughout Company's process
 - o Assist with working with 3rd party laboratories on sampling and lot control for their sample gathering and reporting
- Continually strive to improve Company's processes and products for improved safety, quality, and efficient manufacturing.
- Assist with monitoring and managing lab and processing equipment supplies and inventory.
- Assist with authoring and executing manufacturing batch records and SOPs.
- Perform their duties in a safe manner and environment while adhering to all governmental regulations.
- This role routinely uses standard office equipment, technology, and software.

Working Environment:

- This job operates in an extraction or laboratory environment.
- Uneven surfaces, stand/sit long periods of time, bending/stooping, or hard surfaces.
- Required to wear PPE.

Minimum Qualifications:

Age: 18 years of age

Education: High school diploma or equivalent.

Experience:

- Prior extraction experience preferred.

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.

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