

**Job Title:** Extraction Associate

**Job Summary:** Use prior experience to assist with safely converting cannabis flower material into cannabis oil for inhalation or later infusion into a cannabis-infused product.

**Salary:**

**Duties and Responsibilities:**

- Carry 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.
- Perform daily equipment checks and calibrations and perform corrective and preventative maintenance on associated equipment as required to maintain efficient operations.
- Observe and monitor equipment operation during the extraction process to detect any problems.
- Prepare biomass for extraction.
- Clean up work areas and equipment and remove and properly dispose of debris and processing waste after extraction activities are complete.
- Ensure compliance and accuracy involving all product tracking, product security, and product movement procedures
- Perform 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 Record and monitor process conditions to ensure compliance to standard operating procedures
  - o Proper weighing, data recording, and batch tracking throughout Company's process
  - o Work 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.
- Monitor and manage lab and processing equipment supplies and inventory.
- Ability to author and execute 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:

- Minimum of 1 year of experience in a related field OR industry-recognized training or education in a related field.
- 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.