

Job Title: Infusion Assistant

Job Summary: Assist with manufacturing cannabis-infused products. This includes preparation and mixing of raw ingredients, processing/manufacturing steps, intermediate product storage and record-keeping.

Salary:

Duties and Responsibilities:

- Assist with carrying out all infusion, product formulation, mixing, weighing, filling and manufacturing procedures in an efficient manner that also complies with state regulations, GMPs, SOPs, and all applicable laboratory procedures and schedules.
- 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 exceed Company's specifications. Such quality assurance work shall include but not be limited to:
 - o Assist with recording and monitoring process conditions to ensure compliance to standard operating procedures.
 - o Assist with 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.
- Clean up work areas and equipment and remove and properly dispose of debris and processing waste after infusion activities are complete.
- Assist with monitoring and managing infusion equipment supplies and inventory.
- Assist with performing daily equipment checks and calibrations and perform corrective and preventative maintenance on associated equipment as required to maintain efficient operations.
- Assist with development of cannabinoid ratios to produce required brands of finished products.
- Assist with preparing batch records and performing per-batch calculations to determine required amounts of ingredients to accurately dose bulk formulations.
- Continually strive to improve Company's processes for improved safety, quality, and efficient manufacturing.
- Perform their duties in a safe manner and environment while adhering to all governmental regulations.
- Comfortable operating lab equipment and large-scale mixing equipment.
- Understand the principles of quality control and implement them into operations.
- Assist with communicating with QA/QC Lab to schedule sample submission for analytical testing.
- This role routinely uses standard office equipment, technology, and software.

Working Environment:

- This job operates in an infusion 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 infusion 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.