

**Job Title:** On-Site Consumption Manager

**Job Summary:** Use prior experience to lead and supervise all aspects of on-site consumption operations. This includes leading hospitality and sales strategy, scheduling, compliance with cannabis regulations and labor laws, staffing, and record-keeping.

**Salary:**

**Duties and Responsibilities:**

- Lead all on-site consumption operations, set best practices, and ensure high level of customer experience.
- Perform internal audits designed to evaluate risk and test internal controls, as well as identify opportunities for more efficient operational processes. (e.g safety and security, customer service, facilities, cash, technical, inventory).
- Oversee sales goals and initiatives, and adjust pricing, promotions, and tactics based on need.
- Review financial statements, sales, activity reports, or other performance data to measure productivity or goal achievement or to identify areas needing cost reduction or program improvement.
- Prepare reports, budgets, and ensure proper record-keeping practices to support these functions.
- Establish, implement, and audit cash procedures as it pertains to preparing deposits and daily cash reconciliation.
- Oversee advertising, marketing, product promotions, menus, and purchasing decisions based on estimated consumer demand, sales data, and industry knowledge.
- Establish inventory and supply processes including monitoring suppliers to ensure that they efficiently and effectively provide needed goods or services within budgetary limits. Negotiate pricing, discount and credit terms, delivery schedules, and payment of invoices.
- Design and implement Company's standard operating procedures and goals, including protocols for safety, sanitation, customer service, record keeping, and security including cash handling, locked storage of product, and recognizing risk.
- Oversee on-site consumption building, facility, and equipment functionality. Coordinate any required maintenance, renovation, or repair.
- Ensure acceptable standards are maintained for the overall security, safety, and upkeep of the on-site consumption space.
- Ensure 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 store performance and volume.
- Train employees in expected operational standards using appropriate tools such as SOP's, compliance audits, company, and state policies and procedures.
- Ensure staff onboarding and new hire training completion.

- Manage continuous training and career development with staff.
- Maintain an expert-level knowledge of Company's Point of Sale system and state-required seed to sale tracking system and provide training to staff.
- Manage direct reports' schedules, time, and attendance, leave requests, and work assignments.
- Work with staff and lead by example to increase efficiency, accuracy, and product knowledge.
- Oversee direct reports performance and deliver staff performance, 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.
- Provide leadership, training, guidance, and support to staff that fosters continuous learning and improvement in performance of the on-site consumption space.
- This role routinely uses standard office equipment, technology, and software.

**Working Environment:**

- This job operates in a consumption environment.
- May be required to work outdoors and/or during inclement weather.

**Minimum Qualifications:**

Age: 21 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.

**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.