

Island Enterprises Inc Job Description

Position: General Laborer
Department: Native Sun Grow (NSG)
Date: February 15, 2018
Hourly Rate: \$12 - \$15.00
Reports to: NSG Manager
Position Opens: February 19, 2018
Position Closes: March 2, 2018

SUMMARY: The employee occupying this position will assist the processing and farm crew with a variety of farming activities, and must be able to take direction and complete tasks in a timely fashion.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The essential duties include the following and other duties may be assigned as needed:

- Assist with trimming, packaging, and making pre rolls for orders coming in
- Weigh and record lots
- Package eighths and ounces
- Run the trim machine
- Must date and label product accurately
- Perform general construction in green house to include; shelving, racks, measuring and cutting
- Responsible for the repotting, watering, fertilizing, and de leafing of plants
- Will plant, weed and clear the fields of rocks and sticks
- Perform light tractor, Kubota and farm equipment work

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CUSTOMER SERVICE SKILLS: Always ensures our customers are treated in a polite and courteous manner.

SAFETY and SECURITY: Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

ATTENDANCE/PUNCTUALITY: Is consistently at work and on time for meetings and appointments. Attendance and punctuality will be monitored and will be subject to hand book policies and procedures.

CONFIDENTIALITY: This position requires strict confidentiality.

EDUCATION and/or EXPERIENCE: High School graduation or General Education Degree (GED); or equivalent combination of education and experience. Marijuana trimming/plant experience or experience in other professions where a lot of dexterity is required is helpful but not required. Production/factory experience is a plus. General farming labor experience is preferred.

REQUIRED QUALIFICATIONS:

- Must be 21 years old or older

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos and ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to guests, and other employees of the organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must regularly stand for long periods of time doing repetitive tasks with hands, pull/push, and carry/lift up to 50 pounds. Frequently walk, reach, and occasionally climb, stoop/crouch, and crawl. .

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DRUG FREE WORKPLACE: The successful candidate will be required to follow the Squaxin Island Tribe's drug policies.

INDIAN PREFERENCE: Preference for Squaxin Island Tribal members is in effect for this position.

CONTACT: Human Resources (360) 426-3442