



ISLAND ENTERPRISES INC
Weaving a strong business foundation for the
Squaxin Island Tribe's future.

GENERAL LABORER 2

Department: Native Sun Grown
FLSA Status: Non-Exempt
Grade/Level: (3) \$17.37 - \$22.58
Opens: 01/08/2024

Job Status: Full-time
Reports To: NSG Manager
Work Schedule: Day Shift
Closes: 01/19/2024

POSITION 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

1. Assists with trimming, packaging, and pre-roll production.
2. Manages cannabis weighing, lot recording, and packaging.
3. Operates trim machine safely; ensures accurate product labeling.
4. Aids in greenhouse setup: shelving, racks, and construction.
5. Oversees plant care: repotting, watering, fertilizing.
6. Handles field maintenance: planting, weeding, and debris removal.
7. Safely operates farm equipment like tractors and Kubota.
8. Attends and/or facilitates all mandatory meetings and training.
9. Maintains confidentiality at all times.
10. Maintains awareness and sensitivity to Native American Culture.
11. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- This position has no supervisory responsibilities.

KNOWLEDGE, SKILLS, AND ABILITIES

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, skills, and/or ability required.

POSITION REQUIREMENTS

- Proficiency in cannabis trimming and packaging techniques.
- Precision in weighing and recording cannabis lots.
- Knowledge of trim machine operations and safety.
- Skills in basic construction and greenhouse setup.
- Expertise in plant care and maintenance practices.
- Familiarity with field preparation and upkeep.
- Ability to operate farm equipment safely.
- Must be twenty-one (21) years of age to perform all functions.
- Commitment to protecting privacy and personal information of customers and staff.

COMPUTER SKILLS



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- Basic digital record-keeping and inventory tools; agricultural software.

EDUCATION AND EXPERIENCE

Education Required: High School graduation or General Education Degree (GED).

Education Preferred: N/A.

Experience: The following is preferred - cannabis planting/trimming; past work requiring dexterity such as general farming labor; production/factory experience.

A combination of education and experience may be considered as a substitute for a degree requirement.

Certificates & Licenses: NA

PHYSICAL REQUIREMENTS

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 essential functions of this position, employees will be required to:

- Stand and walk for extended periods; climb, balance, stoop, kneel, crouch, or crawl on occasion.
- Lift and/or move up to 50 lbs. regularly.
- Use hands repeatedly for various tasks; speak and hear to effectively communicate.

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.

While performing the essential functions of this position, employees may be exposed to the following conditions:

- Exposure to outdoor elements, machinery, potential allergens, dust, chemicals (fertilizers/pesticides), and repetitive physical tasks.

Other Requirements: Must be able to pass a criminal background check and follow the Squaxin Island Tribe's drug policies.

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Disclaimer



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The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate. Your signature below signifies that you understand the duties, expectations, and contents of this job description.

Preference for Squaxin Indian Tribal members is in effect for this position. The successful candidate will be required to follow the Squaxin Island Tribe's drug policies.

Employee Signature:

Date:

Manager Signature:

Date: