

Employment Opportunity

8802 27th Ave NE, Quil Ceda Village, WA 98271
Office: 360-716-5000 • www.QuilCedaVillage.org



JOB TITLE: Budtender

DEPARTMENT: Tulalip Remedy

Pay Range: \$18.39-\$27.57

JOB DESCRIPTION: Perform various cashiering related duties, exercise customer service, stocking and inventory duties in the operation of Remedy Tulalip, greet and provide assistance to customers.

TO APPLY: Complete the web form application located on the Quil Ceda Village Self Service portal: <https://ess.tulaliptribes-nsn.gov/MSSQCV/employmentopportunities/default.aspx>. For more information or questions, please visit: <http://quilcedavillage.org/Employment> or call Quil Ceda Village HR at 360-716-5016.

NOTE: *The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.*

EMPLOYEE CLASSIFICATION: Non-exempt

EMPLOYEE REPORTS TO: Store Manager and/or M.O.D.

EMPLOYEE SUPERVISES: Non-supervisory position

EDUCATION:

- High School Diploma or GED equivalent required or documentation of being enrolled in a GED program and must complete within six (6) months. *Applicants hired enrolled in GED program will be put on a six (6) month probationary period. Continued employment is contingent upon GED completion.
- I.D. Training for Cannabis purchases required within 60 days from hire date.

SKILLS:

- Math, cashiering and customer service skills, practices and procedures.
- Proper methods of stocking merchandise.
- Operate POS system and Online ordering system.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.

EXPERIENCE:

- Minimum of one (1) year Cannabis retail experience.
- Minimum of one (1) year prior cash handling experience.
- Minimum of one (1) year guest service experience.

OTHER REQUIREMENTS:

- Must be 21 years of age or older.
- Must have knowledge of cannabis retail items and its effects.
- Must be knowledgeable of cannabis and its components.
- Ability to work in all weather conditions.
- Perform related duties as deemed necessary.
- Must successfully pass a criminal background check with no prior history of theft.
- Ability to work any shift assigned to including days, nights, weekends and holidays.
- Ability to identify and report counterfeit currency.
- Ability to adhere to daily task list and perform accordingly.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written directions.
- Stock shelves and display cases with appropriate products as needed.

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Dexterity of hands and fingers to operate a computer keyboard.
- Standing for extended periods of time.
- Ability to see details as close range (within a few feet of the observer/near vision).
- Lifting, carrying, pushing and pulling moderately heavy objects.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling or crouching to shelve materials.
- Subjected to adverse weather conditions.
- Must be able to work in small confined areas.
- Work with various cleaners.
- Must work and keep up in the fast paced environment.

SPECIFIC JOB PERFORMED:

- Operate a computerized cash register to perform cashiering duties.
- Count money, verify counterfeit currency, make correct change and issue receipts.
- Greet and assist customers appropriately.
- Acknowledge and respond to customer inquiries.
- Monitor inventory levels of all cannabis products.
- Stock shelves and display cases with appropriate products as needed.
- Put products away when inventory arrives.
- Maintain storage room.

- Assist with regular and periodic inventories.
- Maintain store environment in a clean and orderly condition.
- Organize displays and assure cleanliness of floor, counters, windows, and glass items, shelves and food appliances.
- Communicate with personnel and customer to exchange information and resolve issues or concerns.

TERMS OF EMPLOYMENT:

This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employee may be required to work after hours, weekends, special events and/or on call. Upon successful completion applicable probationary period employee may be eligible for an increase in pay, subject to budgetary restriction. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.