



JOB TITLE:	Budtender
LOCATION:	Sacramento, CA
REPORTS TO:	Dispensary Manager
JOB TYPE:	<input type="checkbox"/> Full time <input type="checkbox"/> Part time

JOB DESCRIPTION:

Provide excellent customer service in the dispensary by educating customers and patients, accurately tendering transactions, and maintaining compliance with all state and local regulations.

JOB DUITES AND RESPONSIBILITIES:

- Greet and establish rapport with customers— get to know them and seek to understand their interest in cannabis
- Assist Medical Use Customers in identifying the medicines and methods of medication that best fit their individual needs
- Adhere to strict sales processes and maintain a professional and safe environment for customers and coworkers
- Gather and process required documents and information, and perform detailed verification while maintaining client confidentiality
- Continue to enhance your knowledge of cannabis, and continually hone your ability to explain product uses
- Unpack, sort, count and label merchandise as directed, including items requiring special handling or refrigeration
- Participate in inventory control and monitoring procedures as required
- Maintain a clean, inviting and professional retail environment by restocking merchandise on the sales floor and participating in basic store clean-up
- Perform clerical tasks including accurate filing, compiling, and maintaining inventory and records
- Fill in for front desk staff as required
- Report all issues and deviations timely
- Assist in investigations as required
- Additional duties as requested



KNOWLEDGE, SKILLS AND EXPERIENCE:

- Exemplary customer service and verbal communication skills
- Working knowledge of Microsoft Office and current electronic POS, and generally computer literate
- Knowledge of cannabis strains, edibles, extracts, and current and emerging products
- Experience in the cannabis industry preferred
- Retail experience preferred
- Ability to work evenings, weekends, and holidays to meet the needs of a fluid schedule and changing priorities
- Must be friendly, outgoing, trustworthy, dependable, and hardworking
- Must be at least 21 years of age and pass background check

KEY PERFORMANCE INDICATORS

- All sales and inventory information is current and accurate in the electronic Point of Sale (POS) System
- All supporting records, logs, ledgers and documentation is current and accurate
Training records are current and accurate
- The sales floor is clean, inviting, professional, and compliant at all times
- 85% of customer transactions completed within the goal transaction time