

Job Title	Floor Manager
Reports To	Director of Processing, Edibles

Job Purpose

Floor Manager is responsible for the edibles kitchen staff and cooking procedures to successfully create consistent, safe, quality edibles. The Floor Manager is responsible for navigating day to day operations producing products infused with various Cannabis derived oils. This position will work closely with the Director of Processing, Edibles to ensure workflow meets the necessary specifications and kitchen equipment is cleaned and maintained regularly.

Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Coordinate production
- Order production supplies and kitchen equipment as needed
- Train kitchen staff on operational standards
- Maintain accurate production reports
- Maintain sanitation and safety standards in the facility
- Follow recipes and formulas for marijuana infused products
- Coordinate with other teams to ensure compliance with the Department of Public Health
- Audit inventory regularly to ensure full compliance
- Create and maintain all product specification documents, recipes, formulas, and food safety plans
- Day to day management of production area and team including production scheduling, execution, staffing, and capacity planning

*Scope of the job may change as necessitated by business demands

Qualifications & Skills

These are the qualifications that are necessary for someone to be considered for the position.

Qualifications include:

- Bachelor's degree (preferred)
- Experience producing candies, chocolates, cookies, brownies, etc. (5+ years' preferred)
- Management experience within commercial kitchen or food production environment
- Excellent organizational skills
- Conflict management abilities
- Ability to manage a team in a fast-paced work environment
- Flexibility to work during evenings and weekends
- Proven work experience as a Floor Manager, Kitchen Manager, Restaurant Manager, or Head/Sous Chef
- Experience with production planning
- Attention to detail is an absolute must
- Must meet badge requirements of the MMCC

Working Conditions/Physical Requirements

- Exposure to low humidity environment
- Extremely active and physically demanding; position requires ability to move quickly and efficiently, ability to push and pull carts, carry items weighing 70+ lbs., ability to lift items overhead; ability to maintain briskly paced production environment.
- Work environments that include exposure to, but not limited to odors, indoor AC, motion, noise, protective gear, vibrations, and water.
- This position will be required to adhere to all current COVID19 safety regulations that are in place including but not limited to: wearing a face mask **at all times**, maintaining social distance at all times as well as observing all other company policies.
- Stand for 6+ hours at a time.
- Bend, squat and stoop, twist and bend the neck and waist and reach above and below shoulder height to grasp objects.
- Use hands for repetitive grasping, pushing, pulling, and fine manipulation.

Direct Reports

- Edibles Production Associates