



1780 NW Marshall St

Job Title:	Budtender		
Department/Group:	Sales	Job Code/ Req#:	Retail
Location:	NW Marshall	Travel Required:	N/A
Level/Salary Range:	Entry level \$13.25-\$15 + tips	Position Type:	Retail Cannabis Sales
HR Contact:	shea@mindritepdx.com jaime@mindritepdx.com	Date Posted:	6/19/2021
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	6/30/2021

Applications Accepted By:

EMAIL OR WALK-IN:

INFO@MINDRITEPDX.COM

Subject Line: Budtender position (RESUME)

MAIL: MINDRITE

1780 NW Marshall St
Portland, OR 97209

Job Description

ROLE AND RESPONSIBILITIES

- Acting as the face of the dispensary, greeting customers, actively inquiring, and responding to their needs
- Facilitating the sale
- Educating customers about a variety of cannabis products, including flower, edibles, topicals and concentrates
- Staying abreast of new products as needed (Participating in ongoing training programs and procedures)
- Weighing and packaging products based on customer requests and government compliance
- Providing recommendations on cannabis products based on customers detailed interaction w employee in a consultation style customer interface
- Maintaining medical cannabis patient information and proper records
- Advising customers on proper safety measures to follow when consuming cannabis
- Verifying proper identification and paperwork from customers
- Assisting in various dispensary operations: Specializing in cash handling, proper cash register/cash closing procedures, proper till balance auditing and accurate customer till transactions, phone consultations, online consulting w coworkers, management & customers (primarily email via gmail platform)
- Maintaining hygienic/pest free conditions in all parts of workplace facilities

QUALIFICATIONS AND EDUCATION REQUIREMENTS

High School Diploma/GED

Customer service skills, Entry level P.C. experience (Word, Google email platform, novice excel, novice adobe, etc), Ipad/tablet proficiency (primarily for social media posts & receiving orders from external sales platforms), cash handling experience, multi-line phone system, valid OLLC Handlers card or proof of test completion.

PREFERRED SKILLS

Cannabis knowledge, excellent customer service skills, strong listening skills, and effective organizational abilities. Our budtender job description also requires all staff to understand everything from how the plants are grown to oil-making and smoking devices, as well as the reaction to different types of cannabis. They must be able to interpret customers' needs and wants and translate that into the best product for them. Budtenders should also have effective organizational abilities and ensure they record all products sold



through their dispensary's tracking system, thoroughly process orders from greeting to cash handling with accuracy and professionalism being our biggest priority for every transaction.

ADDITIONAL NOTES

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time