

## Alternative Therapies Group, Inc

### Job Description

<b>Job Title:</b> Kitchen Manager
<b>Department:</b> Processing
<b>Reports to:</b> Product Manager

#### **Overview:**

Responsible for managing the production of marijuana-infused edible and topical products at the cultivation and processing facility, and coordinating with the Product Manager and dispensary managers as needed. Primary responsibilities include ensuring that MIPs production is on schedule, products consistently meet state and internal quality requirements, and that target inventory levels are maintained at all times. The Kitchen Manager is responsible for overseeing the kitchen support staff, and ensuring the quality of their work. The Kitchen Manager is accountable for all state laws, program regulations, and company policies to be followed with regard to MIPs production, labeling, storage, and inventory management. The Kitchen Manager is accountable for consistent implementation of approved Standard Operating Procedures, while seeking out opportunities for improvement in compliance standards and overall efficiencies in the kitchen. The Kitchen Manager may also be required to participate in regulatory inspections and other facilities-oriented needs. Salary range \$45k-\$55k per year based on experience.

#### **Key Duties and Responsibilities:**

- Managing the kitchen staff and all MIPs production
- Ensuring readiness for regulatory inspections at all times
- Ensuring compliance at all times, including keeping inventory shrinkage to zero
- Using the Point of Sale/Inventory Tracking system to ensure all relevant information is recorded accurately at all times
- Ensuring all MIPs are labeled and stored appropriately
- Coordinating with the Product Manager and dispensary managers to ensure proper inventory levels and quality standards are maintained at all times
- Ensuring standards of quality, and health and safety are met consistently
- Prepare product samples as needed for third party lab testing in strict accordance with state testing protocols
- Maintain confidentiality at all times

**Employment Requirements:**

- Must have a culinary degree or equivalent experience
- Must have a valid MA Drivers license and proof of insured reliable transportation
- Must be 21 years of age
- Punctual, meticulous, reliable
- Have knowledge of strains, genetics, edibles and growing
- Submit to a full background check

**Qualifications:**

- Strong communication skills
- High level of responsibility
- Compassion for patients

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required for the position. The Company, rather than management, retains the discretion to add or change duties of this position at any time.

Alternative Therapies Group is an Equal Opportunity Employer.