



JOB DESCRIPTION

Position Title	Cultivation Agent	Department(s)	Cultivation
Direct Report(s)		Revision/Approval/Date	5/13/2015
Pay Schedule		Pay Type	Hourly FT or PT

JOB SUMMARY

The Cultivation Agent provides support for cultivation facility. Completes task assigned by the Cultivation Manager or Assistant Cultivation Manager to monitor and maintain plant production and health. The Cultivation Agent will maintain quality control measure to ensure high quality product and ensure the facility remains organized and clean.

RESPONSIBILITIES

- Operate within all State and local laws and regulations
- Ensure the facility remain clean and sanitary
- Complete all tasks assigned by Cultivation Manager, Assistant Cultivation Manager or General Manager as required
- Perform day-to-day activities including: watering, pruning, harvesting and trimming
- Responsible for measuring and mixing nutrient plant application and applying in accordance to Cultivation Manager's schedule
- Ensure plant health by pruning, topping, trimming and analyze plant health under the direction on Cultivation Manager
- Monitor and maintain plant production and quality control measures in accordance to policies defined by Cultivation Manager
- Notifies Cultivation Manager concerning the need for major repairs or safety issues. Perform repairs when possible.
- Responsible for the cleanliness of all cultivation equipment including: light reflector, containers, mixing tools, application tools and ventilation equipment.
- Assist Cultivation Manager with tracking plants in BioTrack THC
- Ensure all plants are labeled correctly and all activities associated with plants are tracked
- May be asked to perform other duties on occasion at a lower level or higher level of proficiency or not related to this classification.

EDUCATION / EXPERIENCE REQUIREMENTS

- High School Diploma or GED required
- Experience with growing plants preferred –preferable in green house environment

SKILLS AND ABILITY EXPECTATIONS

- Demonstrates time management skills.
- Using logic and reasoning to identify the strengths and weaknesses for solutions to problems.
- Strong organizational and communication skills
- Ability to multi-task, set priorities and meet strict deadlines



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EXPECTATIONS

- Follow all company, State of Nevada, and local laws and regulations
- Set the example by actively contributing to company goals.
- Clarify expectations and seek additional training as needed.
- Build quality into work. Ensure processes are consistent with objectives.
- Develop and achieve departmental/company goals.
- Make suggestions for improvement in areas of cost reduction, processes, quality and productivity.
- Maintain a clean and safe work area.

PHYSICAL REQUIREMENTS:

- **Temperature: 65 – 75 degree**
- **Humidity: Normal**
- **Other Hazards: None**
- **Percentage of time spent outside: 0-5%**
- **Protective Clothing Required: none**

- **Physical Activity:**

Sit –10%	Stand - 30%	Walk – 31%	
Squat - 5%	Bend - 5%	Twist - 4%	Lift – 6%
Kneel - 5%	Drive - _%	Climb - 4%	

- **Reach above shoulder - 20% Other - _%**

- **Maximum consecutive time during the normal workday for each activity:**

Sit – 60 min	Stand - 120min	Walk – 10 min	
Squat - 15min	Bend - 15min	Twist - 5min	Lift – 10min
Kneel - 5min	Drive - 0min	Lift – 20 min	
Reach above shoulder: 5min	Push - 10min	Pull - 10min	



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○ Tools/Equipment Used:	1-33%	Frequency of Use:	34-66%	67-100%
Computer	X			
Vacuum	X			
Pallet Jack	X			
Fork Lift	X			
Repetitive Use of Hands & Feet:				
	Not Req'd	Occasional	Frequent	Continuous
Simple Grasping				X
Pushing/Pulling			X	
Typing/Data Entry		X		
Fine Manipulation		X		
Repetitive use of foot in operating machine controls	X			
 Sensory Requirements:				
Weight required to be manually lifted each normal work day:				
(Occasional = 1-33%, Frequently = 34-66%, Continuous = 67-100%)				
	Not Req'd	Occasional	Frequent	Continuous
Up to 10 pounds				X
Up to 20 pounds			X	
Up to 35 pounds			X	
Up to 50 pounds			X	
Up to 75 pounds		X		
Up to 100 pounds	X			
Over 100 pounds	X			
 Lifting and Carrying: Trash cans and all recycling products.				