



JOB DESCRIPTION

Position Title	Dispensary Supervisor	Department(s)	Admin
Direct Report(s)	Dispensary Agents, Patient Intake Coordinators	Revision/Approval/Date	04/03/2023
Pay Schedule	Bi-Weekly	Pay Type	Salary

JOB SUMMARY

Responsible for managing the day-to-day operations of the dispensary facility in accordance with State regulations and standards set by Silver State Relief. Provides support for all dispensary agents, including schedules, training, policy and procedure updates, industry news, and product information, marketing, and cash control. Responsible for the ordering and receiving inventory and products, arranging deliveries, maintaining facility compliance and cleanliness.

RESPONSIBILITIES

- Directs activities of the organization, establishes responsibilities and coordinates functions among the facility.
- Analyze operations to evaluate performance or product lines, staff, and determine focus on areas for revenue growth and process optimization.
- Ensures all function in organization are compliant with State and local laws and regulations
- Reviews performance to ensure organization's goals are being achieved
- Monitors building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
- Enforce anti-loitering policies
- Maintains current technological, managerial and operations standards through training and discipline
- Delegate responsibilities to ensure the facilities remain clean and sanitary
- 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

- Cannabis industry experience required
- Management experience preferred
- High School Diploma, Bachelor's degree preferred

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
- Teaching others new processes and procedures.
- The ability to communicate information and ideas in speaking so others will understand.



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Pay Schedule	Bi-Weekly	Pay Type	Salary

	1-33%	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.