

Job Description

Job Title:	Cultivation Director
Reports to:	CEO, President, and COO
Supervises:	Cultivation Managers and Cultivation Associates
Oversees:	Cultivation
Organization:	Berkshire Welco
Effective Date:	TBD

Core Duties:

The Cultivation Director is responsible for daily operations in cultivation including processes and procedures within propagation, vegetation, flowering cycles, and the pre-harvest phase. The Cultivation Director will implement an Integrated Pest Management (IPM) strategy and enforce the IPM schedule, in accordance with state and local rules and regulations. The Cultivation Director shall implement a cultivation schedule aimed at utilizing the full potential of the facility to produce consistent, quality marijuana and will ensure the needs of plants are being met at all times. The Cultivation Director will also be responsible for identifying nutrient deficiencies and environmental problems, providing and implementing immediate solutions, and tracking and analyzing the outcome of those solutions. Additionally, the Cultivation Director will train Cultivation staff in appropriate and approved cultivation methods, processes, and procedures, and shall assist the Director of Operations in employee performance evaluations.

Exempt employees are expected to complete tasks regardless of the hours required to do them. If staying late or coming in early is required to do the job, exempt employees are frequently expected to do just that.

Principal Responsibilities:

The Cultivation Director shall operate and be responsible for maintenance, staffing, and on-going operation of the cultivation facility. The Cultivation Director's duties shall include, but not be limited to, the following:

- Supervise and coordinate Cultivation Managers, ensuring proper scheduling of staff with adequate coverage to address cultivation needs
- Develop fertilization, irrigation, and feed schedules, and enforce adherence to those schedules
- Develop and implement an IPM plan in accordance to state and local rules and regulations
- Ensure proper execution of established cultivation SOPs, coordinating with the Director of Operations to update procedures as necessary

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- Ensure needs of plants are being met at all times, overseeing the daily activities relating to proper light intensity and positions, irrigation, fertilization, plant maintenance, sanitation and equipment functionality
- Oversee proper techniques related to cultivation, including but not limited to: transplanting, pruning, defoliating, watering and feeding, and harvesting
- Perform daily quality inspections of plants and their environment, immediately identifying and resolving problems
- Maintain functionality of equipment and the facility, making minor repairs and spearheading larger repairs and equipment replacement, as needed
- Ensure proper inventory of cultivation supplies, including light bulbs, grow media, and nutrients, and placing orders for supplies
- Implement and adhere to cultivation schedules by consulting vegetative plant inventories daily to ensure that sufficient numbers of healthy plants are being prepared for the flower process
- Schedule harvest of plants with the Processing Director, based on cultivation schedule and plant maturation
- Coordinate harvest times with the Processing Director, ensuring harvests are adequately staffed
- Perform employee trainings for Cultivation Managers at the time of onboarding and anytime that a procedure is adjusted or implemented
- Collaborate with Director of Operations to update SOPs in identifying and addressing plant-specific issues, environmental issues and climate control, and coordinating the harvesting of plants
- Ensure proper labeling, tagging, and traceability of plants, including plant counts, both physically and in METRC, and correcting plant inventory discrepancies immediately
- Assist with calculating production yields and determining areas of improvement for each harvest
- Facilitate inspections, whether initiated internally or through a governing entity, using inventory and compliance audits

The above job description in no way states or implies these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the Company.

Berkshire Welco reserves the right to change or alter any of the above duties and responsibilities according to the operational needs of the Company.

Essential Work Experience and Qualifications:

- 3 -5 years experience as a commercial cultivator with a majority of that experience in the greenhouse growing arena
- Basic plant structure knowledge preferred
- 3 years Management experience required
- Ability to use and manage METRC; experience using METRC preferred
- Ability to communicate clearly and accurately
- Must be at least 21 years of age

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- Must be able to meet all shift requirements with regularity, predictability and consistency

Physical Requirements / Work Environment:

- Long periods of prolonged standing and sitting
- Long periods of prolonged use of office equipment including computers and phones
- Ability to observe and assess material that deviates from established company standards
- Some crouching or holding uncomfortable positions for extended periods of time; repetitive motions
- Requires bending and lifting up to 50 pounds

About Berkshire Welco:

Berkshire Welco d/b/a The Pass, welcomes individuals of every race, color, orientation, age, gender, origin, veteran status, and those harmed from directly and indirectly by prior cannabis prohibition. We hire smart, talented workers from all walks of life and all experience levels for our vertically integrated MA cannabis business. We embrace LGBTQ+, Minorities, Women & Veterans and other equity applicants throughout our community. Welco intends to be a company where employees bring their individual identities, differences, and talents together to work as a team, across all our locations and operations. In short: we don't want biases or stereotypes holding either us or you back.

Welco is committed to providing access, equal opportunity and reasonable accommodation for qualified individuals with disabilities in all areas of its work and operations. If reasonable accommodation is needed to participate in the job application or interview process, please contact: Human Resources.

Employee's Name:

Employee's Signature:

Date:

Line Manager Name:

Line Manager Signature:

Date: