



bodhi

Elevate. Enhance. Amplify.

Position Description	Extraction Technician
Status	<i>Full-Time, Non- Exempt</i>
Division	
Department	<i>Lab</i>
Reports to	<i>Lab Manager</i>

Why Bodhi Brands?

We believe business should serve people, not the other way around. At Bodhi Brands, we're not just building products; we're growing a purpose-driven company that empowers individuals, nurtures authentic community, and leads with heart. Our mission is to redefine what success looks like in business by listening to a deeper purpose, growing people, giving radically, and shaping a more compassionate world. If you're seeking a place to grow, serve, and lead with intention you might've just found your people.

Who We Are

We're a passionate team of makers, thinkers, and doers with big hearts and bold visions. We lead with integrity, collaborate with humility, and challenge each other to keep growing. We value feedback, growth, and the kind of leadership that starts with how you show up, no matter your title. We're not here to simply clock in, we're here to co-create something meaningful.

What Difference We Make in the World

We exist to spark transformation in individuals, in teams, and in the world around us. By leading with values like service-driven leadership, deep listening, growth mindset, and whole-life wellbeing, we're working to redefine what business can be. Through coaching, community work, and courageous conversations, we're building a culture that develops leaders and drives meaningful social change from the inside out.

What It's Like to Be on Our Team

Bodhi is a place to be real, grow fast, and do meaningful work. We laugh hard, lift each other through challenges, and celebrate the wins, big and small. We show up with care, curiosity, and a deep sense of shared responsibility. Our team is rooted in purpose, driven by a growth mindset, and united by the desire to build something that truly matters.

Updated 9/23/25 AGK

Core Values

Humbly Confident - Trusted Teammate - Service Driven - Strategic Innovation - Growth Mindset

Job Summary

The Extraction Technician operates cannabis extraction systems to produce high-quality extracts. They are responsible for safely processing plant material, maintaining equipment, and ensuring all operations meet quality and regulatory standards.

Disclaimer:

This job description is intended to outline the core duties and qualifications of the role. It is not exhaustive and may be subject to change or revision. Employees may be required to perform other related duties as assigned, in support of the department or organization's goals, even if such tasks are not specifically listed in this document.

Key Responsibilities

5 Core Responsibilities:

- 1. Operate Extraction Equipment Safely and Accurately**
- 2. Prepare and Process Cannabis Material**
- 3. Maintain Equipment and Lab Cleanliness**
- 4. Support Compliance and Product Handling**
- 5. Drive Production, Team Alignment, and Process Improvement**

Key Duties & Expectations

- Operates Open Source Steel or Ironfist hydrocarbon extraction equipment in compliance with SOPs and safety protocols.
- Grades incoming raw cannabis material and logs intake for traceability and QA documentation.
- Packs extraction tubes as needed
- Builds filtration (CRC) stacks to specification, ensuring readiness for each production run.
- Performs extractions and records lot-level QA/QC data to support traceability and compliance.
- Cleans and maintains extraction systems, pumps, and support equipment—including filtration components and vape vessels—according to preventive maintenance and cleanliness standards.
- Assists with product labeling, tagging, and transfer to appropriate storage or distribution zones.
- Follows all i502 and internal lab safety protocols, including PPE, hazardous material handling, and equipment lockout procedures.
- Supports the Lab Supervisor and team in achieving daily and weekly production targets through effective communication and task execution.
- Drives operational improvements using Lean tools such as 5S, Standard Work, and Kaizen.

Updated 9/23/25 AGK

- Actively contributes to process flow improvements by identifying inefficiencies, proposing solutions, and engaging in team-based problem solving.
- Helps maintain steady, balanced workflows by minimizing downtime, reducing bottlenecks, and aligning with upstream and downstream teams.

Qualifications

Education & Experience

- High school diploma or equivalent (required)
- Associate's degree in a science or technical field (preferred but not required)
- Previous experience in a lab, food production, manufacturing, or regulated environment is a plus
- Must read *What the Heck is EOS?* and *Traction & Get A Grip*

Skills & Requirements

- Interest in cannabis science and willingness to learn extraction and lab processes
- Basic understanding of lab safety, cleanliness standards, and personal protective equipment (PPE)
- Strong attention to detail and ability to follow SOPs and record data accurately
- Reliable and organized, with the ability to work independently or in a team setting
- Comfort working with lab equipment and learning technical procedures through hands-on training
- Familiarity with cannabinoids, terpenes, and formulation concepts is a plus

Working conditions

- **Environment:** Indoor laboratory and production setting within a regulated cannabis facility.
- **Conditions:** Exposure to strong odors, variable temperatures, and ventilation-controlled environments; may include working in cold storage or near heated equipment.
- **Chemical Handling:** Routine handling of solvents (e.g., ethanol, butane, propane) and other lab reagents with required PPE.
- **Noise Level:** Moderate-to-high at times due to lab equipment and facility operations.
- **Hygiene & Compliance:** Strict adherence to sanitation protocols, GMP standards, and personal hygiene practices to ensure product and personnel safety.
- **Dress Code:** Lab team members must follow company PPE and dress code policies, including lab coats, gloves, eye protection, hairnets, and any additional protective gear as required.

Physical requirements

- Stand and walk for extended periods (up to 8–10 hours per shift).
- Perform repetitive hand and arm movements, including twisting, gripping, and fine motor tasks.
- Lift, push, or pull up to 30 pounds frequently and occasionally up to 50 pounds with assistance.
- Bend, squat, reach, and kneel throughout the shift as needed.
- Work with urgency and attention to detail while maintaining accuracy and safety.
- Tolerate exposure to strong odors, variable room temperatures, and continuous noise from machinery and production equipment.
- Wear required personal protective equipment (PPE) for the duration of the shift (e.g., scrubs, gloves, masks, lab coats, hairnets).

Key Performance Indicators (KPIs)

KPI	Target/Goal	Measurement Method
Pounds Extracted per Day	Meet or exceed daily extraction targets	Shift logs, extraction reports
Pump Runtime vs. Idle Time	≥ 90% productive run time during scheduled hours	Equipment monitoring logs
Dry Ice Usage	Optimize lbs used per machine per day (e.g., <10% variance)	Dry ice inventory vs. daily machine logs
Testing On-Time Rate	100% of batches sent for testing within required timelines	Testing logs, batch calendars
Housekeeping & GMP Compliance	≥ 95% compliance with SOPs, cleaning schedules, and GMP standards	Weekly audit checklists, inspection logs
Equipment Changeover Time	Complete changeovers in < 15 mins	Shift and changeover logs
Maintenance Task Completion	100% of weekly/monthly PM tasks completed on schedule	Maintenance logs, technician sign-offs

Core Values Performance KPIs

(Scored on a -3 to +3 scale, with 0 being baseline expectation)

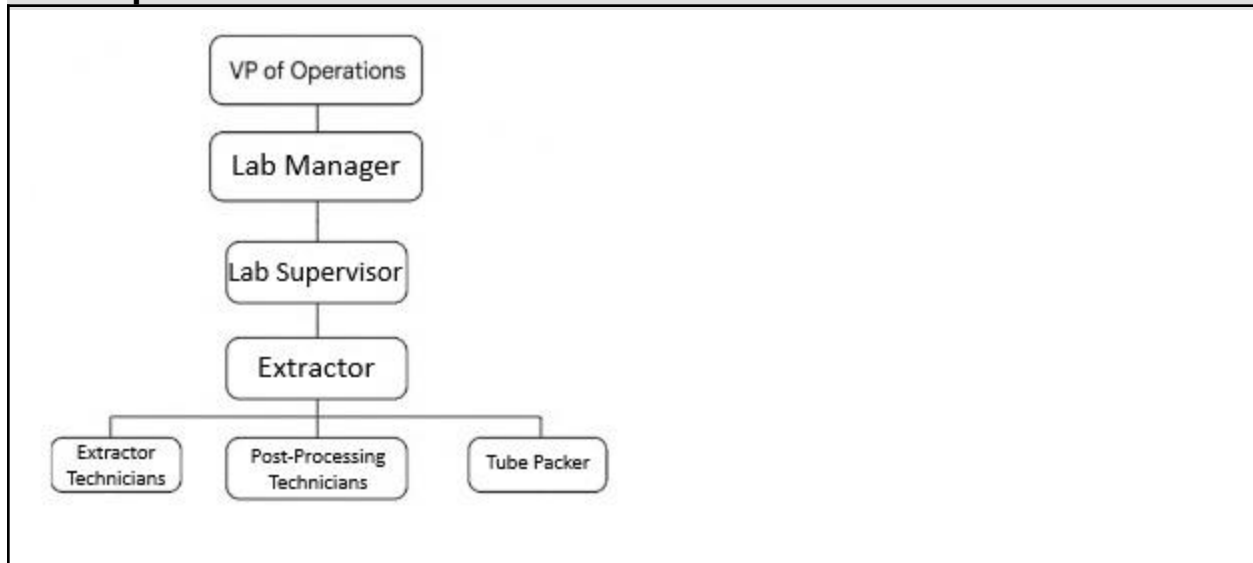
Core Value	KPI Target	Measurement Method
Humbly Confident	±3 performance band	Feedback from peers/supervisors, coaching check-ins
Trusted Teammate	±3 performance band	Team surveys, collaboration metrics, behavior logs
Service-Driven	±3 performance band	Customer/internal team feedback loops

Strategic Innovation	±3 performance band	Contributions to process/system improvements
Growth Mindset	±3 performance band	Learning participation, upskilling efforts

Interpretation of Scores:

- **+3** = Exceptional demonstration of value
- **+/-** = Meets expectations
- **-1** = Needs immediate attention/improvement

Lab Department Communication Tree



Top-Level Oversight

- **VP of Operations**
 - Holds overall responsibility for departmental performance, high-level decision-making, and strategic direction.
 - Direct reports: **Packaging Manager**

Lab Management

- **Lab Manager**
 - Reports to: VP of Operations
 - Directs day-to-day lab operations including extraction, post-processing, testing, and equipment maintenance.
 - Direct Reports: Lab Supervisor

Core Lab Sub-Departments

1. Lab Processes

- **Lab Supervisor**
 - Reports to: Lab Manager

- Supervises the following:
 - **Extraction**
 - **Post-Processing**
 - **Tube Packaging**

Communication Flow Summary

Upward Communication

- Extractors, Post-Processors, Tube Packers → Report production totals, issues, equipment needs, and material status to the Lab Manager
- Lab Manager → Escalates strategic or compliance-level concerns to the VP of Operations

Lateral Communication

- **Lab Manager collaborates with:**
 - QA/Testing to ensure on-time test cycles and documentation
 - Packaging Manager for timing on vape handoff and labeling requirements
 - Fulfillment for batch readiness and inventory alignment

Downward Communication

- VP of Operations → Strategic updates and organizational directives to Lab Manager
- Lab Manager → Daily targets, SOP changes, and equipment expectations to technical team
- Extractor / Post-Processing / Tube Packer → Relay task-specific instructions, batch priorities, and cleanliness protocols

Compensation & Benefits

Potential Growth: \$20.00 – \$25.00/hr

Currently, Bodhi does not offer a formal benefits package. However, we are committed to cultivating a supportive and growth-oriented work environment. As we scale, we are actively exploring expanded employee benefits. Your contributions matter—and we grow together.

Electronic Communication & Systems Requirements

Effective communication and timely responsiveness are critical to team success. All Packaging team members are expected to:

- **Check and respond to work-related emails regularly** for shift updates, announcements, and compliance notifications.
- **Utilize Basecamp** for task management, project collaboration, scheduling, and departmental communication.
- **Log in to BambooHR** to manage personal employee information, time-off requests, and company-wide updates.

All team members must maintain an active account in each system, review updates daily during

scheduled work periods, and complete assigned digital training or forms as required.

Disclaimer

The information presented indicates the general nature and level of work expected for the described position above. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this position. Rather, they are intended only to describe the general nature of the position.

SIGNATURES: The position holder and supervisor have reviewed and discussed this description of responsibilities. The incumbent agrees to perform the duties satisfactorily with the supervisor's guidance.

Employee Signature	
Date	
Print Name	
Signature of Supervisor	
Date	
Print Name	

Bodhi Core Values

Humbly Confident

We lead with quiet confidence, acknowledging our strengths while remaining open to feedback and growth. We take initiative, act professionally, and push through challenges with determination. Ego is left at the door, and humility paves the way for authentic leadership.

Trusted Teammate

We solve problems before they grow, follow through on every commitment, and show up for our team with consistency, honor and care. We earn trust by being dependable, detail-oriented, and always ready to step in and step up.

Service Driven

We are committed to serving others — customers, teammates, and our community. Every action we take is driven by a mindset of adding value and making a positive impact. We show up and help build a culture of support, generosity, and shared success.

Strategic Innovation

We don't just solve problems — we reimagine what's possible. We think creatively, act strategically, develop thoughtful products, and seek smarter ways to work, grow, and lead. We improve what exists and envision what's next.

Growth Mindset

We believe in continuous improvement and the power of learning. Challenges are opportunities for growth. We take initiative by seeking out greater responsibility — not just to advance our own development, but to strengthen the team as a whole.