



bodhi

Elevate. Enhance. Amplify.

Position Description	<i>Packaging Team Member</i>
Status	<i>Full-Time, Non- Exempt</i>
Division	<i>Packaging</i>
Department	<i>Joint, Blister, Vape, Concentrate</i>
Reports to	<i>Packaging Supervisor</i>

Core Values

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

Job Summary

As a Packaging team member at Bodhi, you play a vital role in preparing high-quality cannabis products for retail distribution. This hands-on role requires precision, speed, and consistency to ensure vape cartridges are filled, cannabis concentrates are accurately portioned, and pre-rolls are produced to meet our high standards. Ideal candidates are detail-oriented, thrive in fast-paced environments, and uphold rigorous safety and compliance protocols.

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

Core Roles & Responsibilities:

- **Execute:** Hands-on product preparation—vape carts, concentrates, pre-rolls.
- **Follow Process:** Comply with SOPs, GMPs, and state regulations.
- **Quality Control:** Ensure product consistency, correct weights, and proper labeling.
- **Maintain Cleanliness:** Tools, equipment, and workstations sanitized and audit-ready.
- **Collaborate:** Communicate with Leads/Supervisors and support team production flow.
- **Document:** Accurately log batch weights, product counts, and packaging activities.

Key Duties & Expectations

- Operate semi-automated or manual vape-filling equipment.
- Ensure consistent fill levels and quality control for each cartridge.
- Maintain cleanliness and calibration of vape-filling machinery and vape carts.
- Weigh and package cannabis concentrates into predetermined amounts.
- Label containers accurately in accordance with compliance standards.
- Maintain accurate records of batch weights and product counts.

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- Accurately weigh and fill cones with ground cannabis flower.
- Twist, pack, and finish pre-rolls to company specifications.
- Inspect finished pre-rolls for consistency, labeling, and packaging.
- Package all products using compliant materials and labels.
- Verify that each package is labeled with accurate and legal information.
- Organize finished goods for transport or storage.
- Follow all SOPs (Standard Operating Procedures), GMPs (Good Manufacturing Practices), and state cannabis regulations.
- Ensure hygiene standards are maintained, including proper PPE usage.
- Accurately document production and packaging activities as required.
- Work closely with other packaging and production team members.
- Communicate any equipment issues or quality concerns to supervisors.
- Assist with inventory counts and stock replenishment when needed.

Qualifications

- Understanding of production and the process of preparing products for retail, and general product knowledge.
- Proficient computer skills.
- Excellent interpersonal skills, communication skills and self-motivation.
- Oral & written communication skills.
- Professional appearance and presentation required.
- General understanding of the function and operation of packaging, shipping & receiving processes at Bodhi.
- Knowledge and understanding of i502 laws and regulation to ensure compliance.
- Must read *What the Heck is EOS?*

Working conditions

- Environment: Indoor warehouse/production facility.
- Conditions: Variable temperatures, strong odors, noise exposure.
- Hygiene: Strict sanitation and product safety compliance required.
- Dress Code: Packagers are required to adhere to the company dress code policy.

Physical requirements

- Stand and walk for extended periods (up to 8–10 hours per shift).
- Perform repetitive hand & arm movements, twisting, gripping, and fine motor tasks.
- Lift, push, or pull up to 30 lbs. frequently. Occasionally up to 50 lbs. 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
Production Output	Vapes filled, grams packaged, joints rolled per shift	Count per day/shift, tracked via google sheets

Weight Accuracy	95–100% within target weight range (e.g., $\pm 0.01\text{g}$)	Spot checks, scale logs
Defect Rate	Less than 2% of items rejected due to quality issues	QA inspection reports
Compliance Accuracy	100% accurate labeling and documentation	Compliance audit reviews
Sanitation Compliance	100% adherence to sanitation checklists	Daily sanitation logs and inspections
Team Contribution Score	Meets or exceeds team-based goals	Supervisor evaluation, peer feedback
Attendance	97%+ attendance rate	Timecard records

Core Values Performance KPIs

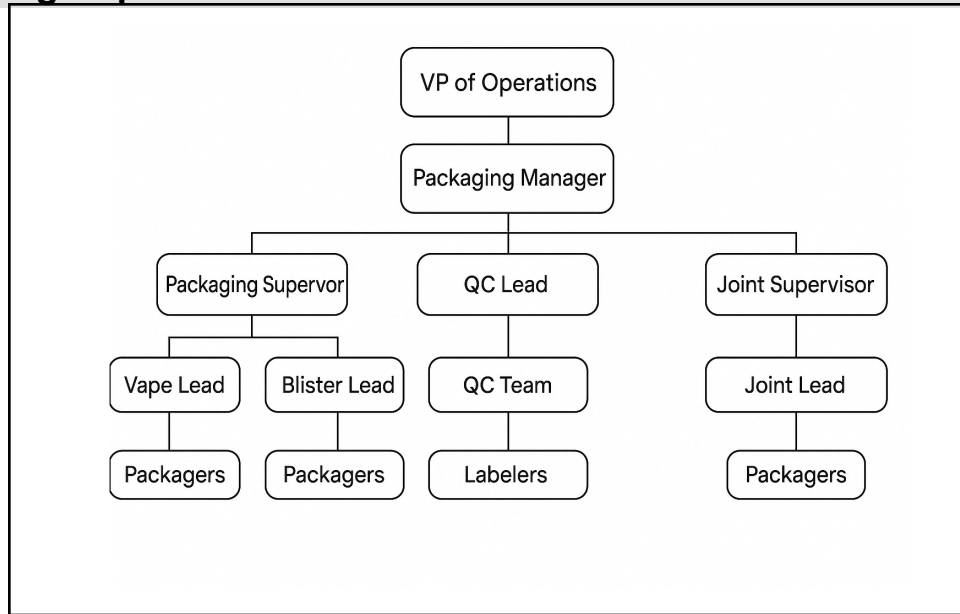
(Scored on a -3 to +3 scale, with 0 being baseline expectation)

Core Value	KPI Target	Measurement Method
Humbly Confident	± 3 performance band	Self & managerial evaluation
Trusted Teammate	± 3 performance band	Self & managerial evaluation
Service-Driven	± 3 performance band	Self & managerial evaluation
Strategic Innovation	± 3 performance band	Self & managerial evaluation
Growth Mindset	± 3 performance band	Self & managerial evaluation

Interpretation of Scores:

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

Packaging 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**

Packaging Management

- **Packaging Manager**
 - Reports to: VP of Operations
 - Oversees day-to-day operations of the full packaging department
 - Coordinates with supervisors across packaging types, labeling, and quality control.

Core Packaging Sub-Departments

1. General Packaging Line

- **Packaging Supervisor**
 - Reports to: Packaging Manager
 - Manages the following leads:
 - **Vape Lead** → oversees **Packagers**
 - **Blister Lead** → oversees **Packagers**
 - **QC Lead** → oversees **QC Technician(s)**
 - **Lead Labler** → oversees **Labler(s)**

2. Joint Production Line

- **Joint Supervisor**
 - Reports to: Packaging Manager
 - Oversees:
 - **Joint Lead** → oversees **Packager(s)**

Communication Flow Summary

Upward Communication

- Leads (e.g., Vape Lead, Joint Lead) report daily performance, issues, and needs to their respective supervisors.
- Supervisors escalate broader operational issues, resource constraints, or interdepartmental concerns to the Packaging Manager or VP of operations as appropriate.

Lateral Communication

- Leads coordinate with each other for cross-training, supply sharing, and shift support.
- QC Lead collaborates closely with all other leads to ensure consistent product standards across the department.

Downward Communication

- Instructions, SOP updates, and performance expectations flow from VP → Manager/Supervisors → Leads → Team Members (Packagers, Labelers, QC).

Compensation & Benefits

Starting: \$17.13/hr

After 90 Days: \$17.33/hr

Potential Growth: \$17.13 – \$19.50/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.