



Dispensary Agent Job Description

As a Dispensary Agent taking on the duties of either Bud Tender or Customer Host you will ensure high levels of customer satisfaction through attentive listening, active communication, and excellent service.

Bud Tender

- Greet customers in a professional and friendly manner
- Checks ID to verify legal age before entry (21+)
- Sign in customers
- Perform responsibilities of the position while ensuring compliance with state regulations and adherence to the dispensary's Standard Operating Procedures
- Listen to customer inquiries and provide guidance on products
- Maintain inventory & restock as necessary
- Accurately and efficiently operate the point-of-sale and debit card systems.
- Assist Manager with inventory and cash management
- Maintain a clean, safe, and welcoming environment in the dispensary.

Customer Host

- Greet customers and Visitors in a professional and friendly manner
- Check ID's visually via the exterior camera.
- Check and verify ID's at Customer Host Desk.
- Manage customer access to Sales Floor and direct the customer to a Budtender.
- Monitor/direct flow of foot traffic in Intake area to comply with current COVID safety protocols
- Print out Daily Menus
- Monitor Security cameras
- Maintain a clean & organized work area
- Maintain a clean, safe, and orderly entry and exit of the Dispensary
- Sign in & manage all visitors.

Requirements:

- Be 21+ years of age
- Consent to and pass a state mandated CORI, background check
- Be legally eligible to work in the United States
- Have a high school diploma or equivalent
- Have 2+ years' experience in a fast-paced client-service intensive industry – hospitality and retail preferred.
- Flexible schedule
- Have reliable transportation
- Have basic computer skills and knowledge of retail POS equipment
- Be familiar with history and varieties of marijuana preferred
- Be proactive, flexible, adaptable and able to multi-task
- Be able to maintain confidentiality and ethical conduct
- Be able to work effectively as part of a team
- This position requires the physical ability to perform tasks that involve prolonged standing, walking, kneeling, and light lifting.