

Kentucky Heritage Hemp Co., LLC

JOB TITLE MATERIALS HANDLER

REPORTS TO: PLANT MANAGER

POSITION SUMMARY

The Materials Handler off-loads incoming plant material and prepares material for the oil extraction process.

KEY RESPONSIBILITIES

- Off-load incoming plant material to assure its quality (eliminate any foreign material).
- Processes into bags/containers appropriately.
- Warehouse material and move inventory to the extraction room.
- Pre-stage the material for oil extraction.
- Document received materials.
- Follow written protocols to ensure the integrity of the material and avoid contamination.
- Performs other duties as assigned by either Plant Manager or CEO.

KEY SKILLS REQUIRED

- Attentive to detail.
- Mechanical skills desired but not required.
- Operates in a manner that promotes team environment and promotes KHHC as a friendly work environment.

COMPANY CULTURE

Kentucky Heritage Hemp team members are:

- Honest, dedicated and hardworking.
- Respectful and compassionate to the needs of others
- Thirsty for *knowledge* and self-improvement,
- Passionate for what we do, and enjoy our work
- Involved in fostering a Team Environment that promotes achievement and excellence.
- Focused on a Safe Workplace at all times.
- Practice responsible stewardship and conservation that result in long-term productivity and value creation.

PHYSICAL REQUIREMENTS FOR THE POSITION

- Must be able to lift up to 100 lbs.