

# Kentucky Heritage Hemp Co., LLC

**JOB TITLE**                      LAB PROCESSING SPECIALIST

**REPORTS TO:**                      DIRECTOR OF LABORATORY

## **POSITION SUMMARY**

The Lab Specialist provides an array of duties that support the CBD oil extraction process, giving Extraction Chemists, Technicians and the Lab Director assistance in key functions such as loading and unloading extraction machines, tracking batches of materials, cleaning and maintaining extraction vessels and post process equipment, operating and monitoring solvent stripping processes and providing assistance in record keeping. This position reports to the Director of Laboratory.

## **KEY RESPONSIBILITIES**

- Loading and unloading the LA 700 extraction machines. This includes removing spent material from the extraction side of the plant.
- Operating the extraction machine.
- Monitoring and cleaning LA 700 filtration systems
- Operating the solvent stripping machines for removing ethanol.
- Tracking and documenting batches of material and providing that data to an inventory system.
- Cleaning and maintaining the extraction machines and equipment used in post process area and laboratory.
- Performing other duties as assigned by Director of Laboratory.

## **KEY SKILLS REQUIRED**

- Ability to be disciplined in following SOPs for extraction process.
- Discipline in tracking and entering quality records for the extraction process.
- Demonstrates ability to be self-directed and perform work without daily direct supervision.
- Operates in a manner than promotes team environment and promotes KHHC as a friendly work environment.
- Computer skilled (excel and/or other inventory systems)
- Collaborative skills to work with lab chemists and technicians in a team setting that fosters quality processes.

## **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**

- Ability to sit/stand for long periods of time
- Ability to lift materials 40 lbs. and under