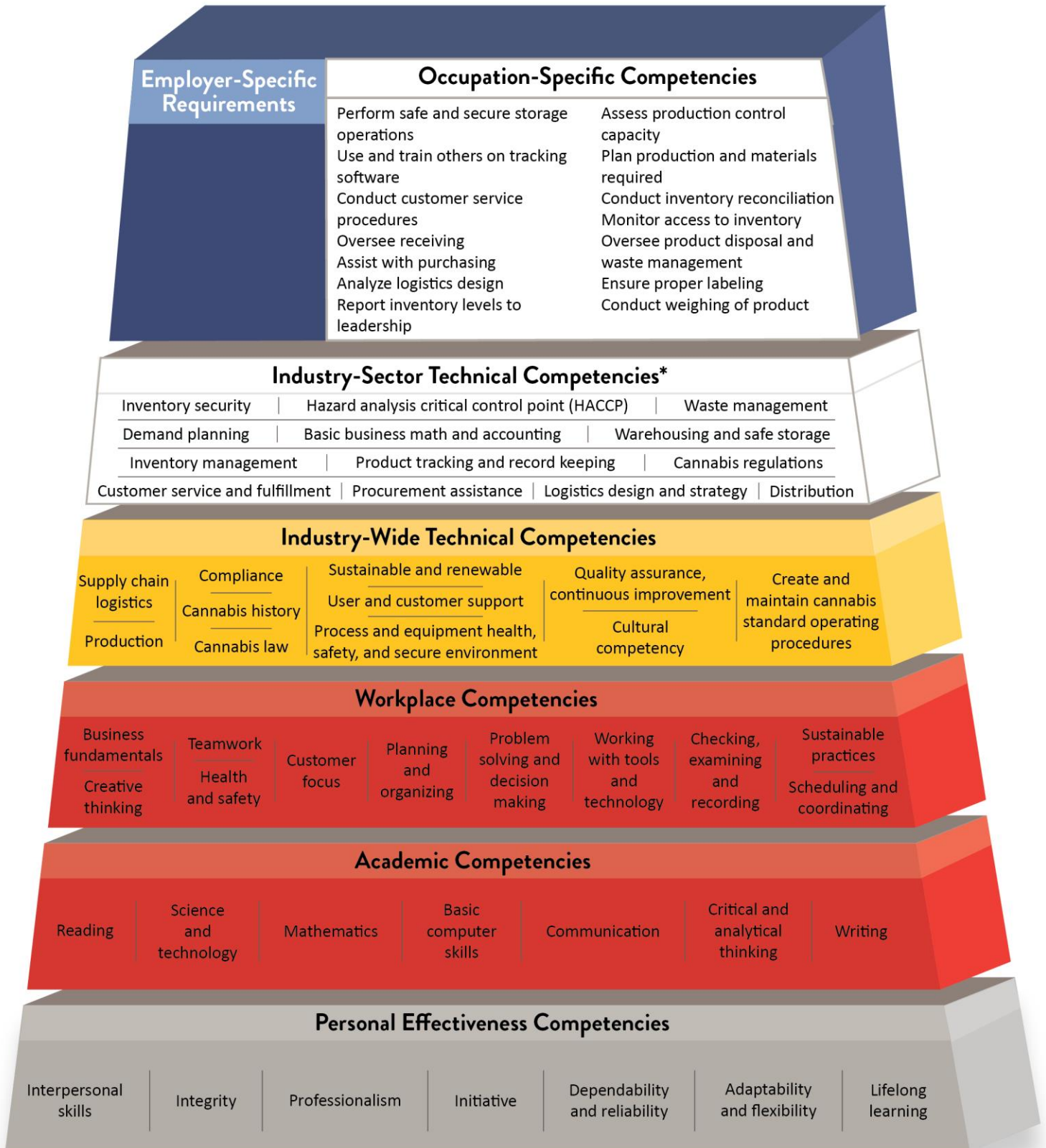


Minnesota Dual-Training Pipeline

Competency Model for Legal Cannabis Industry

Occupation: Cannabis Logistics and Inventory Specialist



Based on: Building Blocks for Competency Models – Foundational Competencies, Employment and Training Administration, United States Department of Labor, February 2025. For more detailed information about competency model creation and sources, visit dli.mn.gov/business/workforce/legal-cannabis-industry.



Competency Model for Cannabis Logistics and Inventory Specialist

Cannabis Logistics and Inventory Specialist – An individual who leads the picking, packing, and shipping of inventory for consumer and medical cannabis sales. This individual also oversees inventory and production counts; tracks inventory throughout the production-to-sale process and ensures adequate stock levels. Additional responsibilities include supporting compliance and quality management, assisting with forecast planning, and helping build and maintain vendor relationships.

*Pipeline recommends the Industry-Sector Technical Competencies as formal training opportunities (provided through related instruction) and the Occupation-Specific Competencies as on-the-job (OJT) training opportunities.

Industry-Sector Technical Competencies

Related Instruction for dual training means the organized and systematic form of education resulting in the enhancement of skills and competencies related to the dual trainee's current or intended occupation.

- **Inventory security** – Know how to properly secure products so that they will not be damaged as well as also know how to prevent theft.
- **Hazard analysis critical control point (HACCP)** – Know how to implore principles of hazard analysis critical control point (HACCP) to address the safety of products that will be eaten or consumed by controlling for the biological, chemical, and physical hazards that could occur with the inventory.
- **Waste management** – Understand how to properly dispose of inventory that has either expired, gone bad or has been returned in a condition that is no longer acceptable for use.
- **Demand planning** – Demonstrate proficiency with planning to fill existing and future demand for product.
- **Basic business math and accounting** – Know how to do the basic functions of math to track orders, purchases, shipments, etc. and potentially use accounting software to assist in this process as well.

- **Warehousing and safe storage** – Demonstrate proficiency with efficient storage and control of the environment within a warehouse or other storage facility in a cannabis facility. Understand how to store products in a manner that limits risk for theft as much as possible.
- **Inventory management** – Demonstrate the ability to manage a warehouse or storage facility of inventory for a cannabis facility.
- **Product tracking and record keeping** – Know how to properly track cannabis product and cannabis flower so that it is properly labeled and ready for sale. Know how to ensure that the cannabis being sold has records from plant production through all cycles of growth, harvest, packaging, manufacturing, distribution, and eventually sales.
- **Cannabis regulations** – Knowledge of the current state and local regulations governing the growth and production of cannabis flowers, cannabis plants and cannabis products in Minnesota. Understand regulations surrounding sale of cannabis and rules pertaining to cannabis transportation and warehousing as well.
- **Customer service and fulfillment** – Demonstrate proficiency in high quality customer service, both in written and oral communication.
- **Procurement assistance** – Understand the methods for ensuring resources are available to purchase resources to have success in meeting orders and needs of the cannabis business.
- **Logistics design and strategy** – Understand the theory, application and how to plan for on-the-ground approaches to ensuring adequate materials and products are available to meet demand.
- **Distribution** – Understand all transportation systems comprising the movement of goods and services from within the cannabis production site to the product delivery to the customer to ensure completion.

Occupation-Specific Competencies

On-the-Job Training is hands-on instruction completed at work to learn the core competencies necessary to succeed in an occupation. Common types of OJT include job shadowing, mentorship, cohort-based training, assignment-based project evaluation and discussion-based training.

- **Perform safe and secure storage operations** – Understanding of warehouse operations, unique to organization and in a manner that ensures product and employee safety as well as security to be practiced throughout the operations site for cannabis.

- **Use and train others on tracking software** – Know how to use tracking software such as Marijuana Enforcement Tracking Reporting Compliance (METRC) to ensure compliance when handling and selling cannabis. Know how to train staff to properly use tracking software.
- **Conduct customer service procedures** – Know how to communicate clearly both verbally and in writing and make accommodations to ensure a content customer.
- **Oversee receiving** – Know how to ensure that supplies and product being received meet quality and compliance standards and are routed appropriately within the cannabis business.
- **Assist with purchasing** – Understanding of the acquisition of goods or services to achieve cannabis organization goals.
- **Analyze logistics design** – Understand how to develop and interpret logistics designs both within the field and unique to the cannabis company.
- **Report inventory levels to leadership** – Know how to create reports of the inventory levels of both product and supplies and share those reports with organization leadership to help inform them of business decisions for the company.
- **Assess production control capacity** – Demonstrated understanding of organizational need to produce inventory to have on hand, without creating waste for the cannabis company.
- **Plan production and materials required** – Managing the ability to meet product orders by first ensuring the business has systems, tools, and employees to take on new product and ensuring that enough materials are available to go forward with production of cannabis product.
- **Conduct inventory reconciliation** – Know how to conduct regularly scheduled counts and reconciliation of inventory and product to ensure accountability and be in accordance with the state’s cannabis regulations.
- **Monitor access to inventory** – Understand the importance of limiting who can go into the inventory room(s) and be able to ensure that inventory is observed regularly by means such as electronic surveillance to support efforts to limit access and not allow for mishandling and/or theft of cannabis inventory.
- **Oversee product disposal and waste management** – Know how to keep track of when products expire or go bad and are therefore required to be properly disposed of in a manner that promotes environmental sustainability and ensures accurate inventory counts as well.
- **Ensure proper labelling** – Understand how to check that products in the inventory have the necessary and appropriate labels to be able to be sold in Minnesota.

- **Conduct weighing of product** – Know how to safely conduct the weighing of various cannabis products so that they can be properly labelled, sold and catalogued for inventory.

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