



**Hollabaugh Bros., Inc. Fruit Farm & Market**  
Job Description for:  
**Inventory and Product Display Manager**

**INVENTORY AND PRODUCT DISPLAY MANAGER (IPDM)**

This description is an extension of the general company policies described in the Employee Handbook and the contract of employment. This job description is a summary of some of the expectations and responsibilities of the Inventory and Product Display Manager.

**QUALIFICATIONS**

- a) A minimum of a high school diploma with at least some prior job experience in a retail setting.
- b) Basic word processing skills and computer proficiency mandatory.

**RESPONSIBILITIES**

- a) Fulfill the responsibilities as assigned in the Retail Market Attendant job description.
- b) Serve as a regular floor manager.
- c) Receive and process inventory shipments, using inventory management software program.
- d) Create, maintain, and freshen retail displays on an ongoing basis.
- e) Assist with rotation, stocking, and ordering of inventory.
- f) Perform ongoing analysis and evaluation of product lines and work closely with management. Set and monitor goals for sales.
- g) Communicate regularly with Hollabaugh management team, attending meetings and relaying pertinent information to retail staff.
- h) Assist with management of customer loyalty program.
- i) Be capable of lifting weights exceeding 50 pounds on a regular basis.

**WORK / SCHEDULE EXPECTATIONS**

The Inventory and Product Display Manager (IPDM) Shall:

- a) Be scheduled on the regular market schedule.
- b) Be considered a part time position.
- c) Be expected to work on a rotating shift of weekends.

**SUPERVISION RECEIVED AND EXERCISED**

- a) The Inventory and Product Display Manager is a seasonal employee directly responsible to the Farm Market Manager. Every effort should be made to establish channels of communication among other market employees and the management.