



Assistant Business Manager for Production Hollabaugh Bros., Inc.

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I. Summary

Hollabaugh Bros., Inc. is a family farm located on about 500 acres in upper Adams County, PA adjacent to the historic Yellow Hill area. We have diverse production of tree fruits, small fruits, and vegetables to support direct sales at our Wholesale Division and our Retail Farm Market. The business employs a multicultural team of about 100 people filling various part time, full time, and seasonal positions.

We are seeking an energetic individual who is an excellent communicator, can work well as a team member, has moderate to expert skills using Microsoft Office, is adept in using software, has some business experience, and has a background in horticulture, especially in the fruit and vegetable industry.

The Assistant Business Manager for Production will be a middle management position that will work closely with the Production Manager and the owners of the company. General duties will include responsibilities associated with farm production and operations, document management, and record keeping.

II. Qualifications

The ideal candidate will have

- A. A minimum of a high school diploma or equivalent degree. Some post high school education or training is preferred. However, actual field experience will be strongly considered for any candidate.
- B. Basic skills in or an aptitude and willingness to learn the operation of farm tractors, production-related implements and equipment, forklifts, and light trucks.
- C. An aptitude for, interest in, and understanding of vegetable production/greenhouse management, including the production of plants for transplanting to outside plasticulture.
- D. An aptitude for, knowledge of, and experience with trickle irrigation systems, their function, and proper irrigation practices on all fruit and vegetable crops on the farm.
- E. Proficiency in the English language (required for this position). A minimum understanding of Spanish is also preferred to achieve full potential and maximize efficiency in working with other employees.
- F. Self-control, congeniality, a keen sense of cooperation, self-motivation and a strong work ethic.
- G. The ability and willingness to periodically work long and demanding hours, especially during peak seasons.
- H. An aptitude for and interest in safety around farm equipment.
- I. A valid PA Driver's license (required).
- J. A PA Private Pesticide Applicator's License. (This license may be acquired during the first year of employment.)

III. RESPONSIBILITIES

As a member of the Production Management Team, this position will

- A. Work cooperatively with the Production Manager (PM) and the Production Team to support the day-to-day operations on the farm, including all seasonal activities.
- B. Support the operation of the Greenhouse and work closely with the Greenhouse Manager for the care and production of transplants and other vegetables.
- C. Provide support to the PM with new orchard systems, including planning, lay-off, planting, and trellis installation.
- D. Assist the PM with planning, site preparation, plasticulture, and planting of vegetable fields.
- E. Team with the PM to assure that all harvest records are being recorded on appropriate logs or through Crop Tracker in real time.
- F. Aid the PM with the preparation and application of a nutrition program for the farm.
- G. Assist the PM with record keeping, as needed or directed, for all production-related operations.
- H. Provide support, as needed, to the PM by editing, preparing, and printing personnel documents including daily time sheets, GAP audit logs, and any other documents routinely used by the PM or Production Supervisor.
- I. Work cooperatively with the PM and the Irrigation Technician (IT) to plan, design, install, and maintain irrigation systems for new or existing orchards or vegetable fields.
- J. Work with the IT to plan, prepare, and implement an irrigation schedule for all vegetable and fruit crops with irrigation installations.
- K. During the growing season, as necessary, work in conjunction with the IPM Manager to order and/or secure spray materials, nutrients, and/or other products used in the spray program.
- L. Cooperate with the IPM Manager in developing and applying, as needed, a crop protection plan for all vegetable plantings.
- M. Continue to develop in the position understanding that in time, the position may develop into more, or different, responsibilities than those outlined above.