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**ASSISTANT KEEPER** *(Assistant Manager)*

*Staple & Fancy – Mineral Point, WI*

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**SUMMARY**

Staple & Fancy, a proudly local and independent grocery market in the heart of Mineral Point, WI is dedicated to quality, local, and specialty goods. We pride ourselves on creating a welcoming atmosphere that blends tradition with exceptional customer care. The Assistant Keeper supports the Head Keeper in the day-to-day operations of the store, helping to maintain an inviting, organized, and well-stocked environment. This role involves assisting with inventory, customer service, and general store upkeep, all while embodying the spirit of stewardship and community that defines Staple & Fancy.

The ideal candidate brings initiative, accountability, and creative energy to help drive store performance, team growth, and product quality. Candidates should be able to start working as soon as mid August in preparation for a late summer store opening.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assist with receiving, unpacking, and organizing deliveries.
- Help stock shelves neatly and ensure product freshness and rotation.
- Provide friendly and helpful service to customers, answering questions and assisting with locating items.
- Support the Head Keeper with inventory tracking and restocking needs.
- Help maintain cleanliness and organization throughout the store.
- Collaborate with team members on tasks such as bagging, food prep assistance, and light cleaning.
- Embrace and promote the store's community-centered values and heritage-inspired culture.
- Prepare, cook, and serve grab-and-go and prepared foods in accordance with food safety standards
- Perform other duties as required for smooth store function

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## **QUALIFICATIONS**

- Friendly and approachable attitude with a customer-first mindset.
- Ability to lift and move boxes up to 40 lbs safely.
- Good organizational skills and attention to detail.
- Reliable and punctual, with flexibility to work varied shifts including weekends.
- Previous retail or grocery experience is a plus but not required—training provided.
- Interest in local food, heritage, and community engagement is a bonus.
- ServSafe certification (or ability to obtain within 30 days)

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## **PHYSICAL DEMANDS**

- Must be able to lift and carry up to 50 pounds regularly
- Sit, stand, and walk for extended periods throughout the shift
- Frequently bend, reach, climb, kneel, and stoop
- Use hands and arms for repetitive tasks such as lifting, packaging, or operating equipment
- Ability to operate kitchen equipment, cleaning tools, and POS system

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## **WORK ENVIRONMENT**

- Exposure to hot, cold, wet, and humid conditions in kitchen and storage areas
  - Work near moving mechanical equipment (slicers, ovens, etc.)
  - Noise levels may vary and occasionally be loud
  - Surfaces may be slick or uneven; appropriate footwear is required
  - Occasional use of ladders or step stools to retrieve or stock items
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## COMPENSATION & SCHEDULE

- A supportive, close-knit team environment focused on community.
- Opportunities for growth and learning within the store.
- Employee discounts on quality, local, and specialty products.
- Flexible part-time hours to fit your lifestyle.
- Pay Range: \$12-\$20

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**Join us at Staple & Fancy and become a trusted Head Keeper who helps keep Mineral Point's pantry full and its spirit alive! Please email your resume and a cover letter. Introduce yourself and share the reason you want to work at Staple & Fancy, we appreciate candor!**