Retail Store Supervisor (NOC 62010)

2390516 Alberta LTD

Job ID
50284

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LOCATION	DATE POSTED	EXPIRY DATE
4717, 20 Ave, Drayton Valley, AB | Alberta	28-05-2026	24-11-2026

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD $24	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Business Legal Name: 2390516 Alberta LTD
Business Operating Name: CANCO #155 DRAYTON VALLEY
Business Address: 4717, 20 Ave, Drayton Valley, Alberta, T7A 1E7
Location of work: 4717, 20 Ave, Drayton Valley, Alberta, T7A 1E7
Title of the position: Retail Store Supervisor (NOC 62010)
Term of employment: 1 year
Language of work: English
Wages: $24.00 per hour
Hours of work: 35-40 hours per week
Anticipated start date: As soon as possible
Contact information- Email: hr.2390516ab@outlook.com
Skills Requirements:
• Education: Completion of secondary/high school graduation certificate
• Work experience: 1 year to less than 2 years of experience as a retail store supervisor in an integrated gas station and convenience store is required

Benefits: Optional free accommodation
How to apply:
• Please apply via email at hr.2390516ab@outlook.com
• You must include a cover letter, which must include your Canadian citizenship/immigration status and mention the job reference number: DRAY-RSS2 in the subject line. Any application not following these instructions will not be looked at.

We encourage applications from candidates who identify as members of underrepresented groups, including Indigenous peoples, youth, persons with disabilities, newcomers to Canada, and asylum seekers with valid work permits.
Note: An authorized licensed third-party has posted these advertisements. However, the business is responsible for the recruitment, and all applications or queries should be directed to the business at the above-mentioned email address.

Job Description

Job Duties:

• Supervise and coordinate the activities of cashiers and kitchen staff to ensure efficient customer service and that food preparation, portioning, and service meet established quality standards.

• Assign duties and prepare staff schedules to maintain adequate staffing levels and seamless operational coverage throughout all business hours.

• Recruit, train, and monitor staff in job duties, customer service, food preparation, sanitation, workplace safety, and health and food handling procedures; arrange additional training as required.

• Address and resolve customer inquiries, complaints, and operational issues relating to fuel services, convenience store merchandise, and freshly prepared food items to maintain high service standards.

• Authorize payments, verify fuel transactions, and approve returns or exchanges of merchandise in accordance with company policies while ensuring customer satisfaction.

• Monitor inventory levels of fuel, propane exchange, food, and retail merchandise; requisition kitchen supplies and order convenience store products, including snacks, beverages, groceries, lottery tickets, firewood, tobacco products, sandwiches, chicken wings, pizza, fishing supplies, and automotive products to maintain uninterrupted operations.

• Determine appropriate food portion sizes, monitor food costs and wastage, and maintain quality control standards to support efficient food service operations.

• Conduct regular inspections of inventory levels, kitchen equipment, and operational equipment, and coordinate maintenance or repairs as required to minimize service disruptions.

• Maintain records and prepare reports on fuel sales, retail sales, inventory usage, food waste, stock levels, equipment maintenance, personnel matters, repairs, and sales performance to support cost control and operational efficiency.

• Ensure the store's visual merchandising, cleanliness, food preparation areas, fuel pump areas, and signage comply with company standards and create a safe, welcoming environment for customers.

• Perform cashier duties during peak business periods or staff shortages to support uninterrupted customer service.

• Perform key-holding and managerial duties when required, including opening and closing the store, overseeing shift operations, handling escalated customer concerns, coordinating deliveries, and ensuring that fuel, retail, food service and car wash operations run smoothly.

• Oversee payroll administration.

• May perform other duties as required by business.

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