Retail Store Supervisor (NOC 62010)

hr.1003795bcltd@outlook.com

Job ID
50422

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LOCATION	DATE POSTED	EXPIRY DATE
1198 Government St, Penticton, BC | British Columbia	10-06-2026	07-12-2026

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 22.91/hour	1 to less than 7 months	Secondary (high) school graduation certificate

Job Details

Business Legal Name: 1003795 BC LTD
Business Operating Name: Canco 108 Penticton
Business Address: 1198 Government St Penticton, British Columbia V2A 4V1
Location of work: 1198 Government St Penticton, British Columbia V2A 4V1
Title of the position: Retail Store Supervisor (NOC 62010)
Term of employment: 1 year
Language of work: English
Wages: $22.91 per hour
Hours of work: 35-40 hours per week
Anticipated start date: As soon as possible
Contact information: Email: hr.1003795bcltd@outlook.com

Skills Requirements:
• Education: Completion of secondary/high school graduation certificate
• Work experience: 1 month to less than 7 months of experience as a Retail Store Supervisor in a gas station/convenience store is required

How to apply:
• Please apply via email at hr.1003795bcltd@outlook.com
• You must include a cover letter which must include your Canadian citizenship / immigration status and mention the job reference number: PENTC-RSS in the subject line. Any application not following this instruction will not be looked at.
We encourage applications from candidates who identify as members of underrepresented groups, including Indigenous peoples, vulnerable 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 business at the above-mentioned email address.

Job Description

Job Duties:

• Supervise and coordinate the activities of cashiers to ensure efficient customer service

• Assign duties and prepare work schedules for cashiers to ensure adequate staffing and seamless coverage during all operating hours

• Address and resolve customer requests, complaints, and operational issues related to fuel services, convenience store merchandise, car wash and freshly prepared food items in a pita/sandwich serving restaurant to ensure smooth daily operations

• Authorize payments, verify fuel transactions, and manage returns or exchanges of convenience store merchandise while ensuring compliance with store policies and maintaining customer satisfaction

• Monitor inventory levels of gasoline, diesel, and propane, and order convenience store merchandise such as snacks, beverages, groceries, slushies, coffee, lottery tickets, tobacco products, pita, sandwiches and grilled meats serving restaurant to ensure the store remains well stocked and prepared to meet customer demand

• Prepare and maintain reports on fuel sales, convenience store sales volumes, merchandising activities, and personnel matters to support management in monitoring business performance

• Hire and train new staff, or arrange training as required, and monitor staff performance to ensure high service, safety, and food handling standards

• Maintain the store’s visual and operational standards, including product displays, fuel pump areas, signage, cleanliness, and food preparation areas, to create a safe and appealing environment for customers

• Perform the duties of gas station attendants, cashiers and food counter attendants when necessary to support daily operations

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

• May perform other duties as required by business

• Oversee payroll administration

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