

Convenience Store Manager

Winners Food Store

Job ID
51113

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LOCATION	DATE POSTED	EXPIRY DATE	
240 Salter St Unit 1, WINNIPEG, MB Manitoba	14-08-2026	10-02-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD \$ 32.00/hr	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

The Convenience Store Manager will be responsible for the overall day-to-day operation and management of the convenience store. The position will oversee store operations, employees, inventory, merchandising, customer service, cash handling, ordering, scheduling, and compliance with company policies and applicable provincial and municipal requirements.

The Manager will ensure that the store operates efficiently, maintains appropriate inventory levels, provides quality customer service, and meets established sales and operational objectives.

Completion of secondary school is required.

Previous retail or convenience-store management experience is preferred.

Experience supervising employees and managing day-to-day retail operations is preferred.

Strong organizational, communication and customer-service skills.

Ability to manage inventory, cash-handling procedures and employee schedules.

Ability to work independently and make operational decisions within company policies.

Job Description

Plan, organize, direct and evaluate the daily operations of the convenience store.

Supervise, coordinate and schedule the activities of store employees.

Prepare employee work schedules and assign duties according to operational requirements.

Train new employees on store procedures, customer service standards, cash handling, workplace safety and company policies.

Monitor employee performance and provide guidance, coaching and feedback as required.

Maintain appropriate staffing levels to ensure efficient store operations.

Order merchandise and supplies from approved suppliers based on inventory requirements and sales demand.

Monitor inventory levels and coordinate receiving, stocking and replenishment of merchandise.

Conduct and coordinate regular inventory counts and investigate discrepancies.

Ensure merchandise is properly displayed, priced and stocked in accordance with store standards.

Monitor product expiry dates and ensure expired or damaged merchandise is removed from sale.

Establish and maintain effective procedures for cash handling, deposits, refunds and reconciliation of cash registers.

Monitor daily sales and operational reports and identify discrepancies or issues requiring corrective action.

Ensure the store is clean, organized and maintained in accordance with company standards.

Address customer inquiries, complaints and service issues and ensure appropriate resolution.

Monitor store security procedures and help prevent theft, loss and inventory shrinkage.

Ensure employees follow applicable workplace health and safety requirements and company policies.

Ensure compliance with applicable laws, regulations and requirements relating to the operation of the store.

Maintain records relating to sales, inventory, employee schedules, purchases and other store operations.

Communicate with suppliers, service providers and company management regarding operational requirements.

Assist with implementing promotional activities, pricing changes and merchandising initiatives.

Monitor sales performance and assist management in developing strategies to improve store sales and profitability.

Open and/or close the store as required and ensure appropriate procedures are followed during opening and closing.

Perform other related managerial duties necessary for the efficient operation of the convenience store.