Retail Store Supervisor (NOC 62010)

1257266 B.C. Ltd.

Job ID
50222

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LOCATION	DATE POSTED	EXPIRY DATE
5487 Okanagan Landing Rd, Vernon, BC | British Columbia	21-05-2026	17-11-2026

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 26.50 per hour	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Legal Business name: 1257266 B.C. Ltd.
Business Operating name: Canco 177 Vernon
Business Address: 5487 Okanagan Landing Rd, Vernon, British Columbia, Canada V1T 7A5
Location of work: 5487 Okanagan Landing Rd, Vernon, British Columbia, Canada V1T 7A5
Title of the position: Retail Store Supervisor (NOC 62010)
Term of employment: 1 year
Language of work: English
Wages: $26.50 per hour
Hours of work: 35-40 hours per week
Anticipated start date: As soon as possible
Contact information: Email: hr.shellvernon@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.
How to apply:
• Please apply via email at hr.shellvernon@outlook.com
• You must include a cover letter which must include your Canadian citizenship/immigration status and mentions the job reference number: VERN-RSS2 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, 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/attendants to ensure efficient customer service.

• Assign duties and prepare work schedules 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, vape products, and food service to maintain smooth daily operations.
• Authorize payments, verify fuel transactions, and manage returns or exchanges of retail, lottery, vape, and food items in accordance with store policies.
• Monitor inventory levels of gasoline, diesel, propane, convenience store merchandise, vape products, lottery items, and hot food products; order supplies and coordinate deliveries to ensure adequate stock levels and uninterrupted operations.
• Prepare and maintain reports on fuel sales, convenience store and food sales, inventory, staffing, supply usage, equipment repairs, product wastage, and personnel matters.
• Hire and train frontline employees, or arrange for their training, and monitor performance to ensure compliance with customer service, food safety, sanitation, workplace safety, and operational procedures.
• Maintain the store's visual and operational standards, including product displays, fuel pump areas, signage, cleanliness, and food preparation areas.
• Supervise employees responsible for taking convenience store and food orders and preparing, portioning, heating, assembling, packaging, and serving hot ready-to-eat foods such as fried chicken, samosas, pastries, and sandwiches; monitor food quality, order accuracy, and service standards, and resolve customer concerns as required.
• Perform cashier/attendant duties when necessary to support daily operations.
• Perform key-holding and supervisory duties, including opening and closing the store, overseeing shift operations, handling escalated customer concerns, coordinating deliveries, and ensuring the smooth operation of fuel, retail, vape, and food services.
• Oversee payroll administration.
• Perform other related duties as required by the business.

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