Retail Store Supervisor (NOC 62010)

1427181 BC Ltd.

Job ID
51030

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LOCATION	DATE POSTED	EXPIRY DATE
100, Hague, SK | Saskatchewan	07-08-2026	03-02-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 21	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Business Legal Name: 1427181 BC Ltd.
Business Operating Name: Jake's Burger
Business Address:100 North Hague Access, Hague, Saskatchewan S0K 1X0
Location of work: 100 North Hague Access, Hague, Saskatchewan S0K 1X0
Title of the position: Retail Store Supervisor (NOC 62010)
Term of employment: 1 year
Language of work: English
Wage rate: $21 per hour
Hours of work: 35-40 hours per week
Anticipated start date: As soon as possible
Contact information : Email : hr1427181bcltd@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/convenience store is required
How to apply:
• Please apply via email at hr1427181bcltd@outlook.com
• You must include a cover letter which must include your Canadian citizenship/immigration status and mention the job reference number: HS-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, 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 and attendants to ensure efficient customer service across the gas station, convenience store, liquor store, fast-food counter, hot Chicken counter, and Jake’s Burger operations.

• Assign duties and prepare work schedules for cashiers and attendants to maintain adequate staffing and seamless coverage throughout operating hours.
• Address and resolve customer requests, complaints, and operational issues related to fuel services, convenience store and liquor merchandise, and food service operations.
• Authorize payments, verify fuel transactions, and manage returns or exchanges of retail merchandise in accordance with store policies and procedures.
• Monitor inventory levels of gasoline, diesel, and retail merchandise, and order supplies and products such as tobacco, vape products, lottery products, liquor, ice cream, sandwiches, snacks, beverages, coffee, and other convenience and food-service items to maintain adequate stock levels.
• Prepare and maintain reports on fuel and retail sales, merchandising activities, inventory, and personnel matters to assist management in monitoring business operations and performance.
• Hire and train new staff, or arrange for their training, and monitor employee performance to maintain customer service, workplace safety, food handling, and operational standards.
• Maintain the visual and operational standards of the business, including merchandise displays, fuel pump areas, signage, cleanliness, liquor and convenience store sections, and food-service areas.
• Oversee frontline operations across the fast-food counter and Jake’s Burger restaurant, including the sale and service of items such as fried chicken, burgers, fries, poutine, sandwiches, hot coffee, and other prepared food items.
• Perform cashier duties when necessary to support daily operations and maintain customer service during busy periods or staff absences.
• Perform key-holding and supervisory duties when required, including opening and closing the premises, overseeing shift operations, handling escalated customer concerns, coordinating deliveries, and ensuring that fuel, retail, liquor, and food-service operations run smoothly.
• Oversee payroll administration and maintain required employee records.
• Perform other related supervisory duties as required by the business.

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