



## *Career Opportunity*

### **Store Supervisor**

### **Little Child Holdings LP – Cowessess Gas & Grocery Store 1**

#### **JOB DESCRIPTION**

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Little Child Holdings LP is seeking to fill a vacant Store Supervisor position at Cowessess Gas & Grocery Store 1 located on the Cowessess First Nation. Working closely with the other Supervisors and Assistant Manager, the Supervisor will be responsible to ensure that daily operations of the store are efficient, profitable and safe. The Store Supervisor will report to the Assistant Manager and/or other designated individuals as required.

#### **RESPONSIBILITIES**

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##### *Staffing*

- Participating in the hiring of new staff
- Staff scheduling and facilitating cover off when staff are absent
- Providing orientation and training to new staff members
- Supervising and coaching staff members
- Monitoring and evaluating staff performance in conjunction with the HR Department, Managers or other designated individuals
- Adhering to and enforcing all policies, procedures and processes
- Assisting staff with customer service issues
- Ensuring the safety and well-being of staff members

##### *Inventory Control and Management*

- Possessing an in-depth understanding of the point-of-sale (POS) system including back-office functions
- Performing regular physical inventory checks and counts and maintaining a current inventory of merchandise
- Verifying daily cash and sales reconciliation procedures and counts
- Reconciling high value/high turnover items on a regular basis
- Performing regular checks on inventory cost and pricing on the POS system
- Ordering merchandise
- Verifying receipt of goods upon delivery and authorizing the related packing slips/invoices
- Performing shift opening and closing procedures with the staff as required
- Assisting with marketing in conjunction with the Managers



### *Providing a Safe & Clean Environment*

- Checking and maintaining all store equipment regularly, identifying issues and communicating these to the Store Manager on a timely basis
- Ensuring the store and property is clean, orderly and organized at all times
- Ensuring that the staff task lists are completed in a timely manner
- Assisting staff and customers where necessary to ensure their safety
- Identifying and addressing any safety concerns in a timely manner
- Performing regular inspections and monitoring of procedures and processes to ensure staff are following them
- Ensuring that staff adhere to the Occupational Health & Safety (OH&S) procedures and processes, performing regular drills and providing training as necessary
- Leading by example by practicing safety and adopting safety-conscious habits

### *Monitoring and Communication*

- Providing clear and concise direction to staff
- Following appropriate HR policies and procedures
- Enforcing operational and OH&S policies and procedures
- Providing regular reports/updates to the Managers, other staff, the Board and stakeholders as required
- Posting relevant information on social media sites and maintaining the Facebook page
- Reporting regularly to the Managers regarding sales, inventory and discrepancies
- Being aware of current affairs and the business environment and keeping the staff and Managers apprised as required
- Working collaboratively with leadership in conjunction with the Managers or other designated individuals to address emerging issues or promote achievements as required

### *Reporting*

- Performing or reviewing the necessary daily transaction reconciliations
- Performing the month end functions including reconciliations and invoicing for the charge accounts
- Reviewing and reporting sales performance and operational results on a periodic basis in conjunction with the Managers or other designated individuals
- Reviewing legislated reporting on a periodic basis in conjunction with the Managers, other designated individuals and/or other Cowessess business entity staff
- Performing administrative duties as assigned by the Managers or other designated individuals



## QUALIFICATIONS

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### Education

- ❖ Training in business administration, hospitality and/or customer service is preferred

### Skills and Experience

- ❖ At least three (3) years' work experience in retail gas or convenience store operations and staff supervision
- ❖ Ability to plan and to lead and train employees
- ❖ Ability to communicate clearly and apply policies and procedures
- ❖ Ability to handle difficult situations and resolve conflicts
- ❖ Skilled at directing people, managing time and delegating tasks where applicable.

### Personal Traits

- ❖ Dependable and punctual
- ❖ Respectful
- ❖ Has a positive attitude
- ❖ Takes a professional approach to the job and duties
- ❖ Pays attention to detail
- ❖ Promotes teamwork and is a team player

## OTHER INFORMATION

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### Compensation and Requirements

- ❖ Compensation to be determined based on the candidate's level of experience and qualifications.
- ❖ The candidate must possess a valid Saskatchewan Class 5 driver's license and must maintain this during the term of employment.
- ❖ The candidate will be required to use a personal vehicle for travel; reimbursement for mileage will be available as per policy.

Please submit a cover letter, resume and three (3) work references to [admin.ventures@cowessessfn.com](mailto:admin.ventures@cowessessfn.com) by **Wednesday, October 20, 2021 at 4:30 PM.**

For more information regarding this opportunity, please contact the Assistant Manager at (306) 696-2593.

**We thank all applicants for their interest in this position; however, only those selected for an interview will be contacted.**