

Store Supervisor

Fergie's Bakery & Convenience

Job ID

39327

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LOCATION	DATE POSTED	EXPIRY DATE	
100-1001 Cougar Creek Drive. Canmore, AB T1W 1E1, Canmore, AB Alberta	06-03-2026	02-09-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD \$24.00/h	2 years to less than 3 years	Secondary (high) school graduation certificate

Job Details

Fergie's Bakery & Convenience is seeking a Store Supervisor for our Canmore, AB location. It's a permanent full-time position to start on as soon as possible. You will be expected to work shift hours, with 32 – 40 hours per workweek (early morning, morning, day, evening, weekend). Pay is \$24.00/h. We pay 4% vacation. Overtime compensation is paid at a rate of 1.5 times the regular hourly wage after 8 hours a day or 44 hours a week.

Business address: 100-1001 Cougar Creek Drive. Canmore, AB T1W 1E1

Job Description

As a Store Supervisor, you will be expected to perform the following duties:

- Manage bakery and convenience store staff, including cashiers, bakers and other people working on the floor and create work schedule;
- Hire and train new store staff;
- Maintain store's cleanliness and health and safety measures through developing schedules for staff duties in these regards and assuring that they are fulfilled;
- Develop and execute promotional activities for in-store sales, including creating sales displays and materials for promotional events;
- Assure that sales staff are knowledgeable about upcoming promotions, events and so on and able to communicate information about them to customers;
- Work as a salesperson in store as needed and resolve problems that arise, such as customer complaints;
- Receive, return and reorder stock and perform those tasks as needed;
- Organize the display of stock throughout the store and in the overstock areas and re-organize the layout if needed;
- Take care of payroll, bookkeeping and preparing invoices;
- Report on a regular basis to the store owner on ongoing and proposed activities as described above.

Requirements:

- Must have completed high school;
- Must have at least two years of retail experience. Some of it must be as a supervisor or a combination of experience and education in management, business etc.;
- Experience as a baker and experience in accounting is an asset;

- Ability to supervise 3 – 4 people;
- Must be able to speak, read and write in English;
- Excellent organizational, communication, and interpersonal skills;
- Must be able to multitask;
- Excellent problem solving, decision-making, job task planning and organizing.

To apply, use one of the following methods:

- By email: danro7@telus.net

Underrepresented groups are encouraged to apply and will be accepted.

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