



Retail Store Supervisor

Description

Garg's Groceries Ltd. is an essential, community-focused retail grocery storefront and retail fuel station serving the rural community of Miami, Manitoba. We are seeking a dedicated, highly organized, and proactive **Retail Store Supervisor** to lead our day-to-day operations.

Duties

- **Staff Supervision:** Supervise, coordinate, and delegate daily tasks to frontline retail clerks and cashiers; assign specific duties and prepare efficient bi-weekly shift schedules.
- **Operational Leadership:** Manage day-to-day storefront floor activities, including opening/closing procedures, keyholder responsibilities, and secure cash balancing.
- **Inventory & Logistics:** Maintain specified inventory thresholds; systematically order merchandise, authorize payments, sign for freight deliveries, and track stock levels to prevent supply shortages.
- **Fuel Station Oversight:** Coordinate and supervise forecourt activities, ensuring compliance with retail gas pump safety protocols and monitoring fuel delivery schedules.
- **Customer Relations:** Resolve escalating issues that may arise on the sales floor, including processing complex merchandise returns,

Closing Date

August 21, 2026

Categories

Rural Opportunities

Employer

Garg's Groceries Ltd

Location

Rural

Address

457 Norton Ave
Miami, ROG 1H0

Job Type

Full-time

Education Level

High School

Wage

\$20.00 - \$21.00

handling customer requests, and ensuring an exceptional shopping environment for local residents and seniors.

- **Reporting & Administration:** Prepare accurate reports regarding sales volumes, merchandising trends, operational bottlenecks, and personnel matters for ownership review.
- **Training & Onboarding:** Train new retail staff on point-of-sale (POS) systems, customer service excellence, safe lifting protocols, and internal store policies; monitor and report on ongoing employee performance.
- **Merchandising Standards:** Ensure the store's visual identity, cleanliness, signage, and product display standards are strictly maintained across both grocery aisles and external fuel pump stations.
- **Cross-Functional Support:** Perform the same duties as the workers supervised during peak periods or shift shortages to maintain seamless operational flow.

Qualification

- **Education:** Completion of secondary school (High School Diploma) is required.
- **Experience:** 1 to 2 years of previous retail sales experience as a retail salesperson, sales clerk, cashier, or customer service representative is required. Prior supervisory experience in a retail or grocery setting is strongly preferred.
- **Communication Skills:** Excellent verbal and written English communication skills; ability to interact warmly and patiently with a diverse customer base, including a large senior and retiree demographic.
- **Problem-Solving & Adaptability:** Proven ability to work independently in a fast-paced setting, multi-task, and resolve real-time operational shortages or consumer complaints.
- **Physical Capabilities:** Ability to stand for extended periods, walk the retail floor, and

lift/move incoming merchandise shipments (up to 20–30 lbs).

- **Transportation:** Must have reliable means of transportation to report to work in Miami, MB.