



## **EMPLOYMENT OPPORTUNITY – Bakery, Deli and Home Meal Replacement Supervisor**

### **Staffing Process Number: KTM/ACFN-2023-030**

The K'ai Tailé Market is seeking to fill one (1) full-time position of **Bakery, Deli and Home Meal Replacement (HMR) Supervisor**. This permanent role will consist of 5 days on, 2 days off; 7.5-hour days, and 37.5 hours per week. Willingness to work variable shifts including evenings, weekends and holidays. The schedule may change from time to time to meet operational requirements. The role reports to the Co-Manager is responsible for the overall operations of the bakery, deli and HMR department, overseeing and maintaining the stock shelves; managing the product inventory and to supervise staff. This a local position to **Fort Chipewyan, AB.**, and candidates are responsible for their own accommodations and transportation.

#### **GENERAL RESPONSIBILITIES:**

- Maximize product sales by speaking to customers about products, prepares samples and offers suggestions on their use/preparation and menu ideas.
- Oversees the production of the bakery, deli and food product for self-service.
- Assure stock is maintained at the appropriate level by restocking cases and shelves as needed to assure adequate inventory levels of each product are displayed to avoid lost sales from product shortages.
- Ensures the quality and freshness of product.
- Provides an appropriate variety of product is available.
- Merchandising according to KTM store standards.
- Adheres to food safety and sanitation procedures.
- Validates price checks.
- Ensure department maintenance, sanitation and overall cleanliness.
- Supervise and maintains product presentation and merchandising.
- Transport storage stock.
- Responsible for proper dating procedures.
- Reviews "First in and First Out" (FIFO) rotation rules.
- Establish daily sales targets.
- Supervises the delivery of outstanding products and services.
- Manages the employee schedule.
- Follow KTM stock rotation guidelines to assure that distressed and close dated product is removed from the sales floor at the appropriate time to maximize product freshness and quality.
- Follow all KTM food safety guidelines including: hand washing, sanitizing, cooling, heating, proper storage of product to guard against contamination and ensures products are safe for consumption.
- Adhere to all KTM safety guidelines and safe work practices to ensure a safe work and shopping environment.
- Assists with stock; verify ordering and receiving processes.
- Recommends orders and internal pricing and inventory control.
- Supervise and trains floor staff.
- Assists with the hiring, promotion and retention of staff.
- Follow safe food handling procedures.
- Willingness to be cross-trained in other areas of the store.
- Other duties as assigned.

#### **JOB QUALIFICATIONS:**

- High School Diploma or a combination of education (Grade 10), training and experience is an asset.



**JOB QUALIFICATIONS (continued):**

- 1-2 years of supermarket or retail experience in a supervisory role is an asset.
- Class 5 Driver's Licence is an asset.
- Excellent written and spoken communications skills.
- Approved Food Safety Certificate is required (two-day course) or training provided.
- Exceptional customer service skills with a talent for building customer loyalty.
- Strong organizational skills. Microsoft computer skills (MSWord, Excel and Outlook).
- Must be punctual, reliable and dependable.
- Willingness to work variable shifts including evenings, weekends and holidays.
- Ability to lift up to 50 pounds.
- Ability to work independently and as a team member.
- Willingness to work in a diverse workforce.
- Willingness to sign a Confidentiality Agreement.

Interested applicants are invited to drop off at the KTM Customer Service a covering letter and a résumé, or to send via e-mail, quoting **Staffing Process Number:** KTM/ACFN-2023-030, in confidence to: [HR@acfn.com](mailto:HR@acfn.com) **Closing Date:** Wednesday, October 11, 2023; by 5:00PM

*Employment Equity is a factor in the selection process. Applicants are requested to include in their covering letter or résumé if they self-identify and are a member of the following group: Indigenous people (ACFN, MCFN, FMFN, etc., status or non-status, Inuit or Métis). Preference may be given to Indigenous people.*

*Marsi cho/Thank you to all who apply, however, only those selected for an interview will be contacted.*