



# Department Head: Produce Supervisor

Posted by **16198171 Canada Ltd. O/A No Frills - Meadow Lake**

**Posting Date : 16-Oct-2025**

**Closing Date : 14-Apr-2026**

**Location : Meadow Lake**

**Salary : \$21.00 Per Hour**

## Job Requirements

- **Education:** Completion of secondary school education may be required
- **Language:** English
- **Years of Experience:** Fresher (less than 1 year)
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ3497962

## Job Description:

Specific Skills:

- Supervise and coordinate with produce clerks
- Monitor day-to-day operations of produce department to make sure company policies are followed effectively
- Train new hires and other producers needing re-training

- Prepare bi-weekly work schedules
- Monitor manpower per shift and delegate tasks
- Monitor performance review of both full-time and part-time produce clerks, regularly
- Accommodate customer complaints
- Resolve customer complaints promptly and professionally
- Ensure compliance with company policies with safety standards, proper food handling and check quality products
- Monitor food wastage per day
- Monitor food expiration and coordinate with GM
- Ensure proper disposal of expired produce
- Ensure produce shelf life is monitored
- Record inventory on daily and on weekly basis
- Maintain open line of communication with other departments to ensure smooth workflow and operations
- Enforcement of quality control standards
- Report with General Managers and owners regularly

Terms of Employment: Permanent, Full-time

Language of work: English

Wage: 21.00 per hour

Hours: 30 to 40 hours per week

Work Location: Meadow Lake, Saskatchewan

Education: Completion of secondary school education

Work Experience: Experience is an Asset; Experience of 6 months to 1 year is a bonus

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [nofrillsML@gmail.com](mailto:nofrillsML@gmail.com)**

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