

Assistant Manager, Restaurant

Posted By: PJ ATLANTIC RESTAURANTS (BEDFORD) LTD
O/A Papa John's Pizza

Location: Bedford

Salary: \$16.50 Per Hour

JOB ID : RJ3056101

Posting Date : 30-Aug-2025

Expiry date : 26-Feb-2026

Education : College/CEGEP

Language : English

Vacancies : 1

Years of Experience : 1 year

Job Type : Full Time

Job Description

Responsibilities

Tasks

- Analyze budget to boost and maintain the restaurant's profits
- Develop budget to determine cost of food, ingredients, alcohol, kitchen and cleaning supplies
- Evaluate daily operations
- Monitor revenues to determine labour cost

- Monitor staff performance
- Plan and organize daily operations
- Recruit staff
- Set staff work schedules
- Supervise staff
- Determine type of services to be offered and implement operational procedures
- Balance cash and complete balance sheets, cash reports and related forms
- Cost products and services
- Organize and maintain inventory
- Negotiate arrangements with suppliers for food and other supplies
- Negotiate with clients for catering or use of facilities
- Participate in marketing plans and implementation
- Address customers' complaints or concerns
- Provide customer service

Supervision

- 5-10 people

Credentials

Certificates, licences, memberships, and courses

- Food Safety Certificate

Experience and specialization

Computer and technology knowledge

- MS Office

Additional information

Work conditions and physical capabilities

- Fast-paced environment
- Repetitive tasks
- Attention to detail
- Standing for extended periods

Personal suitability

- Accurate
- Client focus
- Efficient interpersonal skills
- Excellent written communication
- Flexibility
- Team player

Ability to multitask

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: pjbedfordns@gmail.com

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