

# Assistant Manager

**Posted By: MR MIKES Portage La Prairie**

**Location: Portage La Prairie**

**Salary: \$18 Per Hour**

**JOB ID : RJ1353995**

**Posting Date : 01-Apr-2026**

**Expiry date : 28-Sep-2026**

**Education : Completion of High School Graduation**

**Language : English**

**Vacancies : 1**

**Years of Experience : 3 years**

**Job Type : Full Time**

## Job Description

At **MR MIKES SteakhouseCasual**, a local go-to spot in Portage la Prairie for fantastic food, good company, and a laid-back atmosphere. Nestled at 2273 Saskatchewan Ave W, our restaurant is all about creating a space where Portage residents and visitors alike can unwind, connect, and enjoy a memorable dining experience.

At **MR MIKES Portage la Prairie**, you'll find a unique combination of hearty, made-to-order dishes and a welcoming vibe that says, "Come as you are." Whether you're meeting up with friends, having a family dinner, or just taking a break from your day, we've got you covered. Our menu is loaded with flavorful favorites like our Canada AAA signature steaks, juicy Mikeburgers, and satisfying pastas, plus fresh salads and house-branded beverages.

Our **urbanLODGE** provides the perfect backdrop to kick back after a long day. It's where life slows down, and you can share laughs with friends over our craft beer or a glass of wine.

We're incredibly proud to be part of the **Portage la Prairie community**, and that local pride starts with our franchisee, **Stan Killam**, a familiar face to many in the area. With over 40 years of connection to Portage and decades of business experience, Stan ensures MR MIKES reflects the heart and soul of our town. His roots in the community and dedication to providing an exceptional experience make this MR MIKES location truly special.

At MR MIKES, we believe great food tastes even better when shared with the people who matter most—and we love being the place where those connections happen. There's no need to dress up or put on airs here—we're all about genuine moments, great flavors, and creating a space where everyone feels at home.

**Terms of employment:** Permanent, full-time

**Work location:** Portage la Prairie, Manitoba (on-site)

**Language of work:** English

**Salary range:** \$18.00/hour

**Hours:** 30 hours/week (Overtime maybe required)

**Start date:** As soon as possible

**Benefits:** Paid Vacation, Discounts, Competitive salary

### **Summary of Work Performed**

The primary purpose of this position is to accurately and efficiently execute all aspects of Mr. Mikes Cooking & Presenting procedures. The line cook will ensure all of our guests receive a dish with a high-quality presentation.

### **Duties and responsibilities:**

- Maintains Commitment to 100% Customer Satisfaction
- Commitment to 100% EXCEPTIONAL DINING EXPERIENCES by following MR. MIKES® philosophy of 'BUILDING RELATIONSHIPS'.
- Commitment to ensuring all customers concerns or problems are dealt with in a way that will ensure a return visit. Always do what is right to win & keep customers.
- Commitment to creating and maintaining a positive, fun work environment for the entire MR. MIKES® team (staff).
- Training & Development of new staff through relentless follow up using the Customer Experience Manuals.
- Bar (urbanLODGE) management including but not limited to staff training, inventory control (ordering), cost control, security, cleanliness and execution & implementation of all aspects of the urbanLODGE program.
- Works directly with the General Manager on specific store performance issues that have been prioritized for action by the Vice President of Business Development.
- Assists General Manager in all aspects of restaurant management including but not limited to, prime cost analysis and controls (Cost of Goods, Labour), training and development of staff, and general execution of the MR. MIKES® system in accordance with Rammp standards.
- Works with General Manager to develop and implement action plans that improve cost of goods (food, liquor, wine, beer) and labour. Attends weekly Key Staff Meetings to ensure target results are being achieved.
- Supports implementation of new operational programs, systems and procedures. Follows up to ensure that staff are aware of new methods and are using them correctly.
- Communicates feedback from the staff to the General Manager. Communicates recommendations for improvements to the General Manager.
- Relentless follow up to all restaurant cleaning checklists and opening/closing checklists.
- Recommendation and implementation of systems to ensure all standards laid out in the OER are at the highest level.
- Works with General Manager to improve quality standards, staff performance, customer service and execution.
- Offers recommendations for changes to procedures where General Manager may be unaware of alternative methods.
- Initiates action plans and follow up meetings with staff to communicate deficiencies noted as a result of OER assessments. When necessary, advises General Manager of compliance issues which may need the attention of Mr. Mikes Restaurants.
- Follows up with staff on the results of Mystery Shopper visits, Customer comment cards, surveys etc.
- Works proactively with General Manager on the resolution of Customer complaints and the necessary actions to eliminate future complaints of similar nature.
- Works closely with the General Manager to ensure that all OER practices in the restaurant are consistent with Mr. Mike's standards
- Acts as a liaison between the staff and the General Manager about concerns and recommendations on matters related to OER.
- Assists in the establishment and achievement of the operating budget for the restaurant.
- Acts as an instructor in the Franchisee/Management Training Program as required by the Operations Department
- Responsible for remaining informed and interested in the foodservice industry, drawing to the attention of Rammp the trends, concepts, or ideas that may have application for MR. MIKES® SteakhouseCasual.
- Leads and/or participates in specific projects which may be assigned by Director of Operations or Operations Manager from time to time.
- May take on additional day to day restaurant responsibilities as assigned by the Operations Department in the absence of a Restaurant General Manager.
- Participates as part of store openings in a leadership role. This will require a thorough knowledge of all aspects of the operating standards and procedures and the ability to follow corporate guidelines for new store openings and renovations. Travel will be a part of this aspect of the position.
- When participating in store openings or renovations, assists team in preparing proper post opening/renovation debriefings and recommendations are made for continuous improvement of the Store Opening/Renovation process.

### **Requirements**

- At least 16 years of age
- Maintains a current Provincially regulated Food Safety permit or certification

- Must be able to work flexible shifts and schedules including weekends and some holidays
- Must be able to reach, bend and lift up to 40lbs
- Must be able to work in a standing position for long periods of time
- Must be able to communicate clearly with managers/leaders and other team members
- Excellent people skills and outgoing personality
- Must be able to work unsupervised
- Must be able to follow direction and ask clarifying questions if required
- Must be able to work in a fast-paced restaurant environment

**Qualifications:**

- Completion of High School Graduation
- Post – Secondary Education considered an enhanced asset but not a requirement
- Minimum 3 years of Front of House experience (one of which must be in a supervisory or management role) in high volume, casual dining restaurant
- Provincial Food Safety Certification
- Provincial Responsible Alcohol Service Certification
- Provincial First Aid/WCB Certification

**Benefits:**

- Paid Vacation
- Competitive Salary
- Discounts

**Contact information:**

Ph: +1 204-239-5299 Email: portagelaprairie@mrmikes.ca

Business address: 2273 Saskatchewan Ave W, Portage la Prairie, MB R1N 0P3, Canada

**Canada Diversity Statement**

Information obtained from the questions below will allow Mr. Mikes to track the diversity of our applicants, employee training opportunities, promotions and employee retention in order to identify and remove barriers to employment and advancement. With your consent, you may also be contacted by the employment equity officer to get your opinions about employment Equity (EE) Programs. You have the right to review, correct, or change information relating to you at any time and you can be assured that the information will not be used for unauthorised purposes.

Please note that a person may belong to more than one designated group.

**Your response to the self-identification questionnaire below is voluntary. It is however mandatory to answer the questions, even if you choose not to provide the information.**

The responses that you provide on this form will be confidentially retained for statistical purposes.

This survey is available in alternative formats. Please do not hesitate to request.

**Persons with disabilities** are those who have a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and who consider themselves to be disadvantaged in employment by reason of that impairment or believe that an employer or potential employer is likely to consider them to be disadvantaged in employment by reason of that impairment. This also includes persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace.

**An Aboriginal person** is a North American Indian, Métis, or Inuit and/or a Treaty Indian or a Registered Indian and/or member of an Indian Band/First Nation.

**Members of visible minorities** are persons, other than Aboriginal peoples, who are non-Caucasian in race or non-white in colour, regardless of birthplace.

**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: <https://mrmikes.ca/jobs/assistant-manager/>**

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