



assistant manager, restaurant

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

Posting Date : 30-Aug-2025

Closing Date : 26-Feb-2026

Location : Bedford

Salary : \$16.50 Per Hour

Job Requirements

- **Education:** College/CEGEP
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ3674685

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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