



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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