

# 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 TimeJob id: ABOJ7130489

# **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 refrence letter from your previous employer to the following email: pjbedfordns@gmail.com

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