



## **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

**Education:** College/CEGEP

**Language:** English

**Job location:** Bedford

**Salary:** \$16.50 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ6822934

## **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](mailto:pjbedfordns@gmail.com)

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