



## 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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