



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

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