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Assistant manager - food services

Posted by: 1288745 BC LTD

Posting date: 12-Nov-2024 **Closing date:** 02-Dec-2024

Education: Secondary (high) school graduation certificate or equivalent experience

Language: English

Job location: Richmond

Salary: \$21.05 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ3248872

Job description:

Responsibilities

Tasks

- Plan, organize, direct, control and evaluate daily operations
- Balance cash and complete balance sheets, cash reports and related forms
- Organize and maintain inventory
- Monitor revenues and modify procedures and prices
- Ensure health and safety regulations are followed
- Negotiate arrangements with suppliers for food and other supplies
- Develop, implement and analyze budgets

Set staff work schedules and monitor staff performance

Leading/instructing individuals

Address customers' complaints or concerns

Provide customer service

Recruit, train and supervise staff

Supervision

5-10 people

Experience and specialization

Computer and technology knowledge

MS Access

MS Excel

MS PowerPoint

MS Word

Spreadsheet