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# assistant manager, restaurant

**Posted by:** PJ ATLANTIC RESTAURANTS (BEDFORD) LTD O/A Papa John's Pizza

**Location:** Bedford

**Salary:** \$16.50 Per Hour

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## Job Details

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**Job ID**

NCJ4813928

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**Posting Date :** 30-Aug-2025

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**Expiry Date :** 26-Feb-2026

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**Education :** College/CEGEP

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**Language :** English

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**Vacancies :** 1

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**Years of Experience :** 1 year

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**Job Type :** Full Time

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## 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

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**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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