

# Assistant Manager - Food Services

**Posted By: 1288745 BC LTD**

**Location: Richmond**

**Salary: \$21.05 Per Hour**

**JOB ID : RJ3185262**

**Posting Date : 02-Jan-2025**

**Expiry date : 22-Jan-2025**

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

**Language : English**

**Vacancies : 1**

**Years of Experience : 1 year**

**Job Type : Full Time**

## 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

**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: [pizzapizzarichmond@gmail.com](mailto:pizzapizzarichmond@gmail.com)**

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