

**Expired**



## **Assistant manager - food services**

**Posted by 1288745 BC LTD**

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

**Closing Date :** 22-Jan-2025

**Location :** Richmond

**Salary :** \$21.05 Per Hour

### **Job Requirements**

- **Education:** Secondary (high) school graduation certificate or equivalent experience
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ1391350

### **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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