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Assistant manager - food services

Posted by 1288745 BC LTD

Job Details

Posting Date: 03-Dec-2024

Closing Date: 23-Dec-2024

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: YJ3155954

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