Assistant Manager – Food Services

Key-oh Lodge Limited Partnership

Job ID
50568

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LOCATION	DATE POSTED	EXPIRY DATE
331 Highway 16, Burns Lake, BC | British Columbia	24-06-2026	21-12-2026

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 27.69	2 years to less than 3 years	Secondary (high) school graduation certificate

Job Details

Join our team at the Key-oh Hotel, Restaurant & Pub, where we take pride in delivering great food, exceptional service, and a welcoming atmosphere for our guests. We are seeking an organized and motivated Assistant Manager – Food Services to support our kitchen, restaurant, and accommodations operations.

How to Apply: Apply in person or email your resume to keyohhiring@gmail.com

Job Description

Assistant Manager – Food Services
Key-oh Hotel, Restaurant & Pub | Burns Lake, BC
Full-Time, Permanent | Supervisory Level | $27.69 per hour

Join our team at the Key-oh Hotel, Restaurant & Pub, where we take pride in delivering great food, exceptional service, and a welcoming atmosphere for our guests. We are seeking an organized and motivated Assistant Manager – Food Services to support our kitchen, restaurant, and accommodations operations.

About the Role
This is a dynamic, hands-on leadership position that supports the Accommodations Manager, Kitchen Manager, and Restaurant & Pub Manager in coordinating and overseeing daily operations across all hospitality departments. The Assistant Manager helps ensure communication, consistency, and quality service throughout the property.
Key Responsibilities
? Working with the managers, plan, direct, and evaluate the operations of the restaurant and pub
? Support employee recruitment, documentation, timesheet reviews, and onboarding/training
? Establish employees schedules and monitor and report performance
? Coordinate inter-department communication and monitor day-to-day operations
? Participate in budget tracking, cost control, and inventory management
? Negotiate purchasing agreements with suppliers
? Conduct walk-throughs and quality checks to maintain cleanliness and service standards
? Support guest service and address inquiries and complaints

? Coordinate group bookings and events with relevant managers and teams for catering or event facility bookings.

Qualifications

? English speaking

? Previous experience in hospitality, hotel, or food service operations, ideally in a supervisory or administrative capacity

? Strong organizational, communication, and multitasking skills

? Proficiency with Microsoft Office, POS, and scheduling or booking systems

? Detail-oriented, proactive, and solution-focused

? Comfortable working flexible hours, including evenings, weekends, and holidays

Working Conditions

This position is on-site and requires flexibility to move between departments (restaurant, pub, kitchen, and accommodations). Occasional lifting or setup assistance may be required during events or inventory.

Education & Work Experience

This position requires a minimum of Grade 12 High School Diploma combined with a minimum of 2 years of work experience in food service/hospitality sector.

Why Join Us

? Supportive and collaborative team environment

? Opportunities for professional growth within hospitality management

? Competitive compensation and staff meal discounts

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