Assistant manager, restaurant

Pho Boi Restaurant Mayfair LTD

Job ID
50690

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LOCATION	DATE POSTED	EXPIRY DATE
FC11- 3147 Douglas Street, Victoria, BC | British Columbia	08-07-2026	04-01-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 37.00	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Pho Boi Restaurant Mayfair LTD needs 1 Permanent Full Time Assistant Manager, restaurant (60030) to work in Victoria BC location.

"Part time applications will be accepted from Canadians and permanent Residents currently living in Canada".

Employment Location – Victoria Location
Assistant Manager , restaurant – 1 position
FC11-3147 Douglas St, Victoria BC V8Z 6E3

Salary: $ 37.00 per hour , 30-40 hours per week , flexible shift schedule, flexible days off.

Work schedules are expected to be shifts 6 hours up to 8 hours, depending on the business operation, these shifts will continuously vary from morning, afternoon, evening, night , weekend with flexible hours.

Job Description

Languages
English

Education
• Secondary (high) school graduation certificate

Experience
1 year to less than 2 years

On site
Work must be completed at the physical location. There is no option to work remotely.

Work setting

• Urban area

Responsibilities

Tasks

• Determine type of services to be offered and implement operational procedures
• Balance cash and complete balance sheets, cash reports and related forms
• Conduct performance reviews
• Cost products and services
• Organize and maintain inventory
• Ensure health and safety regulations are followed
• 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
• Plan, organize, direct, control and evaluate daily operations

Experience and specialization

Computer and technology knowledge

• Accounting software
• Electronic cash register
• MS Access
• MS Excel
• MS Office
• MS Outlook
• MS PowerPoint
• MS Windows
• MS Word
• Point of sale system
• Spreadsheet

Additional information

Transportation/travel information

• Public transportation is available

Work conditions and physical capabilities

• Fast-paced environment
• Work under pressure
• Tight deadlines
• Repetitive tasks
• Handling heavy loads
• Physically demanding
• Attention to detail
• Combination of sitting, standing, walking
• Standing for extended periods

• Large workload

Personal suitability
• Accurate
• Client focus
• Dependability
• Efficient interpersonal skills
• Excellent oral communication
• Excellent written communication
• Flexibility
• Organized
• Reliability
• Team player

Employment groups
This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:
Support for newcomers and refugees
• Supports social and labour market integration of newcomers and/or refugees (for example: facilitating access to community resources, language training, skills training, etc.)
• Recruits newcomers and/or refugees who were displaced by a conflict or a natural disaster (for example: Ukraine, Afghanistan, etc.)
• Supports newcomers and/or refugees with foreign credential recognition
Support for youths
• Offers on-the-job training tailored to youth
• Provides awareness training to employees to create a welcoming work environment for youth
Support for Veterans
• Provides awareness training to employees to create a welcoming work environment for Veterans
Support for Indigenous people
• Provides cultural competency training and/or awareness training to all employees to create a welcoming work environment for Indigenous workers
Support for mature workers
• Applies hiring policies that discourage age discrimination
• Provides staff with awareness training to create a welcoming work environment for mature workers
• Offers phased retirement options that allow mature workers to gradually reduce their workload (for example: flexible or reduced work hours, part time employment, project-based or seasonal work, etc.)
Supports for visible minorities
• Applies hiring policies that discourage discrimination against members of visible minorities (for example: anonymizing the hiring process, etc.)
• Provides diversity and cross-cultural training to create a welcoming work environment for members of visible minorities
How to apply
Direct Apply
By Direct Apply
Additional ways to apply

By mail

FC11- 3147, Douglas Street Victoria, BC V8Z 6E3

In person

FC11- 3147, Douglas Street Victoria, BC V8Z 6E3 Between 10:00 AM and 04:00 PM

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