Assistant Restaurant Manager

Jimmy the Greek

Job ID
50969

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LOCATION	DATE POSTED	EXPIRY DATE
100 Bayshore Drive, FH13, Nepean, ON | Ontario	03-08-2026	30-01-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 37 per hour	3 years to less than 5 years	No degree, certificate or diploma

Job Details

Assistant Restaurant Manager

Employer: Jimmy the Greek (Franchise)
Location: 100 Bayshore Drive, FH13, Ottawa, Ontario K2B8C1
Position: Assistant Restaurant Manager
Employment Type: Full-time, Permanent
Hours: 40 hours per week
Wage: $37 per hour

Position Summary

The Assistant Restaurant Manager supports the Restaurant Manager in the overall management and operation of the restaurant, ensuring high standards of customer service, food quality, profitability, staff performance, and compliance with company policies and food safety regulations. The successful candidate will provide leadership to the restaurant team while participating in day-to-day operations as required in a fast-paced quick-service environment.

Key Responsibilities
• Assist in planning, organizing, directing, controlling and evaluating the daily operations of the restaurant.
• Support the Restaurant Manager in achieving operational, financial and customer service objectives.
• Monitor food quality, portion control, cleanliness and compliance with health and safety standards.
• Train, coach, supervise and evaluate restaurant employees.
• Prepare staff schedules, assign duties and monitor employee performance.
• Monitor inventory levels and coordinate the ordering of food, beverages, supplies and equipment.
• Assist in controlling food, labour and operating costs while minimizing waste.
• Address customer concerns and resolve service issues in a professional manner.
• Ensure compliance with franchise standards, food safety regulations and company policies.
• Participate in opening and closing procedures and ensure cash handling procedures are followed.
• Provide leadership during peak business periods by assisting with food preparation, order assembly, customer service and other operational duties as required.

• Supervise daily operations in the absence of the Restaurant Manager.

Qualifications
• Several years of progressively responsible experience in the food service industry, including supervisory experience.
• Previous management or assistant management experience is considered a strong asset.
• Strong leadership, communication and organizational skills.
• Experience with staff scheduling, inventory control and customer service.
• Knowledge of food safety, sanitation and workplace health and safety requirements.
• Ability to work flexible shifts, including evenings, weekends and holidays.

Skills
• Leadership and team development
• Staff supervision and coaching
• Inventory and cost control
• Customer service excellence
• Problem-solving and decision-making
• Time management
• Cash handling and reporting
• Food safety compliance

Please send resume to:
syed_shabirfz@yahoo.com Attention: Manager

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