

Assistant Restaurant Manager

Ha Long Bay

Job ID
38922

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LOCATION	DATE POSTED	EXPIRY DATE	
240 7 Ave SW, Calgary, AB Alberta	22-01-2026	21-07-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 36-38 per hour	3 years to less than 5 years	College/CEGEP

Job Details

We, Ha Long Bay, are looking for a dedicated Assistant Restaurant Manager (permanent / full time position) who can join our professional team!

Employer: Ha Long Bay

Position: Assistant Restaurant Manager

Vacancy: 1

Terms of employment: Permanent & Full time Position

Hourly Wage: \$36 - \$38 depending on the work experience and qualifications; 30-40 hours per week

Location: 240 7 Ave SW, Calgary AB, T2P 0W6

Expected Start Date: ASAP

Key Duties and Responsibilities:

- Oversee and evaluate daily operations to ensure smooth and efficient restaurant performance
- Supervise, coordinate, and support front-of-house and back-of-house staff
- Recruit, train, and manage staff to ensure adequate coverage and high-quality service
- Plan work schedules and monitor staff performance
- Address customer concerns and resolve operational issues in a timely manner
- Ensure compliance with health, safety, and workplace regulations
- Monitor inventory levels and assist with ordering and cost control
- Negotiate arrangements with suppliers for food and other supplies
- Complete required operational and compliance documentation
- Assist the owner with cost planning and expense tracking for food, beverage, and operational supplies
- Coordinate restaurant promotional events and marketing activities to ensure smooth execution

Work conditions and physical capabilities

- Fast-paced environment, Attention to detail, Work under pressure

Position Requirements and Qualifications

- College diploma in hospitality management or related field

- A minimum of 3 years of experience in the food service industry or food handling
- Previous experience in a supervisory or managerial role is required
- Exceptional customer service skills
- Familiarity with Vietnamese/Asian Cuisine
- Knowledge of food safety standards, labor regulations, and restaurant operations
- Ability to manage staff and operations independently during busy periods
- Experience with daily reporting is an asset
- Strong organization and effective interpersonal skills
- Client focus; Flexibility; Team player; Reliability; Judgement

Job Description

How to apply:

If you are interested in the position and would like to join and grow with us, please send your resume and cover letter to info@saigonstar.ca.

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