

Assistant Manager

Job ID
39649

Origin Active Lifestyle Communities

VIEW THIS JOB ONLINE: <https://www.firstnationsjob.com/jobs/39649>

LOCATION	DATE POSTED	EXPIRY DATE	
808 Spring Creek Drive, Canmore, AB, T1W 0K3, Canada, Canmore, AB Alberta	10-04-2026	07-10-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD \$55,000 per year	2 years to less than 3 years	Secondary (high) school graduation certificate

Job Details

Origin Active Lifestyle Communities is seeking an Assistant Manager in Canmore, AB.

Terms of Employment

Salary: \$55,000 per year

Vacation: 2 weeks

Work Hours: 37.50 hours per week

Location of Employment and Business Address: 808 Spring Creek Drive, Canmore, AB, T1W 0K3, Canada

Benefits: Group benefit plan (Extended Health Care, Dental Care, Long-term disability, Life coverage) is available after 3 months of continuous full-time employment. Discounted or free food.

Schedule: Holidays, Monday to Friday, Weekend availability

Accommodation: On-site housing option is available

Job Description

Specific Duties and Responsibilities

- Assist in overseeing daily operations of the dining room and food service department.
- Support opening and closing procedures for the dining room.
- Responsible for daily cash reconciliation and cash handling.
- Supervise staff and maintain high service standards.
- Conduct daily pre-shift meetings with team members.
- Ensure side duties are completed, and dining room supplies are stocked.
- Review daily menu and communicate updates to staff.
- Ensure excellent customer service and address resident needs proactively.
- Inspect dining room, table settings, and facilities for cleanliness and safety.
- Ensure meal counts and attendance records are accurate.
- Greet residents and guests and assist with seating arrangements.
- Building relationships with suppliers and representatives.
- Handle and resolve resident complaints and concerns professionally.

- Assist with hiring, training, and coaching staff.
- Responsible for Liquor ordering and invoicing.
- Ensure compliance with company policies and procedures.
- Assist in food production or dishwashing areas as needed.

Education and Experience

Any combination of education and experience providing the required skill and knowledge for successful performance would qualify. Typical qualifications would be equivalent to:

- Completion of a high school diploma.
- Minimum of 2 years of experience in a supervisory role, with knowledge of bartending, beverage service, and serving skills.
- Supervise 11 – 15 people.
- Experience in retirement, healthcare, or senior living environments is considered an asset.
- Demonstrates a strong commitment to providing exceptional customer service.
- Availability to work full-time flexible hours, including days, evenings, weekends, and holidays.
- Proficient in computer applications, including POS systems, QuickBooks, Microsoft Word, and Excel.
- Maintains a professional appearance suitable for a fine dining environment.

To apply, please email your resume to: jmiles@originspringcreek.ca

Underrepresented groups are encouraged to apply, would be acceptable.