Assistant Manager

Indish Restaurant

Job ID
40731

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LOCATION	DATE POSTED	EXPIRY DATE
112 Morton Avenue, Moncton, NB| New Brunswick	30-07-2026	26-01-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 31.73	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Vacancies: 1

Terms of Employment: Permanent, Full-Time

Wage: $31.73 per hour

Hours of Work: 30 to 40 hours per week

Overtime: $31.73 per hour, where applicable and in accordance with New Brunswick employment standards

Benefits: 4% Vacation Pay

Language of Work: English

Start Date: As soon as possible

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

How to Apply

Interested candidates are invited to submit their resume and cover letter.

Email: indish2023@gmail.com

Canadians and Permanent Residents of Canada are encouraged to apply

Job Description

About the Position

We are seeking a motivated and experienced Assistant Manager to assist in overseeing the daily operations of our busy Indian restaurant. The successful candidate will support management in ensuring efficient operations, exceptional customer service, staff supervision, inventory control, and compliance with food safety and workplace regulations.

Key Responsibilities

Assist in planning, organizing, coordinating, and monitoring daily restaurant operations to ensure efficient service delivery and customer satisfaction.

Supervise and coordinate the activities of kitchen, service, and support staff under the direction of management to maintain operational efficiency and service standards.

Assist with recruiting, onboarding, training, mentoring, and evaluating employees while providing ongoing coaching and

support.
Prepare staff work schedules and assist in ensuring adequate staffing levels during peak business periods.
Monitor labour utilization, sales performance, and operating expenses and report observations to management.
Assist in the implementation of operational procedures, customer service standards, and restaurant policies established by management.
Ensure compliance with food safety regulations, sanitation requirements, workplace health and safety standards, and company policies, and report any issues to management.
Respond to customer inquiries, concerns, and complaints in a professional and timely manner, escalating matters when necessary.
Coordinate inventory control activities, including ordering, receiving, storing, and maintaining adequate stock levels of food, beverages, spices, and restaurant supplies.
Communicate with suppliers and vendors regarding orders, deliveries, product availability, and supply-related matters under management direction.
Assist in organizing and implementing promotional activities, catering services, special events, and customer engagement initiatives.
Monitor food quality, presentation standards, and guest satisfaction and communicate recommendations for improvement to management.
Prepare and maintain operational records and reports related to sales, inventory, staffing, and restaurant performance.
Support management in achieving business objectives, improving operational efficiency, and enhancing customer satisfaction.
Assist in coordinating catering services, banquet functions, and special events to ensure successful execution.

Employment Requirements
Education
Secondary (high) school graduation certificate.
Experience
1 year to less than 2 years of experience in restaurant

Skills and Attributes

Strong leadership and team management abilities.
Excellent communication and customer service skills.
Strong organizational and problem-solving abilities.
Ability to work effectively in a fast-paced environment.
Ability to supervise, train, and motivate employees.
Knowledge of food service operations and customer satisfaction principles.

Work Schedule
Morning shifts
Day shifts
Evening shifts
Weekend shifts
On-call as required

Supervision

5-10 people

Certificates, licences, memberships, and courses

First Aid Certificate

Food Safety Certificate

Additional information

Criminal record check required

Work conditions and physical capabilities

Fast-paced environment

Work under pressure

Attention to detail

Standing for extended periods

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