

Assistant Restaurant Manager

Zhengwen Restaurant Inc. DBA. Hao's Lamb Restaurant

Job ID

40861

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LOCATION	DATE POSTED	EXPIRY DATE	
Unit 180 – 4260 Number 3 Road, Richmond BC, Richmond, BC British Columbia	15-08-2026	11-02-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD \$40 per hour; 30 hours per week	3 years to less than 5 years	College/CEGEP

Job Details

Employer: Zhengwen Restaurant Inc.

Operating Name: Hao's Lamb Restaurant

Position: Assistant Restaurant Manager

NOC: 60030 – Restaurant and food service managers

Number of Positions: 1

Wage: \$40.00 per hour

Working Hours: 30 hours per week

Employment Type: Full-time, Permanent

Work Location: Unit 180 – 4260 Number 3 Road, Richmond BC V6X 2C2

Language of Work: English

About Us

Hao's Lamb Restaurant is an established Chinese restaurant located in Richmond, British Columbia, specializing in lamb dishes and a broad selection of traditional Chinese cuisine. The restaurant provides dine-in, takeout, group dining and catering services and operates seven days a week.

As our business continues to serve a high volume of customers and a wide range of dining needs, we are seeking an experienced and responsible Assistant Restaurant Manager to help oversee day-to-day restaurant operations, coordinate front-of-house and kitchen activities, supervise staff and maintain efficient service and operational standards.

How to Apply

Interested applicants are invited to submit their resume by email to:

zhengwenrestaurant@gmail.com

Please include "Assistant Restaurant Manager" in the subject line.

We thank all applicants for their interest; however, only candidates selected for an interview will be contacted.

Job Description

Key Responsibilities

- Oversee day-to-day restaurant operations during assigned shifts and coordinate front-of-house and kitchen activities to maintain efficient service, customer flow and overall workflow.

- Implement and maintain operating procedures for dine-in service, reservations, takeout orders, table turnover, customer wait times and coordination between front-of-house and kitchen staff.
- Prepare and adjust staff work schedules, assign duties, monitor attendance and employee performance, and provide day-to-day direction and support to restaurant staff.
- Participate in employee recruitment and onboarding and oversee staff training in job duties, customer service standards, food-safety procedures and restaurant policies.
- Monitor day-to-day inventory levels and coordinate routine purchasing, deliveries and replenishment with approved suppliers; address product availability, delivery and quality issues as required.
- Monitor sales activity, labour usage, food and supply costs and other day-to-day operating expenses, and implement approved adjustments to staffing, purchasing and service procedures to improve efficiency and cost control.
- Resolve customer complaints and day-to-day operational problems within established restaurant policies, and monitor restaurant operations to ensure food-safety, sanitation and workplace-safety requirements are followed.
- Coordinate catering, group dining and banquet arrangements based on confirmed customer requirements, including staffing, service schedules, kitchen preparation and front-of-house execution.

Qualifications

- College diploma is required.
- A minimum of three years of experience in the restaurant or food service industry is required.
- Previous experience performing supervisory, team-leading or management responsibilities in a restaurant or food service environment is required.
- Post-secondary education is an asset. Education in business administration, hospitality management, food service management or a related field is preferred.
- Experience coordinating front-of-house and kitchen operations is an asset.
- Experience supporting catering, group dining or banquet operations is an asset.
- Strong organizational, communication, interpersonal and problem-solving skills.
- Ability to supervise and guide employees, coordinate daily restaurant activities and make operational decisions within established restaurant policies.
- Good understanding of staff scheduling, inventory control, cost awareness, customer service standards, and food-safety and sanitation practices.
- Ability to work flexible hours, including evenings, weekends and holidays as required.