Assistant Manager - Food Services

Job ID
50878

Presotea Leamington

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LOCATION	DATE POSTED	EXPIRY DATE
Presotea Leamington 24 Oak St E Unit 1, Leamington, ON | Ontario	24-07-2026	20-01-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 36.92	1 year to less than 2 years	College, CEGEP or other non-university or diploma from a program of 1 year to 2 years

Job Details

Job Duties and Responsibilities

• Assist the General Manager in planning, organizing, and evaluating the daily operations of Presotea to ensure efficient and profitable business performance.

• Participate in establishing operational goals, service standards, and procedures to improve customer service, food quality, and overall operational efficiency.

• Recruit, interview, select, onboard, train, coach, and evaluate restaurant employees in collaboration with the General Manager.

• Prepare and manage employee work schedules, approve shift assignments, monitor attendance, and optimize labour utilization based on operational needs.

• Monitor employee performance, provide coaching and performance feedback, and recommend disciplinary actions or recognition when appropriate.

• Ensure compliance with Province of Ontario food safety regulations, public health requirements, workplace health and safety standards, sanitation policies, and company operating procedures, as well as federal compliance accordingly.

• Monitor inventory levels of supplies of ingredients for food and beverages and for operating materials;

• Coordinate with vendors and suppliers regarding the timely procurement and delivery of food products, beverages, equipment, and restaurant supplies.

• Authorize purchase requests and coordinate with suppliers to maintain adequate stock levels while minimizing waste.

• Resolve escalated customer complaints professionally and implement service and maintain high customer satisfaction.

• Oversee cash handling procedures, daily sales reconciliation, deposits, and record compliance with finance.

• Ensure restaurant facilities, equipment, and operational systems are properly maintained by coordinating maintenance and repair activities.

• Participate in implementing marketing initiatives, local store promotions, and customer engagement programs to increase sales and customer retention.

• Act on behalf of the General Manager during scheduled absences by supervising overall restaurant operations and making operational decisions within delegated authority.

• Foster a positive, productive, and inclusive work environment that promotes teamwork, employee development, and

high-quality customer service.

Company: Presotea Leamington
Address: 24 Oak St E Unit 1
Leamington
ON N8H 2C2

Work Location Requirements: On-Site, Remote not available
Number of Position: 1
Terms of Employment: Permanent Employment/ Full-time at least 40hrs. per week

How to Apply:
Email Resume to: presotealeamington1@gmail.com; or
Direct Apply to Job Bank Reference #3616937

Job Description

Job description includes the management functions expected under NOC 60030, including but not limited to the following:
Planning, organizing, directing, controlling, and evaluating operations.
Establishing operational procedures.
Recruiting and training employees.
Scheduling staff and monitoring performance.
Managing inventory, revenues, labour costs, and operating expenses.
Resolving customer complaints.
Coordinating supplier relationships and purchasing.
Ensuring compliance with health and safety regulations.
Supporting budgeting, financial reporting, and operational planning.

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