



# Acadia First Nation

## EMPLOYMENT OPPORTUNITY Assistant Restaurant Manager

<b>RATE</b>	\$16.00 - \$18.00 per hour
<b>POSITIONS</b>	One (1) position available
<b>DURATION</b>	Full-Time
<b>LOCATION</b>	Gold Bean Café, Gold River NS
<b>ESTIMATED START DATE</b>	October 2021

### GENERAL DESCRIPTION

Acadia First Nation (AFN), owns and operates the Gold Bean Cafe located in Gold River, NS. The café is an upscale licensed sit-down restaurant with indoor and outdoor seating, a take-out menu, specialty coffee drinks, with gluten free, vegetarian and vegan options. AFN is currently recruiting for a full-time Assistant Restaurant Manager responsible for supporting management with all aspects of restaurant operations and leading kitchen operations, including revenue, profitability, employee performance, excellent customer service, maximizing customer satisfaction and maintaining quality food and beverage service, including preparing and cooking dishes.

### DUTIES AND RESPONSIBILITIES

- Establishes and maintains revenue, profitability and quality control, controlling operational costs and implementing measures to cut waste
- Provides leadership and manages employees, including recruitment, training, scheduling and performance management
- Maintains high quality inventory control (ordering, purchasing, freshness, efficiency) and estimates future needs for goods, equipment and cleaning products
- Ensures all employees maintain excellent quality customer service standards including food quality, presentation of dishes and speed of quality service
- Controls and directs the daily food preparation process and any other related activities
- Inspects food preparation and serving areas to ensure observance of safe, sanitary food handling practises in accordance with occupational health and safety standards
- Prepares and cooks, with the kitchen team, high quality dishes
- Ensures food preparation and service complies with all health and safety standards restaurant regulations
- Coordinates daily front and back of the house operations, managing quality assurance (especially during high revenue timeframes)
- Prepares and submits to the Manager, weekly and monthly reporting regarding revenue and expenses (labour, food)
- Establishes and manages daily production goals
- Addresses efficiently and timely errors regarding inventory stock orders to maintain inventory level and control
- Ongoing review of existing and new vendors and suppliers for efficiency, cost effectiveness and quality assurance
- Demonstrates leadership and clear communication to employees and customers
- May prepare, package, inventory and label items for C-Store sales at the Gold Nugget AFN
- Must adhere to all AFN policies and procedures
- Performs other related duties as assigned

## QUALIFICATIONS

- High school diploma or equivalent and
- 3 years of food and beverage service industry experience in a supervisory role, and preparing and cooking dishes
- Demonstrated knowledge of general restaurant operations, including personnel management, food planning and preparation, purchasing, inventory control and security
- Strong leadership, motivational and interpersonal skills
- Extremely organized and detail-oriented
- Problem-solving and conflict management skills with employees and customers
- Strong analytical and reporting skills
- Stress management skills
- Proficient with restaurant management program software (computer application for business literate)
- Food Hygiene or Food Handlers Certification
- Working knowledge of Occupational Health and Safety standards and restaurant regulations
- Emergency First Aid/CPR and WHMIS
- Excellent oral and written communication skills
- Good organizational and time management skills
- Must be bondable

**Deadline to Apply: November 4, 2021**

Submit Cover Letter and Resume to [resumes@acadiaband.ca](mailto:resumes@acadiaband.ca) \*\*Please quote ASSISTANTRESTAURANTMANAGER# on your cover letter and indicate your salary expectations for this position.

AFN reserves the right to refuse any and all applications for employment and does not assume candidate expenses related to this recruitment process.

**Only candidates selected for an interview will be contacted.**