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ASSISTANT MANAGER

Posted on July 20, 2026

Job Location: 400 Boleskine Road, Victoria

Job Expires: 2027-01-16

Uptown Bistro located at 400 Boleskine Road, Victoria, BC, V8Z 1E4 is looking for an Assistant Manager. The candidate must have at least High School Education. The applicant is also required to have at least 1 year of relevant experience or degree/diploma in the relevant field. Pay per hour will be \$35.00 and this is a full-time position for at least 30-40 hours a week. We are seeking an individual who has the capability to independently manage the restaurant operations efficiently.

Some of the job duties are listed below which are not limited to:

- Plan, organize, direct, control and evaluate daily operations
- Negotiate arrangements with suppliers for food and other supplies
- Organize and maintain inventory
- Set staff work schedules and monitor staff performance
- Address customers' complaints or concerns.
- Recruit, train and supervise staff

Interested candidates can email their resumes at boleskinebistro@hotmail.com or mail them to 400 Boleskine Road, Victoria, BC, V8Z 1E4.

