



Penticton Indian Band

841 Westhills Drive,
Penticton, British Columbia
Canada V2A 0E8

Telephone: 250-493-0048 Fax: 250-493-2882

October 17, 2025

Employment Opportunity

The Penticton Indian Band (PIB) is currently seeking an ambitious and qualified individual to fill the following position:

Position Title:	School Cook Assistant	Pay Rate:	\$ 21.50 to 26.00 (based on credentials and experience)
Department:	OSCS - Education	Classification:	Support
Status:	Full-time; Permanent	Hours of work:	Up to 35 hours
Responsible To:	OSCS School Principal		
Location:	Outma Sqilx'w Cultural School, 291 Outma Sqilx'w Place, Penticton, BC		
Deadline:	November 3, 2025		

Job Summary:

Under the supervision of the OSCS Principal and School Cook, the School Cook Assistant will oversee all aspects of the school's food services program (breakfast for learning, hot lunch, special events); ensure quality food preparation; meals and service. The school cook assistant will assist with menu planning, grocery shopping, monitoring, and maintaining all kitchen inventories and adhering to industry sanitation practices and standards.

Job Responsibilities and Work Performed

Assist OSCS Cook with the following:

- Planning in advance of breakfast and lunch menus and snacks, posting of menus for parents, students, and staff.
- Purchase and restock food and supply to implement the planned menus, in consideration of OSCS food budget and in consultation with the Principal/Vice Principal.
- Prepare and cook lunches for 100+ people (students and staff) five days per week.
- Provide cereal, milk, and fruit for breakfast program 5 days per week.
- Utilize traditional meat and fish in the recipes.
- Prepare a salad bar with a variety of fresh vegetables and fruit.
- Serve hot meals to students and staff.
- Adhere to food preparation and sanitization after each meal (kitchen, dishes, lunch tables, floors, countertops, etc.)
- Clean and maintain area where meals are prepared.
- Clean all plates, bowls and utensils using industrial dishwasher and put items away when clean.
- Wash all pots and pans by hand.
- Maintain kitchen inventories (food, materials, and supplies), ensuring inventory control procedures are in place and restocking (food, materials, and supplies) as required.
- Clean salad bar when used.
- Clean all kitchen surfaces, stovetop, and oven after use.
- Sweep and mop floor daily.

- Provide regular service required to maintain industrial kitchen appliances, storage areas, fridge, freezers, fans, etc.
- Consult with School Principal and/or School Custodian to order cleaning products required to operate kitchen.
- Obtain information from principal regarding students and staff who have been identified as having food allergies and avoid using foods that are identified as sources of allergic reactions.
- Work under the direct supervision of and reports to the School Principal.
- Responsible for management & distribution of Fresh Fruit and Vegetable Program.
- Maintain friendly, professional relationship with OSCS staff and students.
- Completes regular responsibilities of School Cook in the event of School Cook absence.

Specific Job Skills and Levels

- Knowledge and experience of food service management.
- Knowledge and experience with budgeting and purchasing (food and supplies for lunch program).
- Knowledge and experience with menu planning, volume food preparation and modification of recipes.
- Knowledge of inventory control procedures, procurement and storing of food items and supplies.
- Knowledge of nutritional and cultural food values for children.
- Knowledge of healthy food guidelines as set out by First Nation Health Authority.
- Knowledge of personal hygiene, food handling, sanitation, and safety precautions; standard Food Safe practices.
- Ability to network with local food producers and businesses to source local affordable food.
- Good physical health
- Knowledge and experience to operate industrial kitchen equipment safely.

Accountability

- Maintain a sanitary kitchen and apply Food Safe procedures and practices.
- Maintain schedules and ensure good time management practices.

Qualifications/Requirements:

Minimum Academic/Educational Requirements

- Grade 12 and/or combination of related training and experience.

Other Certification, Licenses, Designations and/or Training

- Valid Class 5 BC Driver's License and a reliable, insured vehicle.
- Current Food Safe Certification (must provide proof).
- Criminal record check including Vulnerable sectors.

Minimum Level of Experience

- 1 year experience working in a food service field.

Assets:

- Must possess high physical energy to handle job stress.
- Knowledge of Okanagan language and culture.

Working Conditions:

- Moderate level of physicality and dexterity.
- Ability to lift to 40 lbs.
- Ability to stand for long periods of time.
- Ability to manage time and have food prepared on time.
- Exposure to noise and hazards
- Positive and safe working environment.
- Drug & Alcohol free.

Preference will be given to qualified Aboriginal applicants as per section 21 of the Human Rights Code.

*All Penticton Indian Band employees are encouraged to learn about the culture, language and customs of the Okanagan people and must be willing to continuously upgrade their skills and knowledge and further their formal education.

The Penticton Indian Band offers a competitive compensation and benefits package as well as a great team and respectful work environment. If you are qualified and looking for an exciting and rewarding career. Please send a resume and cover letter to the attention of:

Armando O. Lopez, HR Manager
Penticton Indian Band

Mail: 841 Westhills Drive **Fax:** (250) 493-2882
Penticton, BC V2A 0E8 **Email:** jobs@pib.ca

In Person: PIB Administration Offices – 841 Westhills Drive, Penticton, BC

The Penticton Indian Band provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons with specific knowledge of and/or experience with Sn'Pink'tn(Penticton) language (N'syilxcen), culture, history and customs; persons of Aboriginal, Métis or Inuit ancestry; and all others. We thank all those who apply; however, only those candidates selected for interview will be contacted.