



## *Tk'emlúps te Secwépemc*

(Kamloops Indian Band)

# JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated, and dynamic individuals to fill the following position.

**POSITION TITLE:** ISETS Customer Service Attendant  
**DEPARTMENT:** Education  
**SUPERVISOR:** Trades and Training Supervisor  
**TERMS:** Full Time, Term (April 22, 2025, to August 29, 2025)  
**REFERENCE #:** 2025 - 038  
**ISETS REF #:** SS310-26032

This is an outside-funded position. All applicants must meet the ISETS eligibility criteria below:

**ISETS eligibility requirements:**

- Eligibility will be confirmed to the right to funding of Aboriginal status, non-status, and Inuit students.
- Individuals must reside within the ISETS catchment area.
- All individuals applying for the Summer Student program are required to obtain a program referral from an ISETS employment counselor to confirm program eligibility. Please provide contract # SS310-26032 to the counselor.
- Must be a minimum of 15 years of age at the time of hiring.
- Must be a post-secondary student who was a registered full-time student during the previous academic year and is returning to school full-time in the following academic year.
- Must have a valid Social Insurance Number.

**Purpose of Position:**

The purpose of this position is to work with the education team and other departments at TteS to operate a hotdog stand at public events in the community and around the City of Kamloops. This position will also include mentorship to youth, to learn basic customer service and gain work experience.

**Duties and Responsibilities:**

- Oversee the operation of the hotdog stand, i.e., bookings, inventory, ordering supplies,

maintenance and cleaning, cooking hotdogs, and handling the budget and money transactions

- Work with community youth members to become job-ready, i.e. mentorship, teaching, and role modelling good customer service skills
- Coordinate with the departments and community public events to schedule the hotdog stand, i.e., farmers market, powwow
- Collaborate with City of Kamloops to have a hot dog stand at Music in the Park
- Support students by fostering their self-confidence and the skills needed to succeed and learn work skills
- Establish and maintain excellent communications with youth and the public while operating the hot dog stand
- Participate in and contribute to meetings, workshops, and training for students and staff.
- Performs all duties and responsibilities following TteS policies, procedures, and standards and as directed by the Education Department.

**Professional Certification, Education, and Experience:**

- Must be a post-secondary student returning to school in the fall of 2025 to meet eligibility requirements
- Proven history or employment working in customer service
- Good computer skills

**Skills and Abilities**

Support and assist in implementing the hotdog stand orientation and training procedures

- Able to plan, organize, and facilitate public events/programs
- Knowledge of Secwepemc Culture and traditions
- Ability to mentor youth
- Strong interpersonal and communications skills
- Ability to multitask and work effectively with deadlines
- Ability to provide cultural perspectives and advice to youth
- Friendly with and supportive of youth, TteS staff, and the public
- Ability to successfully pass a Criminal Record Check (Vulnerable Section)
- Demonstrated practice of confidentiality
- Travel as required, as such a valid class 7 or 5 driver's license is needed
- Food-safe certificate required

**HOURS OF WORK:** 7 hour days, flexible work hours, evenings and weekends required

**PAY GRADE:** Starting at \$22-24/ hour, dependent on experience

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

## **Deadline for the Job posting is April 15, 2025, by 2:00pm**

**Submit Job Application Form, cover letter, resume, and references.**

**online: <https://tkemlups.ca/employment/>**

**or at our Human Resources office #200 – 330 Chief Alex Thomas Way.**

**Office Hours are Monday to Friday 8:00 am to 4:00 pm &**

**closed for lunch from 12:00 pm to 1:00 pm**

**We require each applicant to fill out.**

**an online application form which can be found at: <https://tkemlups.ca/employment/>**

**Any late submissions or submissions without the job application form will not be considered.**