



**CITY OF ANKENY IOWA**  
invites applications for the position of:

## **Golf Banquet Intern**

**SALARY:** \$17.00 Hourly  
**OPENING DATE:** 01/04/23  
**CLOSING DATE:** 02/05/23 02:00 PM  
**FUNCTION:**

The City of Ankeny is seeking applications to complete a summer internship program as a Golf Banquet Intern for The Pinnacle Club at Otter Creek Golf Course. Under general direction of the Food and Beverage Manager, the banquet intern is a member of the Food and Beverage Team and works closely with the Food and Beverage Manager and other banquet team members to prepare meals for large parties. This position will be responsible for storing and serving food with consistent quality and Food Safety procedures.

The compensation rate is set at **\$17.00 per hour** (subject to approval), 40 hours per week for 13 weeks, beginning mid-May to mid-August 2023. Pre-employment drug screen and background check is required.

The deadline to apply is Sunday, February 5, 2023 at 11:59 PM. Interested individuals should complete an online application on the [City of Ankeny's website](#), and attach a cover letter and resume.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Coordinate all food orders for buffet service or appetizer stations.
- Assist in directing and correcting the presentation and portioning of food for all banquet functions.
- Adhere to policies and procedures regarding sanitation and sanitary food handling.
- Breakdown buffets, storing food and equipment properly at the end of each meal period.
- Assists in the training of Tin Cup Bar & Grille cooks, making sure menu items are made consistently to Tim Cup standards.
- Will assist cooking in the Tin Cup Bar & Grille when needed.
- Assist with various catered events including overseeing staff.
- Assist food & beverage manager with concession operations.
- Maintain knowledge of policies and procedures.
- Maintain positive and professional attitude.
- Maintain clear and open communication between all staff members for overall event success.
- Follow Health and Safety practices at all times.

### **ENTRY REQUIREMENTS AND SKILLS:**

- All applicants will be considered; however, preference will be given to current students or recent graduates of an accredited Culinary Arts Program, Hospitality or Event Management Program or a related field.
- Strong organizational and time management skills with attention to details.
- Good written and verbal communications skills.
- Flexible scheduling to include nights, weekends, and holidays.
- Shall possess and maintain a valid motor vehicle operator's license.
- Pre-employment drug screen and background check required.

## **WORKING CONDITIONS:**

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With a population of more than 70,000, Ankeny is one of the fastest-growing cities in the Midwest. Incorporated in 1903, the city is located just north of Des Moines, Iowa's capital city. Ankeny was named one of the Top 100 Places to Live by Money magazine, Bloomberg Businessweek's Best Places to Raise Kids, and Family Circle's Top 10 Best Towns for Families. Ankeny also has been designated a Playful City USA community by KaBOOM!. Ankeny offers an enviable quality of life with pedestrian friendly neighborhoods, numerous recreational and cultural amenities, a thriving business community and access to higher learning. The vibrant community and its leaders are active and engaged. More information can be found at [www.ankenyiowa.gov](http://www.ankenyiowa.gov). The City of Ankeny is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.ankenyiowa.gov>

Position #00480  
GOLF BANQUET INTERN  
AD

410 West 1st St  
Ankeny, IA 50023-1557  
515-965-6400

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