



CITY OF ANKENY IOWA
invites applications for the position of:

Server - Pinnacle Club at Otter Creek Golf Course

SALARY: \$13.00 Hourly

OPENING DATE: 01/03/23

CLOSING DATE: Continuous

FUNCTION:

The Pinnacle Club at Otter Creek Golf Course is seeking part-time Banquet Server positions.

Banquet Server positions are scheduled all-year round depending on events. Nights and weekend are required at times.

This position pays **\$13.00/hour** (*subject to approval*). No Benefits.

Under general direction of the Food and Beverage Manager, the banquet server position will effectively assist food and beverage service, guest attention, and overall logistics of banquet events including set-up and tear down, and have clear communication and teamwork, while maintaining the company's standard for excellence, resulting in the overall success of banquet events.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Maintain a professional appearance and mannerism
- Assist with set-up of tables, chairs, dance floor, portable bar and A/V equipment for full service of banquet events
- Responsible for full table settings including linen table clothes, skirting tables, folding linen napkins, polishing glassware, flatware, and china.
- Provide excellent food and beverage service for banquet events
- Maintain knowledge of policies and procedures
- Maintain sense of urgency when on the service floor
- Maintain positive and professional attitude
- Report guest complaints to Food & Beverage Manager
- Complete all other assigned duties when necessary. This may include vacuuming, sweeping, mopping, cleaning bathrooms, taking out garbage, and other cleaning duties as needed.
- 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:

- Must be at least 16 years of age
- No previous server experience necessary, will train
- Good communications skills
- Willingness to be a team player
- Pre-employment drug screen and background check required.

The City of Ankeny is an equal opportunity employer and is committed to fair and equal treatment of all employees without regard to race, color, age, religion, sex, sexual orientation, gender identity, ancestry, national origin, or handicap that does not interfere with job performance with reasonable accommodation. The City of Ankeny is committed to providing access, equal opportunity and reasonable accommodations for individuals with disabilities who wish to apply for or serve as employees. To request a reasonable accommodation, contact the Human Resources Department at 515-965-6400 or email dgean@ankenyiowa.gov.

WORKING CONDITIONS:

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. The City of Ankeny is an Equal Opportunity Employer.

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

Position #00483
SERVER - PINNACLE CLUB AT OTTER CREEK GOLF COURSE
AD

410 West 1st St
Ankeny, IA 50023-1557
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