



CITY OF ANKENY IOWA
invites applications for the position of:

Banquet Bartender - Pinnacle Club at Otter Creek Golf Course

SALARY: \$11.25 Hourly

**OPENING
DATE:** 02/03/23

**CLOSING
DATE:** Continuous

FUNCTION:

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

The Banquet Bartender positions will begin immediately. Open year round depending on events. Nights and weekends are required at times.

This position pays **\$11.25 per hour** (*subject to approval*). No benefits.

Under general direction of the Food and Beverage Manager and Assistant Food and Beverage Manager the bartender position will effectively serve banquet guests beverages including both alcoholic and non-alcoholic; 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:

- Read and understand all details of Banquet Bar Order Form, including start time, end time, and beverage requirements.
- After function, remove inventory and all beverage equipment to proper storage.
- Retrieve and store bar glassware to proper storage.
- Work effectively and efficiently with the banquet team.
- Expediently communicate any challenges, guest complaints or requests to Food and Beverage Manager
- Respond to the Food & Beverage Manager's instructions and directions.
- Observe all safety procedures during the execution of assigned duties.
- Maintain a positive and professional attitude towards guests, co-workers and management
- Arrive at scheduled start time in appropriate uniform and ready to work.
- Fully knowledgeable in drink recipes.
- Knowledge of Iowa Beverage Division Liquor Laws, including asking for ID for any patron who appears 30 years old or younger, and not serving patrons who appear intoxicated.
- Keeps work station clean at all times.
- Ability to set-up portable bar before the event start time.
- Collect all necessary equipment, beverages, etc. to set up designated area.
- Polish all glassware and prepare needed bar fruit.

- May make additional gratuity, but not guaranteed. Gratuity may be split with banquet servers.

ENTRY REQUIREMENTS AND SKILLS:

- Must be at least 18 years of age
- Previous experience preferred but not required
- Good communications skills
- Willingness to be a team player
- Pre-employment drug screen and background check required.

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>

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Position #00496
BANQUET BARTENDER - PINNACLE CLUB AT OTTER CREEK
GOLF COURSE
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