



City of Ankeny Iowa Food & Beverage Intern

SALARY	\$17.00 Hourly	LOCATION	4100 NE Otter Creek Dr, Ankeny
JOB TYPE	Temporary/Seasonal	JOB NUMBER	00547
DEPARTMENT	Parks and Recreation	OPENING DATE	02/01/2024
CLOSING DATE	5/1/2024 11:00 PM Central		

Function

The City of Ankeny is seeking applications to complete a summer internship program as a Food & Beverage Intern for The Pinnacle Club at Otter Creek Golf Course. Under general direction of the Food and Beverage Manager, the 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**, 40 hours per week for 13 weeks, beginning mid-May to mid-August 2024. Pre-employment drug screen and background check is required.

The deadline to apply is Wednesday, May 1, 2024, at 11:00 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.

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.

Agency

City of Ankeny Iowa

Address

410 West 1st St

Ankeny, Iowa, 50023-1557

Phone

515-965-6400

Website<http://www.ankenyiowa.gov>