



City of Ankeny Iowa

## Banquet Server - Pinnacle Club at Otter Creek Golf Course

|                     |                      |                     |                                |
|---------------------|----------------------|---------------------|--------------------------------|
| <b>SALARY</b>       | \$13.00 Hourly       | <b>LOCATION</b>     | 4100 NE Otter Creek Dr, Ankeny |
| <b>JOB TYPE</b>     | Temporary/Seasonal   | <b>JOB NUMBER</b>   | 00560                          |
| <b>DEPARTMENT</b>   | Parks and Recreation | <b>OPENING DATE</b> | 02/19/2024                     |
| <b>CLOSING DATE</b> | Continuous           |                     |                                |

### Function

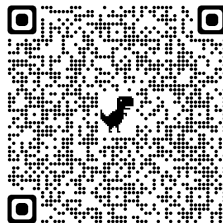
The Pinnacle Club at Otter Creek Golf Course is seeking part-time Banquet Server positions.

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

This position pays **\$13.00/hour**. No Benefits.

Please submit an online application at [www.ankenyiowa.gov](http://www.ankenyiowa.gov). Applications will be accepted until position is filled.

QR Code:



### Principal Duties and Responsibilities

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.

- 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](mailto: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>