

City of Ankeny Iowa

Food & Beverage Internship - 2026 Summer

SALARY	\$17.00 Hourly	LOCATION	4100 NE Otter Creek Dr, Ankeny
JOB TYPE	Temporary/Seasonal	JOB NUMBER	00674
DEPARTMENT	Parks and Recreation	OPENING DATE	12/17/2025
CLOSING DATE	2/22/2026 10:00 PM Central		

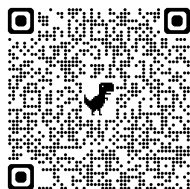
Function

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 learn all aspects of event operations including meal preparation, set up and clean up, and coordination of events with clients. 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 2026. Pre-employment drug screen and background check is required.

Applications will be taken until the position is filled. Interested individuals should submit an online application at www.ankenyiowa.gov and attach a cover letter and resume as soon as possible.

Application QR Code:



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.
- Confirm menu items are made consistently to Tin Cup standards.
- Will assist cooking in the Tin Cup Bar & Grille when needed.
- Assist with various catered events including overseeing staff.
- Assist with set-up and tear down of events, including moving tables, chairs, table settings, and linens.
- 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.

Employer

City of Ankeny Iowa

Address

410 West 1st St

Ankeny, Iowa, 50023-1557

Phone

515-965-6400

Website

<http://www.ankenyiowa.gov>

Food & Beverage Internship - 2026 Summer Supplemental Questionnaire

*QUESTION 1

What is your college major?

*QUESTION 2

Are you at least 18 years or older?

☐ Yes

☐ No

*QUESTION 3

Do you possess a valid driver's license?

☐ Yes

☐ No

*QUESTION 4

Are you available to work nights, weekends, and holidays?

☐ Yes

☐ No

* Required Question