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CITY OF SOUTH BEND JAMES MUELLER, MAYOR
DEPARTMENT OF LAW

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July 29, 2025

Redress South Bend
1138 College Street
South Bend, IN 46628
Via email: info@redresssouthbend.com

***Re: Public Record Request AR25-0899
Personnel Records***

To Whom It May Concern:

Your public records request filed with this office seeking records relating to Dasani Bethel's internship has been referred to me. In your request, you sought the following records: *"Resume, Acceptance Offer, Personnel File, Hourly Rate, Internship Description, All relevant information about the position Dasani holds with the City of South Bend."* You also requested *"the resumes, applications, any personnel files, or relevant information, acceptance offers, etc. for other candidates who also applied to the position currently occupied by Dasani Bethel."*

The Indiana Access to Public Records Act ("APRA"), and more particularly I.C. § 5-14-3-4(b)(8), gives municipalities discretion to withhold any personnel files of public employees and files of applicants for public employment from disclosure with three exceptions:

- (A) the name, compensation, job title, business address, telephone number, job description, education and training background, previous work experience or dates of first and last employment of the present or former officers or employees of the agency;*
- (B) information relating to the status of any formal charges against the employee; and*
- (C) the factual basis for a disciplinary action in which final action has been taken and that resulted in the employee being suspended, demoted, or discharged.*

Therefore, records required to be disclosed under I.C. § 5-14-3-4(b)(8) are being provided to you with this letter. However, the files of applicants for public employment and the other personnel files pertaining to Dasani Bethel required to be disclosed are being withheld in accordance with I.C. § 5-14-3-4(b)(8).

Sincerely,

Danielle Weiss
Danielle Weiss
Senior Assistant City Attorney

Encl.

[Close Window](#)

Job Opening Posted To:	Status:	View:	Dated Removed:	Action:
Career Search Screen	Inactive			Re-Post To Web
Details				
Job Number:	Location: ●			
INT-25-00007	Mayor's Office			
Title: ●	Category ●			
Mayor's Office Summer Internship	Internship			
Full-Time/Part-Time: ●	Shift:			
Seasonal	Days			
Exempt/Non-Exempt:	Questionnaire:			
Non-Exempt	Mayor's Office - general-communications			
Created By:	Link to Include in Job Board Posting:			
Natascha Howe	https://www.Appone.com/MainInfoReq.asp?R_ID=6752016			
Description: ●				
SALARY: Pay Rate:12.75				

POSITION SUMMARY:

The Office of the Mayor is seeking interns to assist the Mayor and staff with administrative, staffing, and special projects as needed. As a leader and employee of the City of South Bend, you are called upon to serve in a manner that supports Our Core Values: Excellence, Accountability, Innovation, Inclusion, and Empowerment as you carry out our primary employee expectations: Champion Values &

Organizational Pride, Champion Operational Excellence, Make Sound Decisions, Embrace Coaching and Accountability, Communicate with Excellence, Value Diverse People and Perspectives, Embrace Personal Development, Exhibit a Positive Attitude and Own Your Health, Wellness & Safety

SCHEDULE: Monday- Friday 8am-5pm, some evenings and weekends

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Respond to constituent concerns via telephone, email and traditional correspondence in timely, efficient manner and redirecting to other city departments or outside agencies when necessary. Create and maintain records relating to the assistance provided.
- Create informational briefings for the Mayor and staff for internal meetings and public events.
- Organize and coordinate city outreach efforts and other public events.
- Conduct in-depth policy research on areas as assigned.

NON-ESSENTIAL/MARGINAL FUNCTIONS:

Perform other duties and assume other responsibilities as requested.

EDUCATION / QUALIFICATIONS:

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Current undergraduate or graduate student in good standing working toward a degree in Social Studies, Political Science, History, or Business Administration, or similar program. Recent graduates will also be considered.
- Experience with Microsoft Word and Excel.

KNOWLEDGE SKILLS AND ABILITIES:

- Ability to work with a degree of autonomy.
- Enjoyment of working and interacting with variety of people.
- Must be flexible, courteous, and interested in public service as well as a wide variety of public functions.
- Excellent communication, writing, and analytical skills.

- Quick learner.
- Ability to work well with others.
- Foreign language skills (especially Spanish) a plus.
- Graphic design and digital media experience.

CERTIFICATES, LICENSE, REGISTRATION:

None

EQUIPMENT:

Computer, telephone, calculator, copy machine

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

WORK ENVIRONMENT:

Work is performed in an office setting with moderate inside temperatures. The noise level in the work environment is usually quiet to moderate in the office. Entire office is smoke free.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. The City of South Bend is an at will employer.

REQUIRED:

Pre-employment drug screen, Background check.

Equal Employment Opportunity Employer

Job Requirements: 

User Fields

Pay Rate: 

up to \$12.75/per hour

Schedule: 

Monday- Friday 8am-5:00pm, some weekends and Evenings

Bargaining / Non-Bargaining: 

Non-Bargaining

Reports To: 

Yesenia Garcilazo

Close Date:

07/08/2025

Hiring Manager (Application Submittal):

Yesenia Garcilazo

HR Position Code:

NBS-Intern-MAY

Required: 

Pre-employment drug screen and background check

Justification:

AR24-0899 Required Personnel Information
(Pursuant to I.C. § 5-14-3-4(b)(8))

- Name: Dasani Bethel
- Current Compensation: \$12.75/hour
- Current Job Title: Mayor's Office Summer Intern
- Business Address: 227 W. Jefferson Blvd., Ste. 1400N, South Bend, IN 46601
- Telephone Number: (574) 233-0311
- Current Job Description: See attachment
- Education and Training Background: See attached resume
- Dates of First and Last Employment: May 19, 2025 - Present
- Information relating to the status of any formal charges against the employee: Not applicable
- The factual basis for a disciplinary action in which final action has been taken and that resulted in the employee being suspended, demoted, or discharged: Not applicable

DASANI BETHEL



SKILLS

- Reliable and Trustworthy
- Experience in food service
- Experience in sales
- Excellent communication & leadership skills
- Provide great customer service
- Hardworking and Reliable

EDUCATION

Clark Atlanta University
Atlanta, GA • 08/2024

North Central High School
Indianapolis, IN • 05/2024

High School Diploma

PROFESSIONAL SUMMARY

Hardworking person with excellent customer service skills and the ability to multitask. Devoted to providing each consumer with a great and memorable experience that provides hospitality and eagerness. Comfortable with arranging seating for individuals or groups to optimize guest enjoyment. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

WORK HISTORY

Doc B's - Hostess Trainer

Indianapolis, IN • 04/2024 - 08/2024

- Increased client satisfaction by effectively managing bookings and seating arrangements.
- managed high-pressure situations during peak hours while ensuring exceptional customer service and smooth operations.
- Promoted a culture of teamwork among all front-of-house employees, resulting in improved collaboration and efficiency.
- Maintained clean and tidy front-of-house spaces, creating a welcoming experience for guests.
- Trained and mentored new hostesses, increasing the team's overall efficiency.
- Improved shift transitions by properly communicating reservation and special request information to incoming workers.

Chipotle - Line Supervisor

Indianapolis, IN • 04/2023 - 04/2024

- Organized workflow to meet daily production goals.
- Trained employees to operate and maintain production line.
- Cleaned and maintained all areas of the restaurant to promote a clean image.
- Kept the food preparation area, equipment, and utensils clean and sanitary.
- Provided exceptional customer service, addressing concerns or issues promptly and professionally.
- Promoted a positive work environment through effective communication and teamwork among staff members.
- Provided excellent customer service by greeting customers and meeting quality expectations.
- Addressed guest needs, questions, or concerns to create an optimum experience onboard.
- Supported inventory management efforts by accurately tracking stock levels and reporting low supplies to supervisors.
- Streamlined communication between kitchen and front-of-house staff, ensuring timely order fulfillment.

Blue Sushi Sake Grill - Head Hostess*Indianapolis, IN • 11/2022 - 05/2023*

- Greeted guests upon arrival and escorted them to their tables.
- Resolved customer complaints in a professional manner while maintaining a positive attitude towards guests.
- Greeted customers and escorted them to their tables.
- Managed reservations, waitlists, and special requests for large parties.