



Sample Job List Week December 21 - 25

This list is compiled from a variety of sources and is only a small representation of the open positions in our area. This list in no way endorses any of the employers listed but is simply to be used as a resource for those in job search. *

POSITIONS

Package Handler IADAP1 PT/M-F 3½-4 hrs. /day \$10.10-\$11/hr. + bonus UPS, DES MOINES, IA
<https://www.jobs-ups.com/>

This is a physical, fast-paced position that involves continual lifting, lowering and sliding packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs. Take-home pay typically \$140-170/week for approximately 17½ – 20 hours per week. \$80 Weekly bonus paid in year-end lump sum if available to work each day. Weekend/selected holiday work is rare. Excellent employment opportunity for students in both scheduling and the UPS Earn and Learn program's education assistance up to \$2,625 per semester/\$5,250 per year with a maximum lifetime benefit of \$25,000 that can be used for tuition, books and fees when you attend an approved college, university, trade or technical school. Eligibility starts on your first day of work as a permanent employee.

Student Drivers FT Swift Transportation, DES MOINES, IA /PHOENIX, AZ <http://joinswift.com/> (888) 546-8037

Paid entry-level truck driver training and mentoring program now hiring truck drivers with Class-A CDL License. No Gimmicks, No Contracts, No Run-Around. Just open road and a career path you can meet head-on. Initially you will spend between 200 and 300 hours behind the wheel on a mentor's truck hauling loads, delivering freight, taking care of customer's needs, and earning income. You will learn from the best, make good pay, bringing you one step closer to a successful career in trucking – as you begin your entry level truck driving job. We Hire to Retire – this is a career, not just a job, with mile-by-mile support – you're part of a family. Transport a variety of freight from retail to industrial materials—the majority of which is no touch and drop & hook. Drive routes for convention services, container, dedicated, flatbed, heavy haul, intermodal, refrigerated and dry van. Route/Freight consistency available. Benefits include great miles that become great pay, late-model equipment, paid vacation, home time, great career path, and full benefits include excellent health insurance.

Driver Training Program 2015-20094 FT Holland, Inc. (YRC Worldwide), Des Moines, IA <https://holland-ycw.icims.com/jobs/20094/>

Paid training program for truck drivers with a valid Class-A CDL with a recognized leader in next-day delivery, quality handling, and on-time performance in the LTL industry. Work on the dock while obtaining hazmat/tanker endorsements or work with a driver mentor to gain the skills necessary to become a full time driver with Holland. Local and regional positions available. Local drivers are home daily and Regional drivers are home every week. You will safely and efficiently operate commercial motor vehicles (tractor-trailers) in urban, suburban, and rural areas in all weather conditions to transport freight on time and load, unload, and move materials at customer location, following company procedures and government regulations and taking/verifying dispatch instructions. You will conduct pre-trip and post-trip inspections and maintain truck log according to regulations. Must have valid Class-A CDL, no major accidents (3 yrs.), and no DUI/DWI (3 yrs.). Full-time driver benefits include paid health insurance; vacation, holiday and sick pay; daily OT calculated daily (over 8 hrs.); pension; direct deposit; excellent pay with 5% wage increase after 1, 2, and 3 years and in-contract COLAs. Qualified applicants will be required to take a pre-employment drug screen with true negative results and will be required to take additional pre-employment testing/assessments.



Delivery Driver Local FT American Tire Distributors, DES MOINES, IA www.startwire.com
America's premier distributor of tires, custom wheels, and shop supplies seeking highly motivated and reliable delivery drivers, Class A CDL preferred, to deliver products to our customers. Drive medium- to heavy-weight trucks both short and long distances to our customers from one or more of our distribution centers. Timely deliveries and consistent compliance with all Company safety policies, and governmental transportation regulations is important. Involves unloading and staging products at customer's place of business; assisting in verification of all outgoing and incoming products for accuracy in terms of size, amount, and type; collecting payments from customers; paperwork compliance; excellent customer service and rapport; and occasionally operating powered industrial vehicles such as forklifts, pallet jacks, order pickers, etc. Must be reliable, safety-minded, highly organized, have excellent prioritization skills, and have excellent verbal and written communication and interpersonal skills. Must have High school diploma/GED, be 21+ years old, have clean motor vehicle and criminal reports, have experience sufficient to work under general supervision, have vehicle safety/control systems/commercial driving knowledge, be able to perform simple mathematical calculations and handle receipts, read maps, road signs, maintain logs, etc. We offer competitive compensation and benefits, as well as a culture of innovation with plenty of room for professional growth and advancement. Benefits include health, dental, and vision coverage (health can be free), short-term disability with optional long-term, life insurance, 401(k), vacation, sick days, and employee discounts.

Customer Service Representative FT Check 'n Go, DES MOINES, IA www.startwire.com
Provide superior customer service to Check 'n Go/Allied customers by greeting customers, processing customer loan applications, answering customer inquiries regarding loan and product offerings, promoting product offerings to customers, and assisting in the daily upkeep up of store premises and store opening/closing. Work with evolving financial products in a business casual, fun and rewarding environment, with coworkers who feel like family and a strong leadership team to which to escalate customer complaints. Must have good attention to detail and math skills to match paperwork, balance/resolve sales reports/receipts, and comply with regulations and best practices. Frequent telephone work answering inquiries, making required reminders, and calling banks for NSF checks. You must have reliable personal transportation and valid driver's license and insurance to make bank runs to collect on NSF checks, do field collections, and help with roadside marketing; have excellent cash handling skills (1+ years experience preferred); have high school diploma/GED (Associates degree or additional education preferred); have 1+ years customer service experience; be an excellent time manager with strong organizational skills and multitasking ability; be computer literate; and be able to lift up to 50 lbs. Benefits include: competitive wages; medical, dental and vision insurance with FSAs; group term life/AD&D and voluntary supplemental term life; 401(k); EAP; paid vacation and holidays, personal days and sick time; and good professional growth opportunities. We value diversity.

Apartment Maintenance Technician PT/Days Hubbell Apartment Living, Hubbell Realty; DES MOINES, IA www.glassdoor.com
Entry level duties include weeding and planting landscape beds, bush and minor tree trimming, mulching, and general grounds trash pickup; cleaning pool area, restrooms, and empty garages; minor maintenance work that may include interior/exterior building painting, and power washing pool decks, buildings, decks, etc.; assisting with preparation of vacant apartments, including carpet removal, light bulb replacement, hanging mini-blinds, and changing out appliances; and building walk through, and delivering/posting notices to apartments. Flexible schedule typically weekdays 8 am – 5 pm up to 25 hrs. /wk. Lunch is 1 hr. unpaid. Must have dependable vehicle, a valid Iowa driver's license and basic insurance.



Deli Clerk 2015-3607 PT the Fresh Market, Store #220; WEST DES MOINES, IA
<http://careers.thefreshmarket.com/>

One opening in the Deli/CMS department to be someone who changes the customer's mood and day – the thing they remember about their shopping experience. As a Deli/Prep Clerk, you will work closely with Store Manager, Assistant Store Managers, and Deli/CMS Manager to provide excellent customer service with a demonstrated passion for food, slicing/packaging of meats/cheeses, sandwiches, salads, CMS case, and rotisserie. You must be passionately dedicated and personally invested in creating a warm and safe environment for our customers and store employees, making our unique experience come alive in an atmosphere that fosters genuine camaraderie and a heartfelt sense of belonging.

Recruiter FT Bright Future Management, Inc., DES MOINES, IA www.brightfuturemanagementinc.com
www.ziprecruiter.com www.facebook.com/BrightFutureManagementInc

In-store marketing company seeking someone, recruiting and call-taking experience preferred, with an extroverted personality who is approachable and always has a smile, has a high degree of self-motivation and sense of urgency to achieve objectives and exceed expectations, has a desire to learn, and is capable of regularly using good judgment and discretion. We provide paid training and a fun environment to work in. Hours range from 8:30am-4:30pm M-F. Must be 18+ years old with a high school diploma/GED; MS-Office proficient (Word, Outlook, and Excel desirable); and can work in team environment. We foster creativity, sustainability, and entrepreneurial spirit and believe in performance not politics. Pay is weekly (guaranteed) plus bonuses/commissions.

Delivery Driver FT/Eves & Weekends+ Martin Health Services JOHNSTON, IA www.ziprecruiter.com
Driver needed to deliver/pick up medications and other pharmacy supplies to long term care facilities in a safe and timely manner during evening hours, weekends and on-call. Should have a high school diploma and be friendly and polite, greeting upon arrival, collecting proper signatures, and exhibiting good verbal and written English communication skills; have good attention to detail, ensuring deliveries are correct; be organized in loading/unloading, and be able to lift/carry 40-70 lbs. and do prolonged standing/sitting/lifting. Properly and safely care for and operate delivery vehicle, maintaining a valid driver's license, following all city/state traffic regulations, fueling and washing the truck after deliveries completed, completing daily trip report, and informing supervisor of any vehicle problems. Benefits offered: medical/dental/vision insurance, 401(k), life insurance.

Cook / Chef FT/11:15 am-7:45 pm Presbyterian Homes & Services – Mill Pond, ANKENY, IA
www.startwire.com

If you have a passion and desire to enrich the lives and touch the hearts of older adults, consider joining our Nutrition and Culinary team, providing compassionate and high quality care and services within a caring Christian culture. Create high quality meals and dining experience, preparing/serving attractive, nutritious and palatable meals consistent with regulations and established policies and procedures, and best practices. Must have high school diploma/equivalent; experience in restaurant, health care, senior services setting (Cook 1 yr. /Chef 2 yrs. or culinary/vocational training or commercial food prep certificate); Serve Safe certification and food service operations knowledge, PHS mission compatibility, and ability to read/write/speak/understand English. This position includes working the following schedule: Every other weekend and scheduled holidays, 40 hrs. /wk., 80 hrs. /2 wk. pay period. Comprehensive benefits package.

Mechanic - Production Maintenance 6191510 FT/Nights/Perm PepsiCo North America Beverages, URBANDALE, IA www.resume-library.com



Position is responsible for repairing and installing production/manufacturing equipment. Inspect equipment for proper functioning and perform preventative maintenance duties per manufacturer's specifications. Diagnose equipment malfunctions and make repairs or adjustments as needed. Perform general housekeeping. Upgrade production lines with new equipment/technology and change line for package changeovers. Work with outside contractors working on assigned line. Comply with good manufacturing practices, safety, and audit standards. Work independently under limited supervision and have regular, reliable, predictable attendance. Must have own hand tools. Continuous work near heat, noise, gas, and chemicals with frequent lifting, climbing, standing, walking, crouching, squatting, bending and kneeling. May require weekend and/or holiday work. Must be 18+ years, and pass technical assessment; have knowledge of hydraulics, pneumatics, and power transmission (experience with pneumatics/air compression, hydraulics/liquid compression, basic electrical systems, mechanical systems, kinematics, PLC, electronics, SERVO, troubleshooting, schematics, product manuals, compressors/ammonia systems, pumps good manufacturing practices, welding, and packaging/high speed production helpful.)

Security Officers ID4317835 PT & FT/\$9.40 per hr. Securitas, Inc., DES MOINES, IA
www.retirementjobs.com

Entry-Level Security Officers wanted – no experience necessary. Most Securitas positions are unarmed, and sign-on bonuses are sometimes offered. As a Security Officer, you will observe/report activities and incidents at an assigned client site, including providing for the safety of client property and personnel while making periodic tours to check for irregularities and to inspect protection devices and fire control equipment. Some posts may include sitting in a guard shack and / or require extensive walking. This is an ideal position for those with a keen eye who enjoy working with others and can work independently. Paid training, 25% off tuition at Kaplan University, advancement opportunities, company paid uniforms, 401(k) benefits, and vacation pay. Must see, hear, speak, and write clearly. Occasional reaching with hands and arms, stooping, kneeling, crouching and crawling, climbing stairs and walking up inclines and on uneven terrain. Additional physical requirements may include frequent lifting and/or moving up to 10 pounds and occasional lifting and/or moving up to 25 pounds. Must be able to meet and continue to meet any applicable government licensing requirements for Security Officers and drug screen.

Client Services/Receptionist ID3640792 H&R Block, DES MOINES, IA (One H&R Block Way; Kansas City, MO (800) 472-5625) www.retirementjobs.com

The client services professional will deliver an outstanding client experience in a fast-paced environment by creating a warm and welcoming first and lasting impression that exceeds the unique needs and preferences of each client, including personalized, friendly, and inviting greeting; matching clients with the best suited tax professional; client-centered scheduling; meeting client needs during exits; and maintaining office cleanliness and organization of resources with team members. Must have high school diploma/GED, strong customer service skills, ability to perform well under stress and multitask, and strong organizational and time-management skills. Knowledge of cash registration operations is helpful and knowledge and experience with a Windows based computer system preferred.

4204-Pipefitter 30218A VIN=1566932 FT PERM/ M-F 7 am-3:30 pm Veterans Administration, DES MOINES, IA www.vacareers.va.gov

Entry level potential: A specific length of training and experience is not required, but you must show evidence of training or experience (unpaid and/or paid) of sufficient scope and quality of your ability to do the work of this position. Duties: Repair, adjust, test, maintain, label and install all types of inside and outside plumbing and steam fixtures and their allied equipment. Perform various new installations



of plumbing and steam equipment from laying out, ordering materials, and roughing-in to finished job. Inspect, adjust, clean, and repair plumbing fixtures and systems, steam operated equipment, dishwashers, heating and water systems, and kitchen and laundry equipment. Install, repair and maintain medical compressed air systems, vacuum systems, oxygen systems (requires maintaining certification), and natural gas distribution systems. Read/interpret blueprints and manufacturers' specs and use shop math, making safety and preventive maintenance inspections of utility systems and equipment in accordance with VA regulations and National Codes. Perform lock out tag out according to policy. Test and repair backflow preventers (requires maintaining certification). Use computer system for ordering parts, email, communicating with other shops and night shift staff, etc. Provide project development support. Participate in inspections of construction areas prior to project completion and provide suggestions. Must be tools/equipment skilled. May be assigned to perform duties at other duty sites within VA Central Iowa Health Care System. Enjoy high job satisfaction, good work/home life balance, hourly pay, and generous paid time off. VA offers a comprehensive benefits package. May be telework eligible position.

Housekeeping Aide VIN=1361767 PT/Weekends Only \$12.67-14.78/hr. Veteran's Administration, DES MOINES, IA <http://www.vacareers.va.gov/>

Entry-Level for Preference Eligible Veterans– required experience may be achieved through a variety of means. Duties: Mop floors; dust/polish furniture; request and stock supplies/equipment; wash walls, windows, room partitions, ceiling vents and fixtures; empty ash trays and waste receptacles; wash and make beds; clean and sanitize; operate heavy industrial power scrubbers, buffers, carpet vacuums and shampooers; remove and replace draperies and blinds for cleaning; note and report equipment and areas in need of repair; move heavy furniture, supplies and equipment safely; use ladders to clean; and handle non-infectious and infectious waste. Must have a background in a variety of cleaning duties, not necessarily in paid employment. Required to lift/carry 40-50 lbs. on occasion. Must be able to interpret instructions/specs, use/maintain tools and equipment, and perform the physical dexterity requirements of the job. Work Schedule: Sat-Sun 7am-3:30pm, 3:30pm-12am, 11pm-7am. 16 hrs. /wk. (32 hrs. /pay period. May be expected to perform duties at other duty sites within VA Central Iowa Health Care System. Restricted position -- must be filled by Preference Eligible Veterans. A recruitment incentive may be authorized for the ideal candidate. Multiple positions available. Pay grade: 02. Comprehensive benefits package (see http://www.va.gov/JOBS/Job_Benefits/benefits.asp.) Application deadline: 3/22/16.

Customer Service Representative FT Total Tool Supply Inc., DES MOINES, IA www.beyond.com
Total Tool Supply, Inc. is a leader in tool and equipment sales and related services to the Industrial and Construction industries. If you are energetic; seek a career with a growing company; have good organizational, telephone and computer skills; are able to handle multiple responsibilities; and enjoy maintaining a close positive working relationship with co-workers and customers; become part of a team that services long term customers via inbound calls and walk in traffic, assisting with product questions and finding solutions to a problem with a tool or piece of equipment. We believe in developing our employees and will provide ongoing training and promote from within. Grow into a sales position! Must have a valid driver's license and clean driving record and be able to lift up to 50 lbs. Tool knowledge helpful.

Team Member (multiple positions - Seasonal & Year Round) 302173874 Target, WEST DES MOINES, IA; Seasonal Team Member (multiple positions) 302854058 Target, DES MOINES, IA; Seasonal Team Member (multiple positions) 302173873 Target, URBAN DALE, and IA All: www.beyond.com



West Des Moines Target is currently hiring for the following Team Member positions: Backroom Team Member, Cashier Team Member, Deli Team Member, Food Service Team Member, Meat Team Member, Merchandise Flow Team Member, Produce Team Member, Sales Floor Team Member, Sales Floor Team Member - Bike Builder, Team Member.

Des Moines Target is currently hiring for these Team Member positions: Cart Attendant Team Member, Cashier Team Member, Fitting Room/ Operator Team Member, Merchandise Flow Team Member, Sales Floor Team Member, Team Member

Urbandale Target is currently hiring for these Team Member positions: Backroom Team Member, Cart Attendant Team Member, Cashier Team Member, Merchandise Flow Team Member, Sales Floor Team Member, Team Member

Work with an inclusive, enthusiastic team, a company focused on community, a brand that puts guests first, and the fun and flexibility of a job that works for you. Team members deliver fast, fun and friendly service to Target guests, with brand consistency, and cheerful, friendly demeanor. Must have high school diploma. Benefits include Target merchandise discount, competitive pay, and flexible scheduling, volunteer community service opportunities, and innovation encouragement, all-around insurance coverage, 401(k), training and development and many other perks and benefits.

Logistics Specialist FT Proliant Inc., Lauridsen Group Incorporated (LGI) - ANKENY, IA www.indeed.com
LGI is seeking a Logistics Specialist to provide data entry and scheduling of domestic and international shipments as well as assisting Logistic Coordinators as needed. Enter freight pricing and purchase orders into computer. Dispute and/or investigate freight invoice discrepancies. Verify information and send to designated carrier. Track, review and analyze results of carrier review system with the plants and carriers. Determine best shipping lane, carrier, and price for all LGI arranged LTL and dray loads. Prepare, file and follow up on claims against carriers for loss and damage. Support all plant personnel with any shipping and receiving objectives, make improvements where needed, implement when necessary. Assist in meetings with freight forwarders, NVOCC's, domestic truckers, and steamship lines directly to obtain the best service and rates possible; representing company in a professional manner. · Explore new shipping strategies viable or conducive to current market demands. Write and revise SOP's. Back-up other Logistic Coordinators. Schedule Pick-ups and/or request international bookings. · Enter freight into system and verify freight invoices. Notify Customer Service of any delays and/or changes in a timely manner. Correspond with and investigate customer inquiries. Report and track detailed information pertaining to logistics. Attend educational classes to improve knowledge of new or improved information available regarding customer service, logistics and/or general knowledge. Bachelor's degree in Transportation, Logistics or related field and 1-2 years of experience in transportation and logistics preferred. Must be able to courteously answer the telephone in a calm and professional manner; have basic computer knowledge; be able to learn export regulations, food and feed processing and shipping industry terminology, transportation industry incoterms, and LGI products; educate customers regarding freight/insurance; maintain and update accurate customer and carrier history; maintain confidentiality; perform basic math; operate office equipment; remain calm under stress; use oral and written communications; multitask and be well-organized; work, schedule, and travel flexible