



Sample Job List Week January 25 – January 29

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

Service Specialist - Annuity Claims Department (Phone Team), Requisition Number 16-0014, West Des Moines, IA, https://rew21.ultipro.com/AME1061/JobBoard/JobDetails.aspx?__ID=*91A505F3835986A2 Responsible for establishing effective communication and relationships with beneficiaries of contract holders and agents in order to provide efficient death claim administration with an emphasis on conservation. ESSENTIAL DUTIES AND RESPONSIBILITIES: Take incoming claims calls daily, Monitor the department voicemail, Assist in completing necessary claims paperwork, Calculate date-of-death values, Discuss options with beneficiaries, agents, attorney's, etc., Discuss product information with agents, Follow-up on outstanding claims with beneficiaries, attorney's agents, etc., Make outgoing Claims calls, Generate Claims paperwork, Research beneficiary contact information, Maintain a call quality accuracy rate of 95% or better, Performs other duties as assigned.

Customer Service Clerks, Produce Clerks, Cashiers <http://freshthyme.com/careers/> Are you passionate about the retail grocery market and organic products? Are you a leader? Are you ready to join one of the fastest growing companies in the retail grocery market? If so, Fresh Thyme Farmers Market is the place for you! Our unique business model, fast paced and growing environment, promote from within culture, and excellent benefits make Fresh Thyme the best employer in the grocery market. Careers have been blooming at Fresh Thyme since our inception in 2012 - yours should be no different! The Customer Service Clerks are required to assist customers as needed and maintain a friendly, energetic demeanor. This position requires adhering to all procedural guidelines set by the store. The Produce Clerk is responsible for keeping all store produce wet-rack and dry tables stocked and clean during business hours. They are required to assist customers as needed and maintain a friendly, energetic demeanor. This position requires adhering to all procedural guidelines set by the Produce Department. The Cashier is responsible for the efficient expedition of customer sales transactions at the front registers. Must maintain proper control of cash, ensure customer satisfaction, and safeguard company assets. They are required to assist customers as needed and maintain a friendly, energetic demeanor. This position requires adhering to all procedural guidelines set by the Front End Department! Key Qualifications: Strong people skills and a knack for helping customers. Offering the highest level of customer service to our guests. Work Environment/Physical Demands: The potential for prolonged standing, walking, squatting and/or bending. The ability to lift up to 50 lbs. must be able to stand for extended periods of time and move and handle bags and/or boxes of merchandise. If you have no work experience at all or have experience as a: cook, cashier, dishwasher, server, custodian, or greeter and have a great work ethic, positive attitude, and engaging personality we would love the opportunity to talk with you!

Telemarketing Representative ID: 7799, West Des Moines, IA <https://mediacomcable.com/careers/search-jobs.html> General Responsibilities: To sell cable television products and services to new or existing customers by telephone solicitation. Specific Responsibilities: Sell cable television products and services by telephone solicitation. Responsible for possessing a basic level of product knowledge of all programming offered to our customers, including knowledge of existing programming content, pricing, packaging and channel line-up. Conduct reminder calls for service and installation appointments. Post installation calls are made as prescribed along with



downgrade and disconnect retention calls. Pay-per-view acquisition calls. Upgrade and improve sales presentation, knowledge of products, service and rates, as required. Other duties as directed or assigned. Preferred Experience/Skills: High School Diploma or equivalent. Previous telemarketing/sales experience preferred. Good verbal and written communication skills required. Must be proficient with computers. Ability to work in a fast-paced environment. Ability to work flexible hours, including evenings.

Stocker Merchandiser - Des Moines IA (Pay Progressing to \$13.50/hr)-1601724,

<https://secure.drpeppersnapplegroup.com/careers/search-jobs/>

The Merchandiser is responsible for providing high-quality merchandising support for Dr Pepper Snapple Group brands to retail stores within an assigned territory. Position Responsibilities: Merchandise store shelving, coolers and displays with Dr Pepper Snapple Group brands in retail stores. Partner with Sales Representatives/Managers to coordinate delivery and merchandising schedule. Build effective relationships with store personnel to assure superior customer satisfaction. Identify incremental sales opportunities for Sales Representative to pursue. Provide feedback on competitor activities and best practices. Cover routes and provide sales and/or merchandising services as assigned. Available to work weekends and holidays. 5 days weekly, 1st shift Qualifications: High school diploma or general equivalency diploma (GED), Lift up to 50 lbs repeatedly, Push and pull up to 100 lbs repeatedly, Valid driver's license.

Cashier Team Member Job ID5406615 www.iowajobs.org, Altoona, IA Description: Want to work with a team that has fun every day by helping guests and making them happy. Offering a fast checkout and genuine interaction with every guest by being friendly and respectful. Be empowered to make decisions and resolve guest concerns in a courteous, helpful manner. Educate guests on REDcard benefits and all the ways the guest can save, pay and shop through digital tools and services.

Qualifications: Use excellent guest service skills. Strong work ethic and integrity. Inspired by the merchandise we sell. Learn new technology and enjoys solving problems. Values learning, growth, development and has interest to cross train and work in other areas of the store as needed. Quickly and accurately scan and bag all items, handles money and collect payments.

Food Service Worker - House of Mercy PRN-2015-R0032573,

<https://chi2.taleo.net/careersection/mhcdm/moresearch.ftl?lang=en&radiusType=K&radius=1&organization=200000220&portal=140141629>, GENERAL SUMMARY: Under the leadership of the House of Mercy Chef, participates as a dietary services team member and assists in preparation of food items,

cleans food preparation area, runs the dishwasher, and related dietary duties to provide quality food service at/through House of Mercy. Maintains clean, sanitary work area and practices food safety regulations. Works under the daily leadership of the House of Mercy Chef and the general supervision of the Operations Data Manager. ESSENTIAL FUNCTIONS: Prepares food as needed and assists the Chef and/or Cooks in food preparation, following daily preparation instructions. Assists in serving evening meals. Assists the Chef and/or Cooks in cleaning and sanitizing of food preparation area, equipment, utensils and tools. Performs scullery work including transferring tray carts from daycares to the dish room; assisting with dishwashing, storing clean dishes, and cleaning the dish machine and the scullery. Leaves the scullery pre-set for the next morning. Qualifications: Ability to read, write, comprehend, and speak English, required. High school diploma or equivalent, preferred. Any combination of education and experience that would demonstrate the capability to perform the duties of the position.



Barista - Mercy Starbucks - Mercy Medical Center - PRN (days/evenings/weekends)-2015-R0019396, <https://chi2.taleo.net/careersection/mhcdm/jobdetail.ftl> GENERAL SUMMARY: Responsible for the daily operations and overall appearance of the coffee bar and related areas. Maintains sanitary and organized environment. Practices and abides by food codes and applicable regulatory and accrediting agency requirements to provide safe food to our customers. Serves customers in a professional manner with great customer service. ESSENTIAL FUNCTIONS: Ability to use related equipment: cappuccino, coffee grinder, coffee brewers, blender and convection oven. Responsible for opening and closing duties. Demonstrates cash register operation as well as money handling procedures. Hot and cold food production for retail sales. Sets up for café sales- stock food and paper products. Knowledgeable in and practices food safety codes and governing standards; federal, state, local and accreditation agencies. Checks food temperatures frequently throughout shift. Documents temperatures on applicable forms. Notifies Supervisor immediately of any food out of compliance. Monitors temperature of freezers, refrigeration, and heating units throughout shift. Documents temperatures on appropriate forms. Notifies Supervisor immediately of any food out of compliance. Maintain refrigeration units in clean orderly condition, compliant with food codes and regulatory agencies. Requisitions, transports foods and supplies to replenish the inventory in the café. Inspects items for integrity. Rotates stock, disposes of outdated products or less than optimum quality or correct temperature. Properly wraps, labels, dates food items. Makes coffee, juice and smoothies; replenishes and cleans beverage-dispensing machines and areas. Maintains a clean and sanitary work area, the coffee serving and seating areas, equipment, storage, counter tops and cupboards, tile, microwaves, tables, chairs and tray return. Cleans and sanitizes utensils and equipment. Maintains signage daily. Follows proper cleaning techniques. Stores chemicals properly, follow MSDS rules; labels product appropriately, uses chemicals according to directions, uses PPE as necessary. Practices safety procedures. Utilizes tools, equipment and protective equipment such as wet floor signs, proper ergonomics, informing Supervisor of safety hazards and equipment failures. Demonstrates knowledge of effective customer service skills and performance improvement. Uses standardized and non-standardized recipes and ingredients to prepare, create, and process foods. Assists in other areas as requested. Qualifications: Must be able to pass barista training within 2 months of hire. High school diploma or GED preferred. Knowledge of several subjects in order to prepare reports, perform calculations and/or deal effectively with other people. Ability to read and write. Restaurant or food service operations experience preferred.

Customer Service Associate I - Building Materials, Job ID 989097BR www.iowajobs.org, Position Description: Responsible for assisting customers with all of their shopping needs including assisting customers in the selection, demonstration, preparation and loading of merchandise. Also responsible for responding to customer inquiries throughout their shopping experience including promoting customer loyalty plans and/or extended protection/replacement plans where appropriate. Job Requirements: CSA Sales Floor: Requires morning, afternoon and evening availability any day of the week. Weekend/Holiday Team: Requires morning, afternoon, and evening availability on Friday, Saturday, Sunday, and holidays. Weekday Team: Requires morning and afternoon availability Monday through Friday during peak day hours. Physical ability to move large, bulky and/or heavy merchandise. Physical ability to perform tasks that may require prolonged standing, sitting, and other activities necessary to perform job duties. Minimum Qualifications: 6 months experience using a computer, including inputting, accessing, modifying, or outputting information. 6 months experience using a handheld device e.g., mobile phone, LRT gun, palm pilot, tablet, iPod\ to enter, access, and output information.



Food Services Assistant - (450015.3) <https://www.wesleylife.org/careers/search-and-apply/default.aspx>, WesleyLife, Wesley Acres, Des Moines, IA 50312 US (Primary), High School Diploma or GED, Full-time (30+ hrs/wk), Days M-F, Saturday, Sunday 10:30 a.m. to 7:00 p.m. Enjoy interacting with people? We have the opportunity for you at Wesley Acres in Des Moines! Great working environment and team atmosphere! If you are looking to get into food and beverage service or healthcare this is a great opportunity for you to get started! Job Requirements We will need you to have at least one year of prior successful employment, preferably in a wait staff, hospitality or customer service role. You must be able to meet the physical requirements of the position, including moving efficiently around the dining room. Because you will be working in the home of our residents, we will expect you to be able to communicate, read, write and follow written and verbal instructions in English. We will need you to be service oriented with energy and passion for our mission to serve older adults.

Meals on Wheels Driver - (980010.1) WesleyLife At Home - Des Moines, IA, Limited Part Time (<16 hrs/wk), Days M-F, 10a.m. - 2p.m. As a Meals on Wheels delivery driver, you will have the opportunity to deliver a hot, nutritional meal to older adults in Polk County who have difficulty meeting their own dietary needs. You will use a WesleyLife vehicle to pick up a quantity of meals at our central kitchen and deliver to several clients on a predetermined delivery route, making sure each client receives the appropriate meal within expected time frames while meeting safe food handling requirements. But most importantly, you will provide one-on-one contact with individuals who may have few other daily social contacts. You will also play an important role by observing and reporting changes in client conditions or emergencies in the home. Our Meals on Wheels delivery drivers don't think of this as a job, but as a mission in helping others! Job Requirements: We will need you to be able to meet the physical requirements for this position including the ability to lift containers weighing up to 50 pounds and entering and exiting the MOW vehicle repetitively within a limited time frame. You will also need to demonstrate the ability to walk considerable distance in all weather conditions, on all terrain, and climb stairs. We will need you to demonstrate a good driving record and be comfortable driving in all weather conditions and all areas of Polk County. The ability to read and write English is necessary. Good observation and communication skills.

Weekend Cook, Easter Seals Iowa, Part-time Send resume to: Mandie Cox, Recruitment & Talent Development Coordinator, mcox@eastersealsia.org. HOURS: 7am-7 pm Saturday, 7am-2:30 pm Sunday during scheduled respite weekends Basic Responsibilities: Assist in preparing kitchen areas (main lodge and/or Hubbard Lodge) for the opening and closing of each session, including inventories. Assist in the preparation and serving of scheduled meals. Assist in the planning of special diets. Assist in daily cleaning and sanitation of kitchen and dining area floors and storerooms, to meet Public Health and American Camping Association standards. Assist in the proper care, cleaning and maintenance of all kitchen equipment Function as kitchen manager in the absence of Kitchen Manager/Assistant Kitchen Manager. Understand and comply with all policies and procedures. Qualifications: High school diploma or equivalency preferred. Minimum age of 18. Ability to accept supervision and guidance. Ability to work with staff and participants in a professional and caring manner, demonstrating integrity and adaptability. Ability to work "non-traditional" hours as required, including weekends, evenings and holidays. Access to reliable transportation for regular participation Ability to lift 80 pounds.

Call Center Representative, Hiring All Shifts, Intoxalock Des Moines, IA <http://www.indeed.com> As a Customer Service Representative, you will be handling a variety of inbound calls. This position primarily involves assisting our current customers with questions related to their Intoxalock account or



service. We will provide you with the training and support to achieve your goals and allow you the opportunity to become a part of an innovative, growing company. Paid training to gain product knowledge and understanding of call handling procedures and state regulation. Autonomy to help our customers within policies instead of reading from a script. Competitive hourly compensation (a premium for fully bilingual Spanish representatives). Engaging work environment allowing you to interact with supervisors. Opportunity for development in a growing company. To be a part of a family-oriented, results-driven organization. Relaxed environment with a casual dress code and fun environment!

Floating Customer Service Representative, Check n Go - Des Moines, IA

\$11 an hour <http://www.indeed.com>. General Function: 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, promote product offerings to customers, assist in the daily upkeep up of store premises and opening and closing of the store.

Direct Support Professional (DSP) 24 Hour Program, Easter Seal Society of Iowa, Inc. - Des Moines, IA <http://www.indeed.com>. 11pm-8am (FT with benefits) Primary Customers for the Independent Living Skills Professional are the clients and their families. Secondary Customers are the funding agencies. Plan, monitor, evaluate and report all supported community living needs for assigned clients. Support client with developing goals, assessing their individual needs and working toward targeted goals. Maintain a working knowledge of client file. Support clients in the activities of daily living, including personal hygiene, cooking, eating, and social and leisure skills, safety skills, shopping and housekeeping. Support clients with health care plans, train clients on good health care techniques. Administer medications to clients under clients' physician orders and support clients with developing independent methods to administer medications as needed. Actively participate in individualized and group programming, providing one-on-one support for clients as necessary to achieve goal skills.

Environmental Services Tech, Broadlawns Medical Center Des Moines, IA <http://www.broadlawns.org>. PT - 8am-12pm Mon-Fri, \$10.75, Perform a variety of activities designed to maintain the medical center in an orderly, sanitary, safe and attractive condition. Frequent judgment with regard to chemical supplies, equipment use, fixtures, and facilities. Ability to follow instructions and offer superior customer service. Ability to complete departmental training programs.

Parts Counter Representative- 2nd Shift, Interstate PowerSystems, Altoona, IA 50009

Parts Personnel fulfill a critical role in our operations by providing excellent assistance to our customers, referencing part numbers, and pulling and shipping orders. They also provide support to the service department. This is a critical position in ensuring that the company is able to locate and secure parts for jobs to be completed in a timely manner. Making sure we can access the parts in an efficient and cost effective manner ensures we are representing our customer's best interest. Lookup, price, and purchase parts for on and off highway diesel trucks and equipment- includes but not limited to generators, earth moving equipment, and mining equipment. Fill requisitions, work orders, or requests for materials, tools, or other stock items and distributes items to technicians. Enter and pick customer orders from stock. Drive to local vendors and pick up parts and material for orders.

DOCK WORKER, Dayton Freight Lines, Des Moines, IA, <http://www.indeed.com/>

As a Dock Worker, you will load and unload freight in a productive, safe and claims-free manner. Although DFL Dock Workers do not work inside a warehouse, you must maximize space when loading freight. Complete pre and post trip inspections on all dock equipment. Properly document all freight



control processes. Participate in Dayton Freight's training and improvement programs. Be available for irregular work schedules, alternating work shifts and/or assignments. Adhere to the operational procedures and guidelines contained in the Dayton Freight Driver/Dockworker Manual.

Stockroom Utility, Cintas Grimes, IA, <http://www.indeed.com/> Cintas is currently looking for a Stockroom Utility partner. The selected individual is responsible for general duties throughout the stockroom department as needed, including break, vacation and absence coverage for all stockroom positions. The partner will also assist with stockroom duties based on work volume. The jobs the Stockroom Utility position will cover are physical in nature, and require repeated bending, lifting, twisting and stretching throughout the course of the day. In addition, the Stockroom Utility partner is responsible to cover jobs where standing on your feet over the course of an entire shift is necessary. Daily accuracy and productivity of work is necessary for inventory control and accountability. Additional responsibilities include housekeeping and adherence to health and safety standards.

Warehouse Associate/Delivery Helper, National Logistics Co., West Des Moines, IA
\$10 an hour. National Logistics Company is hiring permanent position for Driver Helpers doing home deliveries in West Des Moines, IA. We deliver and install household appliances. Helpers will load and unload trucks in the morning and then go out with drivers to do deliveries. Requirements: * Must have some experience working in the warehouse or doing deliveries. * Must be honest, hardworking, dependable and willing to learn. * Must pass drug test and pass background check. * Must lift over 100lbs. Must have Steel toe boots. Monday to Friday early morning shift. \$10 per hour and \$15 Overtime. Full-time

Dietary Aide - Bishop Drumm Retirement Center, Johnston, IA. PT
<https://chi2.taleo.net/careersection/mhcdm/jobdetail.ftl>. Assists in preparation and service of meals in accordance with facility policy and applicable regulations. Tray set-up, pour beverages, help pass trays, clean dining room, wash dishes, etc. Follows daily Nutrition Services functions and operations. Assists with preparation and service of meals as directed by the cook in accordance with facility policy, residents' desires, and applicable regulations. Passes beverages (coffee, tea, etc.) and helps pass trays at meal time paying particular attention to diet orders and resident desires. Completes relevant paperwork (i.e. cleaning schedules, temperature records, etc.). Cleans/sanitizes kitchen and dining room as directed including washing of dinnerware, sanitizing table tops, cleaning carts & equipment, mopping floors, etc. Heavy cleaning in the kitchen & dining room (i.e. wash walls, clean hood vents, scrub floors, wash shelves, clean freezers, refrigerators, dry storage areas, etc.). Stores and maintains equipment & supplies. Assists with the provision of care to residents (within qualifications) and participate in social and activity programs in order to help meet the physical, mental, social and spiritual needs of the residents to promote a happy, safe, and fulfilling environment.



Training Programs:

Direct Care Professional Training

5 Week employer driven training with career opportunities in a variety of settings. Class is February 15 - March 25th, Monday – Friday 9:00am - 4:00pm. A majority of class will be onsite at the HCI/VNS and additional training will happen at the DMACC Capital Center.

This training offers a comprehensive package of material that will give you the knowledge and skills to prepare you to be successful in the direct care industry. Successful participants will receive certifications in: Iowa Prepare to Care curriculum, CPR/First Aid, Medication Management, Mandatory Reporting and more. Also, completers will qualify to take the state exam for the Iowa Direct Care Registry. For application material or inquiries please contact Soneeta at soneta@centraliowaworks.org or call 515-243-2130. **Class starts February 15, apply now.**

****An evening option is also available Feb 15th – May 12th Monday, Tuesday & Thursday 5:00 – 9:00pm****