



Sample Job List Week February 22 - 26

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

Call Center Representative, Modis, Urbandale, IA 50398, www.indeed.com

3 months (contract to hire), \$12.00/hr., This Call Center/Tier 1 position is responsible for providing general HR assistance and issue resolution for inquiries from MMC colleagues. They will communicate with impact, apply critical thinking and drive to provide world class service within a fast paced, team-orientated environment. This position requires fundamental HR generalist knowledge within the areas of Payroll, Benefits, Employee Records, Compensation, and Talent and will need to understand the company's HR policies and procedures.

Customer Service/Clerical, Lozier heating and Cooling, West Des Moines IA www.indeed.com

Lozier Heating and Cooling Inc. is a "National Award Winning Heating and Cooling Contractor" Selected one of Lennox Industries top 20 Dealers in North America. We are looking for a full time, dependable Customer Service Representative. This candidate must have prior office and phone experience along with basic computer skills. Your responsibilities will include Answering multi-line phone, Data entry, General office work and some Dispatching of service technicians. Work schedule will consist of M-F with some Saturday mornings till noon. This is a casual work environment. We offer GREAT BENEFITS including Vacation, Casual leave, Health, Life and Disability insurance benefits along with a 401K program with matching funds. Pay is based on your experience and attitude. Contact Name: Gary

Program Support Assistant (FRT), Department of Veterans Affairs, Des Moines, IA www.indeed.com

Reviewing first party receivables. Collecting, compiling and/or tracking of data and program information in support of revenue. Preparing, executing and/or tracking revenue program specific information. Organizing and retrieving computerized data, generating reports of data, reviewing data for inconsistencies and referring to appropriate area for completion. Entering information into tracking system and maintaining accurate program specific data for maximum reimbursement. Conducting proactive accounts receivable follow up and analysis on various account receivables. Entering information into tracking system and maintaining accurate program specific data for maximum reimbursement. Conducting proactive accounts receivable follow up and analysis on various account receivables. Responsible for the coordination of billing of worker's compensation or tort cases. Providing patient education and assistance concerning Medical Care Cost Fund Program. Providing answers to customer service inquiries regarding accounts receivable, means and co-payment testing and health insurance related issues.

CLERK-SPECIALIST, State of Iowa, Ankeny IA www.indeed.com

The Office of Vehicle & Motor Carrier Services is filling a Clerk Specialist position in an area of the office that focuses on the issuance of all types of permitting including oversize/overweight permits to commercial motor carriers giving them the authority to travel on Iowa's highways. Several kinds of maps must be referenced before issuing the permits. Some of these loads can be very large, heavy or contain hazardous materials so attention to detail is critical. The Clerk Specialist must be able to work and communicate with internal and external customers in writing, by telephone and in person. The position requires the use of a computer and accurate data entry skills. Applicant must be able to work effectively in a team environment, have the ability to handle and remain focused on several tasks at a time, and



have good organizational skills with the ability to prioritize various tasks and assist in all areas as needed.

Food and Beverage Team Member / Crew Member - Concession / Café, Century 20 Jordan Creek and Cinemark Altoona, West Des Moines and Altoona IA www.indeed.com

Creates a welcome environment for Customers. Sells soft drinks, packaged and/or bulk candies, popcorn, hot dogs, ice cream, coffee, and other food items to theatre patrons. Operates and cleans concession and/or restaurant equipment. Cleans, maintains, and stocks the concession stand and/or restaurant. Depending on the needs of the theatre, the Concession or Restaurant Worker may also be asked to double as the Box Office Cashier or Usher, as staffing needs require, and, as a result, such an Employee must also be able to perform the essential job functions of those positions. Experience and Skills required 1- Must be at least 16 years of age. 2- Strong verbal and interpersonal skills. 3- Accurate cash handling and math skills

LINE COOK – Prairie Meadows Racetrack and Casino, Altoona IA www.indeed.com

\$12.40 - \$12.40 Hourly, Full Time, Hours: 4:00PM-12:30AM with Fri/Sat off, Duties: Responsible for preparation and production of food items on hot line, banquets & buffet. Daily use of broiler, fryers, flat top, salamander, sauté station, steamer and ovens. Responsible for setup, cleaning, sanitation and closing of workstation and area. Set-up of each station. Inspects quality of food presentation. High school or equivalent preferred. Experience in food preparation preferred. Ability to work in an extremely fast-paced environment necessary. Must have ability to operate kitchen equipment safely such as fryers, knives, choppers, slicers, etc. Knowledge of proper sanitation techniques is essential. Long periods of standing and walking. Repetitive reaching and bending. Ability to lift up to 50 lbs. and push a cart up to 150 lbs. must be able to work weekends, holidays and varied hours.

Warehouse Worker I, Interstate Batteries, Urbandale IA www.indeed.com

Perform all warehouse jobs including : Receiving, Put-a-ways, Picking, Replenishments, Packing, Palletizing, and Shipping, Ensures continuous process improvement, Responsible for the physical custody and overall safeguarding of the inventory, Process inbound receiving of containers or full truck, truck pallet shipments, and small parcel shipments, Assist with deliveries, High school graduate and strong basic math skills, Minimum 1/2 years' experience in warehouses operations, operating experience including RF equipment, forklift, power jack and shrink wrap machine preferably in battery warehouse environment.

Material Handler, Tension Corporation, Des Moines IA www.indeed.com

The Material Handler is responsible for the transport and delivery of production materials within and between departments. Loads, unloads and moves materials within or near the plant. Reads work orders or follows oral instructions to ascertain materials or containers to be moved. Loads and unloads materials onto or from pallets, trays, racks and shelves by hand. Conveys materials to or from storage or work sites to designated area, using hand truck, electric dolly or other device. Lifts heavy objects by hand or using power hoist, and cleans work area, machines, and equipment, to assist in production requirements. Operates industrial truck or power mule to assist in loading or moving materials and products. Maintains proper inventory levels and minimizes variances. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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. While performing the duties of this job, the employee is regularly required to stand. The employee frequently is required to



use hands to finger, handle, or feel. The employee is occasionally required to walk; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include color vision, and ability to adjust focus.

Terminal Operator, Aggregate Industries, Des Moines, Iowa www.indeed.com

The Terminal Operator safely operates all equipment at the location used to load and unload rail cars, boats and/or trucks, ensuring order accuracy and expeditious processing of requests. Maintain grounds, offices, warehouse, yard, etc. Carry out tasks related to loading/unloading material, both bulk and bagged, for rail, waterway, and road methods of transportation, as appropriate for the specific location. Operate and conduct general maintenance on mobile equipment. Assist with general mechanical maintenance. Education: High School diploma/GED. Work Experience: 1-3 years. Must be able to complete paperwork, Candidates with a mechanical background and welding experience are desirable.

Production Workers, CLM Pallet Recycling, Inc. - W Des Moines, IA www.indeed.com

Position Openings for 1st and 2nd Shifts Production Workers, The Pallet Repairer and Band Saw Operator positions in our warehouse requires intense manual labor and they are responsible for repairing wooden pallets in a high-volume, safety-oriented industrial manufacturing production facility. Primary duties include: Perform visual inspection of returned pallets for any areas that do not comply with established quality specifications. Remove and replace broken boards and blocks. Understand and comply with strict customer specifications regarding the proper placement of materials, boards, blocks, fasteners, to meet quality standards. Work with power tools, such as two-handed nail guns, and hand tools, while wearing proper Personal Protective Equipment (PPE). Physical Demands of the Applicant seeking to work within our Industrial Manufacturing Production Environment: Must be able to lift, push and pull up to 80 pounds on a regular basis. Must be able to walk and stand for up to 10 hours per shift. Must be able to use arms in a side-to-side, up and down, and/or circular motion. Repetitive use of hand-held hammer, saws and other power tools. Higher than normal continuous noise and wood dust exposure in the plant area. To apply in person Monday through Friday, please complete an application at the following: CLM Pallet Recycling, Inc., 2420 Grand Avenue W. Des Moines, IA 50265

CITY CARRIER ASSISTANT, United States Postal Service - Des Moines, IA www.indeed.com

\$16.06 an hour, Delivers and collects mail on foot or by vehicle under varying road and weather conditions in a prescribed area; maintains professional and effective public relations with customers and others, requiring a general familiarity with postal laws, regulations, products and procedures commonly used, and geography of the area. This job has an exam requirement. Currently, applicants for this posting who do not yet have an exam score are being invited to take the exam. Examining will continue until capacity has been reached. Facility Location SOUTH DES MOINES 1165 2nd AVE DES MOINES, IA 50301

Resident Assistant- Keystone Home, Part Time, ChildServe Des Moines, IA www.indeed.com

Responsible for supporting the children and young adults with daily living and encouraging their independence in a home setting. Works in cooperation with Home Supervisory staff or designee, therapists and other professional staff, nursing staff, and families in life skills development. Certified Nurse's Aide (CNA) or Certified Medication Aide (CMA) helpful. Experience: None required. Previous work with children or adults with disabilities preferred. Must have or be willing to obtain chauffeurs license within one month of start date. Also, must have or be willing to become a Certified Medication Aide (CMA) within 3 months of start date. Part-Time, rotating 24 hours week one, 16 hours week two



(40 hours/pay period) 2pm-10pm shifts with every other Saturday 6am-2pm

Heating and Cooling HVAC Apprentice, Service Legends, Des Moines IA www.indeed.com

To obtain the knowledge and training to perform proper maintenance on heating and air conditioning systems that prevents systems from breaking down and provide safety and comfort for our clients. Communicate options to clients for maintenance, repairs, replacement and indoor air quality by following the communications process. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.

Evening Cleaning, Midwest Janitorial Service, Inc. - Des Moines, IA www.indeed.com

\$9 - \$13 an hour, Midwest Janitorial Service is looking to hire part time positions for evening, night and weekend cleaning. 2nd Shift Openings are anywhere from 10-25 hours per week. Work 1 - 5 days per week. 3rd Shift Cleaning is Monday - Friday from 9:00 pm - 1:15 am. \$9.50/hr. Weekends: 5-10 hours a weekend. Start Times vary by facility. Positions will require general cleaning, sweeping, mopping. Additionally, restroom cleaning, windows and trash removal is required. Must be able to bend, twist, squat, lift 20lbs and be on feet for entire shift. Great positions to work with a friend or family member. Flexible start times to work around busy schedules. Part-Time

Shipping/Receiving Assistant, Architectural Arts, Inc. - Des Moines, IA

Full Time, Architectural Arts is a commercial millwork company that produces hand-crafted, high-quality millwork projects all over the country. We are currently looking to fill a full-time Shipping/Receiving Assistant position. The Shipping/Receiving Assistant will help with a variety of tasks in the Shipping/Receiving department including, but not limited to, delivery check in, material storage, inventory control, and the loading and unloading of delivery vehicles. The successful candidate will need to be a team player as he/she may, at times, be asked to float between our other shop departments including, but not limited to, finish, cabinets, countertops, and other areas as assigned. This position will regularly require the ability sit, stand, bend, reach and lift a minimum of 40 pounds.

Delivery Driver 5314604, URBANDALE, IA www.iowajobs.org

Johnston Autostores has current openings for part-time and full-time delivery personnel. Job may also involve filling orders, stocking parts and loading and unloading trucks. You may apply in person at 2769 99th Street, Urbandale or respond to this ad with your resume.

Autism Associate-Part-Time overnight 5551144, Des Moines www.iowajobs.org

\$7.35 - \$10.60 Hourly

Autism Associate- Part-time Overnight Position (Wednesday- Friday 10:30PM-06:30AM) Adult Community Services. This isn't just a job; it's an opportunity to make a difference. We have immediate openings for Autism Associates who will get to teach and support adults with autism. You would be inspiring personal growth, teaching self-care, social skills development and in some cases, vocational skills. If you're someone who cares deeply for other people, wants to be challenged every day, is creative and a good listener ' we'd like to talk to you about doing this rewarding work. Responsible for training and assisting persons served in various aspects of daily living, while ensuring compliance with regulatory requirements and company policies and procedures. This position is also responsible for the health, safety and emotional support of the person being served, and electronically documenting the services and supports provided. We will conduct a pre-employment physical, drug screen, OIG, MVR and



background checks.

Automotive Customer Service Advisor 5551142, DES MOINES, IA www.iowajobs.org

Seeking a challenging and fast-paced work environment? Our Customer Service Advisers participate in a highly rewarding program that recognizes outstanding performance. With industry-leading training and strong people-focused leaders, we are committed to advancing your skills and career growth. At Sears Auto Center, we truly are customer focused. This is why we look for individuals that not only have customer service knowledge and experience, but those who enjoy helping others. We are seeking a success oriented customer service adviser who will work passionately towards assisting and educating customers on options available, to provide customer assistance and deliver a positive automotive center experience. The customer service adviser is responsible for selling and servicing customers within the automotive center by maintaining knowledge of product and services. Job Duties/Responsibilities: • Recommend vehicle repair and maintenance to customer and promote sale of products and services mutually beneficial to customer and dealership • Build relationships with customers to promote repeat and referral service business • Building Customer Satisfaction & Loyalty. Employer's Job# 698944BR. Floating Food Service General Worker: Follows direction from Food Service Managers, Coordinators or Clerks. Assists with food preparation, meal service clean-up. School building assignments may vary from day to day. Part time Salary: \$12.29 per hour. Apply on line: www.dmschools.org

Panda Express – Service and Kitchen Team - 64th & Mills Civic PX, www.simplyhired.com

Performs routine food service activities according to established operational policies and procedures. Demonstrates basic knowledge of menu and responds to guest inquiries and concerns in a courteous manner. People Oriented – enjoys working with our guests and fellow associates, possess good communication and interpersonal skills. Growth Oriented – knows that learning and growth are keys to personal and professional success and is willing and able to share with others. Greet and serve customers with quality food and service. Assist in ensuring a clean, safe and well-organized restaurant. Follow food and restaurant safety standards and guidelines. Attention to detail in food/service quality and cleanliness. Ensure a constant and adequate supply of ingredients are prepared according to company specifications and local health regulations.

Part-Time Temporary Child Development Center Cook, Des Moines Area Community College, Ankeny IA

www.simplyhired.com. Job Summary: Part-Time on call substitute cook for the Child Development Center. Essential Functions: Prepare food items for cooking and serving 40-65 children and staff for morning snack, lunch and afternoon snack. Clean and maintain kitchen equipment, utensils, table service, floors, work areas, and food carts. Required Qualifications: Food service experience. The ability to work effectively with peers, staff, students, and the public. Basic math and reading skills.

Maintenance Technician - Live On-Site, Colin Properties, www.desmoineshelpwanted.com

Conlin Properties is currently seeking experienced Maintenance Technician for the Oakview Terrace apartment community in Des Moines. Qualified candidates will have experience in carpentry, plumbing, electrical, HVAC and general repair work. Must be able to work with limited supervision and live on-site. Apartment or multi-unit maintenance experience required. REQUIREMENTS: Valid driver's license, reliable transportation to use during the work day, own set of tools, and successful work history which can be verified. Benefits include: Base salary and comprehensive benefit package including health, dental and vision insurance, long-term disability, basic life, 401k with employer match, and on-site apartment. TO APPLY, PLEASE VISIT OUR WEBSITE AT: <http://www.conlinproperties.com/careers/>



Groundskeeper/Maintenance Technician, Dominion, Des Moines IA www.careerbuilder.com
Dominion is seeking a Full-Time Groundskeeper/Maintenance Technician to work at our 120 unit apartment community in Des Moines, IA. Keeping the premises of the office, building, and grounds in clean and orderly condition. Will assist with cleaning and painting vacant apartment. Light landscaping preferred, previous grounds keeping experience preferred. Basic painting, electrical, and plumbing skills preferred. Wage: \$10-\$11

Kum & Go Sales Associate job in Des Moines, IA www.snagajob.com
Engage with the store team to execute store goals. Follow SOPs (register accuracy, cash counting, food safety, etc.). Promote food service and special sales. Stock, price and face products. Maintain cleanliness inside and outside of store. Display a positive attitude and promote teamwork. Promote the Kum & Go vision and values internally and externally. Exhibits professionalism in appearance, conduct and judgment. Education/Experience: High school diploma or GED preferred. Customer service experience is a plus. Minimum Skills and/or Knowledge Required: Basic computer and math skills, Demonstrates a friendly, helpful customer service attitude, Strong interpersonal skills, including ability to adapt to change.

Pit Crew- Pita Pit Merle Hay- Urbandale, IA www.snagajob.com
We have a part-time/full-time opening for a Pita Pit - Pit Crew- Merle Hay- Urbandale. Must be able to work various shifts per week and be available weekdays and weekends. Be authorized to work in the United States. Must have reliable transportation. Wage: \$8.25 and up

Career Fairs and Events

Iowa Restaurant Association Career Fair

March 1, 2016

10:00 am – 2:00 pm

Iowa Events Center

730 Third Street, Des Moines

FREE

Searching for the job you'll love in the hospitality industry? Connect with some of the leading Iowa hospitality businesses searching for highly skilled employees just like you at the Iowa Restaurant Association Career Fair! Companies like the ones below will be interviewing for management, sales, distribution and trucking positions as well as chefs, operations, bartenders and servers. There is NO COST — All you need is your resume! No RSVP necessary.

<https://www.restaurantiowa.com/event/industry-career-fair/>

Financial Fitness Day

Evelyn K Davis Center for Working Families

Saturday March 12

10:00 – 3:00pm

The Financial Capability Network Financial Fitness Day. Career fair, resource fair, tax preparation, connecting with home ownership and leasing opportunities, credit report review, apply for public benefits, and also various workshops on money management and job readiness.