



### **Sample Job List Week February 29 – March 4**

\*\*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**

#### **Mailroom Clerk, Canon Business Process Services - Johnston, IA [www.indeed.com](http://www.indeed.com)**

Canon Business Process Services Inc. is seeking an experienced Mailroom Clerk for our location in Johnston, IA. Responsibilities include but will not be limited to: Mail handling, routing, pick-up and delivery activities, Receive, sort, and deliver all incoming mail, Wrap, seal, weigh, affix postage and dispatch all outgoing mail/packages in accordance with postal regulations, Package and prepare outgoing overnight items to meet deadlines (i.e. Federal Express, UPS, etc.) Log and track packages, Keeping detailed logs and spreadsheets, submit monthly report.

#### **Office Manager with Accounting, Bookkeeping and HR, Chocolaterie Stam Corporate Office - Des Moines, IA [www.indeed.com](http://www.indeed.com)**

\$18 an hour, Part-time position of approximately 20-30 hours per week. This is a perfect opportunity for a college senior or new grad with some work experience, a freelancer, or someone who needs "mother's hours". Wage is \$18 to \$20 per hour to start. Only qualified applicants: Email your resume and cover letter to by March 4th. Job Summary, The Office Manager position will handle significant accounting related functions in addition to HR tasks and related administrative tasks. Required education: Bachelor's

#### **Warehouse Selector - Part-Time, PDI Ankeny IA [www.pdiemployment.com](http://www.pdiemployment.com)**

The Warehouse Selector efficiently and accurately selects and palletizes customer orders and readies for transport Essential functions of this position are: Must be able to perform the physical requirements exerting 50 to 100 pounds of force occasionally. Operates powered industrial equipment, demonstrating caution and complies with safety rules and regulations in all aspects of the daily job requirements. Must maintain expected levels of performance in productivity and quality according to standards program. Selects product for shipment by safely operating stand-up rider pallet jack and utilizes a voice activated unit (VAU) directing the employee to the correct pick slot. Builds pallets accurately and efficiently by stacking product to ensure product integrity and transport stability. Stretch wraps product on pallet, places batch label on front of stretch wrap and stages product on loading dock. Stages product on loading dock.

#### **Cashier, PepsiCo Urbandale, IA [www.pepsicojobs.com](http://www.pepsicojobs.com)**

The Cashier contributes to the success of the Pepsi Beverages Company by processing all cash and checks, reconciled to the daily route activities of Full Service Vending, Conventional Bay and Bulk Delivery Drivers. This position is located at the Hiawatha facility and is a non-unionized role. Process all Full Service Vending (FSV) coin; count, sort, wrap and box. Prepare and reconcile FSV coin floats and coin bags. Prepare daily bank deposits for Conventional and FSV activity. Audit Merchandisers, Marketing Equipment Management (MEM) and Warehouse's daily activity documents to ensure compliance to PBC policies. Enter and track daily route variances in Excel spreadsheet and follow through to resolve variances within 48 hours. Provide a weekly review and analysis of non-compliant and variance trends. Provide coaching and training to Delivery Drivers, Merchandisers and MEM Service Technicians on document and cash compliance requirements. Coordinate servicing of coin and cash office equipment and replenishment of supplies. Liaise and provide support as required to the local and Business Unit



Central Finance group. Invoice and prepare handheld routes for next day delivery. Provide backup for Settlement by completing late day generation invoices. Prepare and send all documentation to the Business Unit office.

**Library Services Assistant, Urbandale Library, Urbandale, IA [www.indeed.com](http://www.indeed.com)**

\$14.90 hourly the library assistant provides proactive and responsive customer support and service to individuals of all ages, abilities, and backgrounds. The current Library Assistant position is within the Services department. Hours will include Monday evenings and two (2) Saturdays and two (2) Sundays per month. Hours are based on department need. The Library Assistant may also be asked to fill in for additional hours throughout the week. The job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the specific department's needs within the Library. The current position posted is within the Services area with responsibilities to include: Uses integrated library system, computer management, and meeting room booking software. Implements policies and procedures. Monitors and corrects customer behavior. Trains and assists volunteers. Compiles statistics. Attends department and full staff meetings. Participates in continuing education opportunities, staff in-service day, and safety trainings. Performs additional duties and projects as assigned.

**Vending Route Utility Driver, Canteen Vending - West Des Moines, IA [www.indeed.com](http://www.indeed.com)**

\$35,000 a year, Canteen has an immediate full time opening for a career minded individual to join our team in West Des Moines, IA. A worldwide vending company, visit our website at [canteen.com](http://canteen.com) or apply at. Primary responsibility is to provide well stocked, clean and working vending machines on a pre-designated route, as well as maintain customer service and relations. The driver is responsible for making machine collections, put those collections into company vehicle safe and bring back to branch office where they are counted and deposited. This person is responsible for keeping company vehicle properly stocked, completing their route within their normally scheduled hours, keeping vehicle properly maintained, and obeying all traffic laws. The driver is also responsible for accurate recording of information.

**Production/Assembly Worker, Interstate Batteries –Urbandale IA [www.indeed.com](http://www.indeed.com)**

Assembles small parts and battery packs for franchise/manufacturing daily orders. May also be cross-trained to work in other areas of Fulfillment Center. Resistance welds, solders, welds and super glues small parts and battery packs. Assembles and heat-shrinks small parts and battery packs. Assists in facilitating other departments needs related to the Fulfillment Center. Assists with departmental reporting functions. Provides backup support and trains other personnel as needed.

**Office Clerk, Nesco, Urbandale, IA [www.indeed.com](http://www.indeed.com)**

\$ 15.00 - 20.00 /Hour, High school or GED; 2 or more years administrative/clerical experience. Perform administrative tasks to support department; may include data entry, prepare documents and spreadsheets, scan documents, create work orders, file, compile reports and other documents/records and perform simple design within GIS

**Grounds Maintenance/Personal Gardening 5489874, WEST DES MOINES, IA [www.iowajobs.org](http://www.iowajobs.org)**

To be a Personal Gardening Professional you must be dependable, punctual, detail oriented and have a strong work ethic and be willing to work in all weather conditions. Must have general knowledge of plant care requirements. Experience with gardening, and landscape maintenance is a plus but we are willing to train motivated individuals. Must have or be able to obtain within 30 days a state pesticide



applicators license. Must be able to drive and maneuver a box / cube truck through residential streets & driveways. Job responsibilities include the use of small power tools and includes trimming & pruning trees & shrubs, planting & maintaining annuals & perennials, pulling & spraying weeds, trimming hedges, watering & fertilizing flower beds, leaf removal, and installation of holiday decor. Must have good communication skills and be able to complete daily paperwork. Applicant must have a valid driver's license with a good driving record, we will run an MVR. Lifting Capacity 50 to 75 lbs.

**Backroom Associate 5562656, DES MOINES, IA [www.iowajobs.org](http://www.iowajobs.org)**

Jobs in the category are responsible for the execution of all receiving activities including unloading merchandise, merchandise preparation and staging, outbound shipments, and daily stockroom activities. Assist in maintaining the stockroom in a neat, orderly and safe manner. Other duties include promptly serving the customer at merchandise pick-up, properly sorting merchandise, and properly using all material handling and safety equipment

**Stocker Merchandiser 5562655, Dr. Pepper Snapple - Des Moines IA [www.iowajobs.org](http://www.iowajobs.org)**

(Pay Progressing to \$13.50/hr.) Stocker Merchandiser - Des Moines IA (Pay Progressing to \$13.50/hr.) (1602987) The Merchandiser is responsible for providing high-quality merchandising support for Dr Pepper Snapple Group brands to retail stores within an assigned territory. Join the team at Dr Pepper Snapple Group and make a difference by pursuing everything that you do with the determination that sets us apart from our competitors. Driving for results leads to recognition and personal growth within the company, helping us to achieve our goal to "Be the Best Beverage Business in the Americas". The success that comes from within each of us is recognized, and creates opportunities for your growth in the organization.

**Leasing Consultant 5562590, DES MOINES, IA [www.iowajobs.org](http://www.iowajobs.org)**

This position is responsible for the leasing and marketing function of the property. Assists the Community Manager with the overall operational and financial success of the residential property. Follows CSM high standards of quality to ensure resident satisfaction. Leasing/Marketing: Actively solicit business to achieve occupancy and rental goals of the property (45% closure rate on new leases and renewals or as directed). Assure that prospective residents are reached through advertising and further market the property by responding to phone inquiries, internet leads, and property tours. Responsible for accurate preparation and administration of all leasing activities (i.e. - paperwork, applications, leases, etc.). Assist in the completion of market studies. Inspects and makes recommendations regarding physical products as necessary to hit sales goals.

**Delivery Clerk 5560236, ANKENY, IA [www.iowajobs.org](http://www.iowajobs.org)**

Responsible for the daily commissary duties at the County Jail, to include: Collect and process completed order forms, Delivery of commissary orders, Resolve and respond to all inmate commissary grievances, Ensure all credited product is returned back into inventory properly, Maintain an open relationship and act as a liaison between our company and the County Jail staff. Assist in all aspects of training, scheduling and disciplining commissary delivery help. Ensure all delivery staff know and follow the jail rules, regulations, policies and procedures. Process weekly time sheets for submission to payroll for commissary delivery help. Assist delivery driver uploading the truck and moving loaded commissary carts to storage site, carts can be in excess of 100 lbs. and are moved through long hallways approximately 100 yards. Sorts and places commissary items on racks, shelves, or in bins according to the predetermined sequence which entails long stretches of standing and lifting. Reports all damaged or



defective materials or questionable conditions to the Service Center Supervisor or Manager. Complete miscellaneous duties as assigned.

**Universal Worker (FT Days) 5561471, DES MOINES, IA [www.iowajobs.org](http://www.iowajobs.org)**

Consider working at Village Assisted Living! As a team member in our faith-based community, you will help us carry out our mission every day by working directly with tenants and understanding the little things mean a lot in their daily lives. We are looking for team members who can relate to seniors, maintain a professional, upbeat attitude, have an eye for detail and the ability to present yourself in a professional manner. We are currently seeking Full-Time Day Shift Universal Workers. Universal Workers are highly valued by staff and residents alike! 12 hour shifts 7:00 am - 7:00 pm, Provide residents with desired services in a caring, safe and timely manner, Assist residents with maintaining and cleaning their apartments, Help maintain the common areas of our beautiful facility, Ensure residents have a pleasant dining experience in our restaurant style dining room, Assist residents with personal care with dignity and grace.

**Sales Floor Team Member 5561410, Target, DES MOINES, IA [www.iowajobs.org](http://www.iowajobs.org)**

Sales Floor Team Member apply now Job ID5563758 Date posted 02/12/2016 Location Des Moines, IA - United States Description: Provide fast, fun and friendly service. Maintain a clean, great-looking store. Train new team members. Deliver accurate product placement, pricing and labels. Learn new technology. Neatly arrange items on shelves. Move merchandise using proper equipment and techniques. Act quickly to resolve guest concerns. Cross train and work in other areas of store as needed. Quickly and accurately scan and bag all items and collect payment.

**Office Administrator/Receptionist (West Des Moines, IA) [www.desmoines.craigslist.org](http://www.desmoines.craigslist.org)**

Kaufman Construction is an award-winning, full service, design/build company. KC Handyman, a division of Kaufman Construction, focuses on home maintenance/repairs and smaller remodeling projects. We are looking for a candidate that is dependable, trustworthy, accepts responsibility, and strives to exceed expectations. Answer phones and provide information about services. Input Data and Maintain Client Database. Maintain Subcontractor Agreements and Certificates of Insurance. Coordinate special events/tasks as necessary. Order and maintain office supplies. Maintain company clothing inventory. Assist all office personnel, as needed. Perform general office duties - filing, create binders, create reports, etc. Education: High School Diploma (or equivalent) Qualifications: 5+ years of previous administrative experience

**Menards Morning and Evening Stock (Clive) [www.desmoines.craigslist.org](http://www.desmoines.craigslist.org)**

The Clive Menards is now looking to fill Part-Time Stocking positions! Ideal Candidates will be:, Sales-oriented, Self-motivated, Able to work independently, Able to work early mornings for Primary Stocking shift or evenings for Secondary Stocking shift, Able to lift product (variety of weights), Experienced in the retail and/or service industries, The Stocking position is available Monday through Saturday: Early mornings from 5 a.m. to 9 a.m. and evenings from 6 p.m. to 10 p.m., additional shifts are available throughout the day. You choose between 4, 5 or 6 days/week. To apply, please stop in at the Clive store and apply in person

**Yard/Shipping/Receiving Team Members- Part time! (Clive) [www.desmoines.craigslist.org](http://www.desmoines.craigslist.org)**

The FASTEST GROWING Home Improvement Center in the Midwest is looking for CUSTOMER-FRIENDLY Team Members who are AMBITIOUS and HARD-WORKING. If you have the initiative and desire, we can



offer you: Unlimited Opportunities, Career Advancement, Competitive Wages, Regular Pay Increases, Forklift Incentive Pay, Weekend Bonus Pay (\$2.50 per Hour), Apply in person at the Clive Menards

**Valet Attendant Needed: PT / FT (Mercy Medical Center - Des Moines) [www.desmoines.craigslist.org](http://www.desmoines.craigslist.org)**

Do you like to drive cars? Are you driven to make a difference? If this is you, let's talk! Health Park Valet has an immediate need for outstanding Valets at Mercy Hospital in Des Moines. Valet is a great job for someone looking to make extra money with a flexible schedule. This position is ideal for someone looking to make a positive impact on others. Enthusiasm and a passion for customer service are the key attributes that we look for in a Valet as you will be the first contact that the patient has with Health Park Valet and the hospital. To become a difference-maker at Health Park Valet, you will need: A valid driver's license for at least 3 years. A clean background check and driving record. Excellent communication skills and a passion for customer service. The ability to stand for long periods of time and jog in short bursts over an 8-10 hour shift. A good working knowledge of most cars. An ability to drive a manual transmission (preferred). The flexibility to work holidays and weekends is preferred. Must be able to run or light jog to valet parking lot 10 to 15 times per shift.

**Receptionist/Secretary (Des Moines) [www.desmoines.craigslist.org](http://www.desmoines.craigslist.org)**

Small Des Moines law firm seeking full time receptionist/secretary. Duties include answering the phone, opening mail and scanning of documents and some typing/secretarial duties. Prior legal experience is preferred. Phone and efficient computer skills required. Full Time

**Line cooks / food servers needed (Club Car Restaurant) [www.desmoines.craigslist.org](http://www.desmoines.craigslist.org)**

Experienced line cooks needed with strong broiler and sauté skills. Evening hours 4p - CL Mon - sat shifts available. Compensation: \$13.00 and up based on experience for cooks, Food servers needed, flexible hours for lunch and dinner shifts. Mon - sat. Club Car Restaurant, 13435 University Ave, Clive IA 50325, (515) 226-1729

**Team Member, Burger King Des Moines IA [www.snagajob.com](http://www.snagajob.com)**

Location, 2222 M. L. King Jr. Parkway, Des Moines, IA 50314, GREAT BENEFITS...COMPETITIVE PAY...FLEXIBLE SCHEDULING! If you're ready for a job that sizzles with potential, you're ready for Burger King. Burger King sells the best fire-grilled hamburgers in the world. We are looking for Team Members who are motivated, team-oriented, friendly, dependable and driven to providing excellent guest service!

**CarMax Detailer, Des Moines, IA [www.snagajob.com](http://www.snagajob.com)**

If people are telling you that you have one of the cleanest, well-kept vehicles in your neighborhood, chances are you enjoy doing it! How would you like to get paid for doing what you enjoy? But that's not all. At most CarMax locations, you would be working in an "air conditioned" service shop with other great team members! Detailer responsibilities include washing, waxing, & buffing vehicles, as well as overall the reconditioning of our vast inventory of vehicles. Applicants must be dependable, detail oriented, and have the ability to work in a fast paced environment. Preference will be given to candidates with buffing and other detailing experience.

**CarMax Inventory Associate job in Des Moines, IA [www.snagajob.com](http://www.snagajob.com)**

Would you enjoy a job that has you working outside more than in? Do you want a professional opportunity that doesn't have you dressing in a suit every day? As an Inventory Associate, you can enjoy a casual work environment in a team oriented, fast paced environment! Inventory Associate responsibilities include computerized tracking of inventory, receiving, staging and prepping inventory,



quality control checks and facility and ground maintenance. Experience in a fast paced environment as well as previous inventory tracking responsibilities are a plus. Applicants must be open to work some nights and weekends as well as in all types of weather.

**Baker's Square Line Cooks job in Clive, IA [www.snagajob.com](http://www.snagajob.com)**

Now in our third decade of serving award-winning pies, our guests visit Bakers Square because they know they can count on us to satisfy their hunger for life's simple pleasures. Bakers Square's reputation endures because we have the best team members. We hire people who are enthusiastic and have the drive to succeed. Now is a great time to join our team! Now Hiring: Line Cooks

**Flix Brewhouse Line Cook job in Des Moines, IA [www.snagajob.com](http://www.snagajob.com)**

To set up and break down kitchen according to cinema guidelines. Prepares all food items as directed in a sanitary and timely manner. Basic understanding of professional cooking and knife handling skills. Knowledgeable of safety, sanitation, and food handling procedures. Previous prep or line cook experience. Sets up stations according to cinema kitchen guidelines. Prepares all food items as directed in a sanitary timely manner according to food handler's guidelines. Follows recipes, portion controls, and presentation specifications as set by Flix. Assists with the sanitation, and organization of the kitchen, walk-in coolers and all storage areas. Reads, comprehends and executes recipes according to the recipe card or batch card. Understands HMCP and how it affects our operation & guests. Performs additional responsibilities as required by the Kitchen Manager or Assistant KM at any time. Follows opening and closing procedures. Works in a fast-paced and hot environment. Follows written and/or verbal instructions. Flexible with job duties.

**ALDI Store Associate job in Des Moines, IA [www.snagajob.com](http://www.snagajob.com)**

We have important requirements for all potential ALDI employees. You must be able to lift and stock merchandise up to 45 pounds. You must be able to multitask and communicate effectively with your fellow staff, while being open to new ideas. Excellent customer service skills and communication are a must, as well as a flexible schedule. We provide an extensive period of training that will give you the tools, skills, and confidence you need to excel at ALDI. You must have a High School diploma or G.E.D. You must also pass a drug background check. Are you up for the challenge? As a Store Associate with ALDI, you will be part of an established and growing organization with a great reputation for providing the highest quality food at the lowest possible prices. Our tight-knit family atmosphere can't be beat, and you will find that you will have plenty of team support as you grow into your role. You will receive 75 hours of paid training and mentoring over the first month of employment to ensure your success with us, and our promote-from-within policy means that you'll have plenty of opportunities to advance to Shift Manager and beyond.

**La Quinta Inns & Suites Room Attendant job in Clive, IA [www.snagajob.com](http://www.snagajob.com)**

Here's your opportunity to "Work on the Bright Side®"! La Quinta Inns & Suites®, a leader in the hospitality industry, is searching for Room Attendants who have an eye for cleanliness and take pride in what they do. This position is primarily responsible for cleaning public areas, guest rooms and bathrooms. Other duties include stocking supply carts, room deep-cleaning projects, and assisting with other duties as needed. Our Room Attendants are measured by the amount of time it takes to complete their assigned rooms, the quality of their work, and other company goals. The ideal candidate will be a flexible team player who wants to be the bright spot in our customer's day.

**Holiday Inn Hotel & Suites Housekeeper job in Des Moines, IA [www.snagajob.com](http://www.snagajob.com)**



Cleans guestrooms, lobbies, lounges, rest rooms, corridors, elevators, and stairways. Sorts, counts, fold, marks, or carries linens. Cleans hotel according to franchise standards and within required timeframes to include but not limited to: making beds; dusting furniture; washing walls, ceiling, and woodwork; sweeping, scrubbing, waxing, and polishing floor; washing windows, door panels, and sills; emptying wastebaskets, and emptying and cleaning ashtrays; cleaning and vacuuming rugs, carpets, upholstered furniture, and draperies; and cleaning bathroom sink, toilet and tubs/showers stalls. Replenishes supplies such as bathroom necessities, drinking glasses and writing supplies. Moves furniture, hangs drapes, and rolls carpets to ensure compliance with franchise requirements. Transports trash and waste to disposal area. Replaces light bulbs. Stocks, organizes, and maintains housekeeping carts and equipment. Greets guests in warm, friendly manner. Ensures key control and security policies to maintain the guest's privacy and security of personal belongings when working in guestrooms. Use all materials, chemicals and tools safely to avoid injury, waste, unnecessary damage or accidents.

**Entry Level Positions, Nationwide, Des Moines IA [www.desmoineshelpwanted.com](http://www.desmoineshelpwanted.com)**

Sign on Bonus \$1500 or \$2500, Entry Level Positions, Learn More about our sign on bonus openings: Direct Sales Agent (No Cold Calling) AND Member Care Representative II Want 3 days off? Choose our 4 day work week schedule! OR Do you prefer a 5 day work week? We have that too! Working Conditions: Call center environment; possible 24/7/365 hours of operations. Extended periods of sitting/using personal computer and phone. Non-standard hours based on phone volume. Education: High school studies; some undergraduate studies preferred.

**Direct Support Professional (DSP) 24 HR, Easter Seals of Iowa, Des Moines IA [www.indeed.com](http://www.indeed.com)**

Primary/Secondary Customers Primary Customers for the Independent Living Skills Professional are the clients and their families. Secondary Customers are the funding agencies. Hours: M-F 2:15pm to 10:15 pm (Includes Benefits), 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 goal. 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. Support clients with maintaining a clean, safe and healthy environment. Support clients in searching for independent housing, and/or roommates. Support clients with transportation issues including providing transportation. Monitor and document clients' progression toward outcomes and goal achievement. Maintain active communication with internal team members and clients' support team

**Career Fairs and Events**

**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.