



Sample Job List Week July 5 – July 8

***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. ***

Assistant Manager Hy-Vee, Inc. Ankeny, IA www.indeed.com High School or equivalent experience. Two years or more of similar or related work experience preferred.

Produce Clerk Part-time Pleasant Hill, IA www.indeed.com. Less than High School or equivalent experience. Six months or less of similar or related work experience.

Chinese Express Clerk Part-time Hy-Vee, Inc. Pleasant Hill, IA www.indeed.com High school or equivalent experience and six months or less of similar or related experience.

Assistant Manager Hy-Vee, Inc. Ankeny, IA www.indeed.com High School or equivalent experience. Two years or more of similar or related work experience preferred.

Certified Pharmacy Technician Hy-Vee, Inc. West Des Moines, IA www.indeed.com High school diploma or equivalent. Certified as a licensed technician through a certified national program and maintains continuing education requirements to keep license active. Previous experience as a pharmacy technician or pharmacy clerk is preferred.

Night Stock Manager Hy-Vee, Inc. West Des Moines, IA www.indeed.com High school diploma or equivalent experience. Three to five years of similar or related work experience.

Salad Bar Express Manager Hy-Vee, Inc. Des Moines, IA www.indeed.com High School or equivalent experience. Over one year of similar or related work experience.

Maintenance Assistant Terradin LLC - Des Moines, IA www.indeed.com Responsible for maintaining the grounds, facility, and equipment in a safe and efficient manner, in accordance with established procedures, and as directed by your supervisor, to ensure that a successful, viable, maintenance program is maintained at all times. Must possess, as a minimum, a High School diploma or equivalency. Must have some knowledge and experience in yard maintenance, painting, and minor house repairs. Must have some carpentry skills.

Pizza-olo Blaze Pizza Des Moines, IA www.indeed.com As a Pizza'olo, you will be responsible for: Serving each guest courteously, quickly and efficiently with a sincere, positive, pleasant and enthusiastic attitude

Housekeeping Department Employees Full-time Adventureland Inn - Altoona, IA www.indeed.com We are in need of people for Housekeeping (9:30am-5pm), Laundry (7am-3pm or 10am-6pm), and Laundry Runners (9:30am-5pm). Either area has their own tasks and



responsibilities but all do require you to be 18 years of age or older. We are hiring for these positions immediately. Must be able to work all weekends.

Homemaker and Companion Part-time A-1 CAREERS: Healthcare Division Des Moines, IA www.indeed.com Qualifications: High school diploma or GED Licensed driver in the State of Iowa with automobile insurance in accordance with state and/or organizational requirements. Strong interpersonal skills and ability to work as a collaborative team member sufficiently literate to communicate with patients, staff and others as job requires CPR - Maintain a valid Cardiopulmonary Resuscitation Certification with re-certification as required by the American Heart Association

Housekeeper/Room Attendant Motel 6 Altoona, IA www.indeed.com The Housekeeper Is responsible for cleaning the rooms and grounds of the property as assigned by the Operations Manager or General Manager.

Sales Consultant Best Buy Digital Imaging Part-time Best Buy West Des Moines, IA www.indeed.com Basic Qualifications 3 months experience actively using and learning about customer electronics Prior experience in a team environment requiring clear, professional and effective communication Prior experience with recommending products, services or solutions to others Preferred Qualifications High School Diploma or equivalent 3 months experience working in customer service, sales or retail 3 months experience working with department specific products

Call Center Representative I Full-time Mercer Urbandale, IA High school diploma required and college degree preferred. Customer service or sales experience preferred 0-2 year's customer service experience preferred.

Customer Care Representative Early Out Services, Inc. W Des Moines, IA www.indeed.com Early out Services provides a variety of business office services to healthcare clients (i.e. hospitals, clinics, physician's offices) and is dedicated to receivables management services Qualifications High School Diploma or General Education Degree (GED) Must possess excellent communication and customer service skills Must be proficient with multiple software applications Must type 40 WPM Basic knowledge of medical insurance (EOB, Co-Pay, Deductible) a plus Experience with medical billing, collections, medical insurance or within a call center or "dialer" environment is a plus

Member Services and Retention Specialist Better Business Bureau Des Moines, IA www.indeed.com Qualifications: A college degree or equivalent work experience Excellent verbal and written communication Proficiency in Excel and other Microsoft applications A strong work ethic with a goal oriented and results driven mindset

General Manager Dairy Queen Des Moines, IA www.indeed.com 2-4 years of experience managing a restaurant. The ability to work flexible hours. The ability to train, guide and lead management staff. Required licenses or certifications: Driver's License Servsafe or equivalent



Hotel Housekeeping Employees Adventureland Inn - Altoona, IA www.indeed.com. We are in need of people for Housekeeping (9:30am-5pm), Laundry (7am-3pm or 10am-6pm), and Laundry Runners (9:30am-5pm). Either area has their own tasks and responsibilities but all do require you to be 18 years of age or older. We are hiring for these positions immediately. Must be able to work all weekends. Starting wage is \$9/hr.

Public Safety Officer (PRN) Broadlawns Medical Center Des Moines, IA www.indeed.com
Qualifications: One year of related security or behavioral health experience. Valid Iowa Driver's license. No moving violations within the last year. HS Diploma or GED. May not be convicted of a crime other than a minor traffic violation, and may not have more than one moving violation in a 12 month time.

Accounts Receivable Rep. Broadlawns Medical Center Des Moines, IA www.indeed.com
Responsible for follow up of medical claims accounts. Individual must prioritize workflow and ensure BMC receives accurate and timely reimbursement. Qualifications: High school graduate or equivalent. Minimum one-year experience in medical field with an understanding of hospital billing and collections or two years relevant experience. Understanding of insurance payment structures, Medicare and Medicaid.

Medical Receptionist IMMANUEL Windsor Heights, IA www.indeed.com Education- Post high-school Associate Degree or Certification required, preferably in a healthcare related field. Basic Life Support (BLS) Skills i.e. Health Care Level Cardiopulmonary resuscitation (CPR); Automated External Defibrillator (AED); First Aide (FA). Experience- One (1) year experience working with the frail or elderly population is required. Two (2) years in administrative job, preferably in the healthcare industry. Experience with the types of software used in the medical field. KSA – Knowledge Skills Abilities - Must have medical clearance for communicable diseases and up-to-date immunizations before having participant contact. Must have a valid driver's license, proof of insurance and have means of transportation. Skilled in written and oral communication. Skilled in utilizing software applications Ability to apply and adapt skills and knowledge acquired through training and development opportunities. Ability to chart via Electronic Health Records Proven experience and basic computer proficiency (internet, email, Microsoft Office)

Claims Representative R244 Full time EMC Des Moines, IA www.indeed.com Essential Functions: Investigates basic subrogation claims to prove liability or locate a liable party Obtains recorded statements from insureds and/or claimants Reviews police and fire reports, bills, invoices and receipts related to subrogation claims Provides information to and advises branch offices on status of claims Obtains confessions of judgment and installment agreements with uninsured liable parties Prepares, files, monitors and attends small claims proceedings Negotiates subrogation claims with other insurance companies and adverse parties Prepares and files basic arbitrations Education & Experience: Associate's degree or equivalent work experience One year of claim handling or insurance experience required (Bachelor's



degree may be considered in lieu of the experience requirement) Insurance designations preferred. Education & Experience: Associate's degree or equivalent work experience One year of claim handling or insurance experience required (Bachelor's degree may be considered in lieu of the experience requirement) Insurance designations preferred Knowledge, Skills & Abilities: Good knowledge of subrogation and legal terminology Basic knowledge of claims theory and practice Good knowledge of computers and software High standards of professional conduct. Good written and verbal communication skills, excellent telephone etiquette Good problem-solving abilities and organizational skills. Valid driver's license with an acceptable motor vehicle report per company standards required if traveling

Administrative Assistant YES! Communities Des Moines, IA www.indeed.com Essential Functions: Answer phones and greet customers in a courteous and professional manner Prepare correspondence as directed. Maintain office files Order and verify receipt of supplies Maintain office equipment Collect payments from residents and assist them with electronic payment set-up Follow-up with any delinquent rent or loan accounts and coordinate repayment. Create and maintain a positive Community environment Create and ensure a safe work environment Follow safety precautions and procedures Complete all work in a timely manner, without sacrificing quality Maintain professional behavior which does not interfere with the individuals work, the work of another Team Member, or the quality of life for Community Residents Required Skills: Spanish bilingual candidate preferred Excellent oral and written communication skills Must be self-motivated, independent and able to work with minimal supervision Computer Skills including Microsoft Office software products Education and Experience: High School Diploma or equivalent Previous collection experience a plus

Front Desk Representative - (160000QS) La Quinta Inns & Suites Clive, IA www.indeed.com The Front Desk Sales Representative to be the first person who greets our guests when they arrive at our hotel. This position is responsible for providing superior guest satisfaction while attending to guest needs such as check-in/check-outs, reservations, and answering guest questions and needs. The ideal candidate will work easily in a fast-paced environment while maintaining an optimistic, "energy-giving" attitude to be the bright spot in each guest's day. Other key duties include: Process guest registrations, including collecting payment Complete shift reports Respond to guest needs, special requests, and complaints; alert the appropriate manager to potential issues as needed Promote, answer questions about, and enroll guests in La Quinta's frequent guest program Assist other team members in various assignments including operating the courtesy van and/or assisting with breakfast, laundry, or housekeeping duties Maintain and clean the lobby and bathroom as needed Must have a high school diploma or equivalent Must be flexible in hours and days worked Must have sound judgment and discretionary skills and be able to work with little or no supervision Must be proficient in the use of common Windows-based computer programs, including Microsoft Word and Excel Must be able to operate basic office machines, i.e., copier, fax, printer, etc.

Department Secretary-Midwife Services-Methodist (JOB ID: 13680) Full Time Des Moines Pleasant St Center Performs secretarial duties including typing, maintaining organizational



charts and committee lists, scheduling meetings, coordinating print requests and direct mailings and maintaining data base information. Demonstrates initiative to improve quality and customer services. High school diploma or equivalent required. 3-5 years secretarial and general office experience preferred. Prefer candidates who have taken a coding/billing and medical terminology course. Requires excellent communication skills as well and computer skills. Efficient and knowledgeable in Excel spread sheet, Access databases, Microsoft Word and Power Point. Typing skills at 70 words per minute and excellent organizational skills. Must be able to read, write and speak English fluently.

Warehouser 2 Job ID 2016-4233 Kemin Industries, Inc. Des Moines, IA www.indeed.com
Storage raw and finished goods(bulk and packaged) Order picking Staging and loading of shipments Inventory transactions (such as recording product) Filling containers and tankers Performing computer entry Handling internal communications Responsibilities: Receive materials physically, as well as in the computer Pick orders for customers Stage and load all shipments Perform timely, accurate inventory transactions Coordinate information between shipping/receiving and other departments within Kemin Wrap loads of finished goods Process UPS & FedEx shipments Load/unload trucks, containers, and tankers Qualifications: High school diploma or equivalent, some college preferred 1-3 yrs. warehousing experience with Inventory Control experience required 1-3 yrs. manufacturing experience (food-grade background desired) 1-3 yrs. forklift experience GMP background Computer knowledge ISO 9001 knowledge preferred Chemistry knowledge preferred Ability to move 55 lbs. Effective written and oral communication skills with a minimal English proficiency level of Intermediate Low as defined in the ACTFL Proficiency Guidelines

Warehouse Production/Material Handler/Forklift Operator, Spartan Staffing Des Moines, IA www.indeed.com
Job Description Safely loads, unloads, moves and stacks product using a forklift or other material handling equipment. Properly utilizes a warehouse management system and maintains appropriate work documents. Safely picks, wraps, counts, weights, inventories or tags products and materials. Safely loads outbound freight; receives inbound loads. Properly inspects trailers prior to loading or unloading freight. Maintains cleanliness of work area. Assists other employees in the performance of their assigned duties when necessary Job Requirements High school diploma or equivalent preferred One year of experience in warehouse operations preferred Effective customer service skills Able to lift, carry, push and pull items up to 70 pounds Material handling certification required. May be exposed to excessive temperatures, noise, dirt/dust, hazardous chemicals Ideal Candidates Experience preferred Committed to safety at all times Excellent attendance

Administrative Assistant YES! Communities Des Moines, IA www.indeed.com Primary responsibilities are administrative office duties and assisting with payment collections. Education and Experience: High School Diploma or equivalent previous collection experience a plus.



Retail Sales Associate - Paint PPG Industries - West Des Moines, IA Through our interactive training program, you will receive the skills and knowledge you need to successfully provide excellent customer service as you provide product recommendations, color matching options and paint tinting services to assist our customers with their projects. Qualifications High school diploma or GED is required Valid Driver's License with the ability to pass a Motor Vehicle Record background check Ability to lift up to 70 pounds Excellent customer service skills with the ability to build successful relationships Ability to work flexible shifts, hours and days

Part Time Store Associate Tuesday Morning Ankeny, IA www.indeed.com Team oriented, positive, upbeat and friendly with the ability to maintain composure under pressure and resolve guest concerns excellent verbal and written communication skills with the ability to multi-task, and prioritize Must be 18+ years old.

Grill Cook/Cashier Canteen Vending Part-time Ankeny, IA www.indeed.com Cook, prep, clean, cashier, and do some dishes 2 years cook and cashier experience 1 year supervise experience it is a day and evening hours position

Cook/Prep Cook Full-time Hotel Renovo - Urbandale, IA www.indeed.com Looking for an experienced cook or open minded and willing to learn person that will show hard work and dedication to a 4 star hotel. Job includes making room services orders, prep food for the next morning, cleaning and maintaining the kitchen. Helping with little projects around the hotel. Please apply with a resume! Required education: High school or equivalent

Field Technician Examinetics Des Moines (Training provided) Des Moines, IA www.indeed.com the Occupational Health Specialist (Field Technician) represents Examinetics all across the nation. As a Field Technician, you will be responsible for driving the 26 ft. mobile unit to client sites to provide exceptional service. Some additional duties for the Field Technician include setting up and calibrating equipment, administering tests and ensuring that the tests are valid and complete. Perform audiometric tests and explain the test results. Understand the highlights to the hearing conservation program. Basic understanding of the respirator fit test and appropriate regulations. Administer the respirator questionnaire and obtain appropriate physiological documentation (blood pressure, height, weight, otoscopies, etc.). Field Technician Qualifications: Must be 21 years old and possess a valid Iowa Chauffer's license. Possess basic computer skills, a positive attitude and good customer service skills.

Research\Remediation Analyst 2 Job ID Number: 5253679-1 Wells Fargo West Des Moines, IA www.indeed.com Required Qualifications 5+ years of customer contact experience in a financial services environment; or 4+ years of experience in one or a combination of the following: financial services operations, underwriting, or quality assurance Desired Qualifications Advanced Microsoft Office skills Ability to navigate multiple computer systems, applications, and utilize search tools to find information Excellent verbal, written, and interpersonal communication skills Good analytical skills with high attention to detail and accuracy Ability to prioritize work, meet deadlines, achieve goals, and work under pressure in a



dynamic and complex environment Ability to translate and summarize complex data into understandable, actionable information and recommendations Strong math skills Knowledge and understanding of underwriting policies and procedures, investor guidelines, and regulatory updates Default claims experience Knowledge and understanding of mortgage default: servicing A BS/BA degree or higher

Client Service Associate Full Time Lincoln Savings Bank - Clive, IA www.indeed.com
Necessary Skills and Attributes Previous banking experience preferred/ or retail experience o Task oriented and diplomatic o Outstanding problem-solving skills o Must be patient and conscientious o Detail oriented with a focus on accuracy

Operations Processor 3 Job ID Number: 5253776-1 Wells Fargo Des Moines, IA www.indeed.com this is a first shift position (7:00am-3:30pm). Required Qualifications 3+ years of operations experience Desired Qualifications Strong analytical skills with high attention to detail and accuracy excellent verbal, written, and interpersonal communication skills. Ability to independently provide summary and recommendations on operational data Basic Microsoft Office skills Ability to navigate multiple computer systems, applications, and utilize search tools to find information 10-key numerical data entry experience Strong time management skills and ability to meet deadlines Strong organizational, multi-tasking, and prioritizing skills. Ability to work in a fast paced deadline driven environment Other Desired Qualifications: Knowledge of Kofax and ICMP Previous experience transitioning paper based mortgage documents to electronic formats, including imaging paper files, indexing documents to image repositories, lifting data from documents, and shipping functions Prior experience utilizing doc management programs and systems Ability to research and analyze information found within mortgage documents

Operations Processor 3 Job ID Number:5253921-1Wells Fargo West Des Moines, IA www.indeed.com Consumer Credit Card Collections is seeking candidates who have excellent problem solving skills, pay high attention to detail, and communication skills to work as Collection Representatives. You will be working in a call center with a very structured schedule. Duties include: Using an auto-dial system to initiate customer contact and determine reason for delinquency. Using excellent customers service skills and evaluating customers' financial situations and negotiates terms of repayment to bring account current. Maintaining quality and accuracy for compliance and excellent customer service. Expected Start Date: End of July or beginning of August Working schedules: Sunday - Thursday schedule: Sunday 8am - 4:30pm, Monday - Thursday 1pm – 10pm Tuesday - Saturday schedule: Tuesday - Thursday 1pm –10pm, Friday 10am - 7pm, Saturday 8am - 4:30pm *Various shifts are available depending on tenure with WF for internal WF transfers*The working schedules include a shift premium pay for the evening hours worked and a generous monthly incentive opportunity! Training will be for the first 5 weeks with the schedule of Monday – Friday 8am – 4:30pm. You will learn about regulations governing collection practices and become knowledgeable on the company's computer systems, products, services, policies and procedures and how to apply this knowledge when communicating with delinquent customers. Attendance is extremely



important. Progressive Career Path: Collector 1, 2, 3, Collection Specialist, Team Lead, Supervisor, and Manager! Collectors have also moved on to risk, quality assurance, implementation, loan administration, etc. Required Qualifications 3+ years of experience in one or a combination of the following: collections, customer contact, customer service, or sales environment. Desired Qualifications Basic Microsoft Office skills Good verbal, written, and interpersonal communication skills Ability to negotiate and facilitate issue resolution 3+ years of collections experience.

Front Desk Associate Part-time Country Inn & Suites Ankeny, IA www.indeed.com. We are looking for a floater on Night Audit and 3-11 shift. Ideal candidates will have the following skills and/or abilities, but not limited to: Detail oriented, Ability to problem solve, Team player Can work independently, Can work in a fast paced environment, Can work a flexible schedule and various shifts Must be reliable Must be able to work weekends and nights, Strong customer service skills Hotel experience a plus, but will train the right person, Folding Laundry, Fixing Breakfast (Night Audit)

Dishwashers Rock Bottom West Des Moines, IA 50266 www.indeed.com * Interested candidates MUST be 18 years of age. **

Outpatient Medical Scheduler Full-time Chest, Infectious Diseases & Critical Care Associates, P.C. (CIC Associates) www.indeed.com ESSENTIAL FUNCTIONS: Schedules patients for outpatient procedures and consults to other providers, calls insurance company as needed. Utilizes CIC's electronic health records to process data and retrieve patient information. Fax/send medical records as needed for referrals via medical records. Reviews data for surveillance. EDUCATION AND EXPERIENCE: High school diploma required. Previous experience in a hospital lab or medical office is required. Certified Medical Assistant desired. SKILLS, KNOWLEDGE, AND ABILITIES: Basic computer skills. Ability to speak, read and write fluent English with the ability to write legibly. Excellent organizational skills. Ability to change from one task to another without loss of efficiency or composure. Demonstrates knowledge and skill necessary to provide appropriate care and teaching to the patients served. Maintains knowledge of equipment set up, maintenance, troubleshooting and use.

Lab Support Tech - Laboratory - Mercy Medical Center PRN (Evenings)-2016-R0064873 Creates patient encounters, orders laboratory tests, and prepares specimens for testing. Assists technical personnel in sample log-in, workflow, and specimen tracking, as appropriate for patient age to include neonate, infant, and child, adolescent, adult and geriatric adult. MARGINAL FUNCTIONS: Maintains supply inventory and orders additional supplies as needed. Maintains files for blocks and slides in Histology. MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: High school diploma or GED required. Medical terminology and experience preferred. Computer skills required.

Warehouse Receiving Nobbles Ultimate Party Store - Clive, IA Receives incoming and ships outgoing materials, products, supplies, and merchandise. Counts items received or shipped and



checks against packing lists, recording any discrepancies. Prepares receiving or shipping reports and notes any shortages or damages. Performs warehouse work related to receipt, shipment, storage, distribution, or delivery of products, parts, and materials. Loads, unloads, moves, or stores items according to delivery or routing documents, or supervisor instructions
EDUCATION and/or **EXPERIENCE** High school diploma or general education degree (GED); or one to three to six months related experience and/or training; or equivalent combination of education and experience is required.

Call Center Representative Nationwide Office Care - Clive, IA Full-time. We are currently looking for someone for our call center position. Daily duties include making calls to local businesses to set appointments for our sales team. Must have good customer service skills, a good phone voice, handle rejection well, and be highly motivated. This position is full time, M-F 8:30-4:30. On top of the base hourly wage, you will be paid \$2.50 per appointment set.

Call Center Representative Full-time Purfoods, LLC - Ankeny, IA www.indeed.com Handle inbound calls from and outbound calls to our clients to place their meal order Address questions, and provide exceptional customer service Input order information into the appropriate client order screen Document all conversations with client into client information database Ensure all assigned clients are contacted and have an order on file Contact case managers via telephone, email, and/or fax when a special situation arises regarding one of their clients Work quickly and efficiently without making the client feel rushed. Other projects/duties as assigned
Knowledge and Experience High school degree or GED Minimum of 2 years customer service experience Bilingual (English/Spanish) is a plus

Warehouse Clerk / General Labor (Des Moines) Full-time Blue Sky Satellite Services for DISH Network - Des Moines, IA www.indeed.com Monitor and track inventory of equipment and parts for warehouse and territory/service area, including all BSS fixed assets (tools/furniture) and vehicles. Maintain accurate inventory counts in warehouse; scan and record receipt and disbursements of all inventory; use inventory control computer programs Monitor accurate inventory counts on Techs vans; assist Techs w/ inventory paperwork Pre-stage daily equipment allocations before Technician arrival; assist loading equipment when possible Proper use of PDT & Workflow; submit accurate and timely reports to Corporate Inventory Control; may include DVU and data entry into workflow, depending on local staffing Unload equipment from trucks, unpack containers and crates, verify/match with purchase orders and note discrepancies; enter shipment into Workflow Report all loss and damage to inventory; minimize loss and damage Promptly handle Return Authorizations in accordance with company policy; maintain RA tracker and shipment records When time permits, deliver equipment and parts to Techs at off-site locations Maintain warehouse interior and exterior in a clean, safe and orderly condition; sweep, dispose of trash and recyclables; keep external parking and loading areas free of debris Conduct daily, weekly and monthly vehicle inspections, according to p required education: High school or equivalent. Required license or certification: Driver's License.



Case Manager Full-time Superior Healthcare West Des Moines, IA www.indeed.com Job Description: Responsible for coordination of patient exam results and recommended protocols including medical services, physical therapy, chiropractic, and massage, ensuring proper utilization of all resources of the clinic. Provide support to patient needs throughout care programs, consulting with practitioners and office executives as needed. Coordinate payment plans, explanation of insurance coverage, and patient appointment schedule with administration team. No experience necessary. Experience in an office setting with medical, dental, PT, or chiropractic is a plus. Required license or certification: Valid Divers License

Assistant Benefits Coordinator Hy-Vee, Inc West Des Moines, IA www.indeed.com Provides administrative support to the Benefits Department on a day to day basis. Work as a team member within the department to accomplish all requirements to maintain valuable and consistent benefit administration. High school diploma or equivalent required; 1-3 years previous related work experience 3 year old floater Full-time Ankeny Lil Tots - Ankeny, IA www.indeed.com Responsibilities would include: Set schedule every week with 4 ten hour days and one day off during the week Willingness to go wherever needed if another teacher calls in, has a day off, etc. Very friendly and outgoing personality Easy to work with Comfortable changing diapers and preparing food for children caring for Knowledge of state rules and ability to follow center rules Punctual and hard work ethic Possibility of helping with bus run or other things needed that may not be room related Openness to work extra hours Required education: High school or equivalent Required experience: daycare experience preferred: 1 year Required license or certification: driver's license

Public Services Assistant City of Waukee, IA - Waukee, IA www.indeed.com Job Description: The Public Services Assistant performs a variety of patron contact functions, is usually the first point of contact for patrons, and must exhibit excellent customer service while performing all work duties. Job Responsibilities: Proactively seeks to assist patrons with finding library materials, with using the library catalog, and with self-directed activities. Proficiently handles all circulation functions of the library's integrated system including log-in, check-in, check-out, placing holds and trace functions, collecting fines, searching the patron database, patron registration and issuing library cards Assists with maintaining library displays. Qualifications - High School Diploma or General Educational Development (GED) required. Library or related customer service experience required. Demonstrated success in interpersonal and communication skills. Must know how to use Online Public Access Catalog, electronic resources and other information technology sources to meet typical library needs, or be able to become proficient at these resources within the first 60 days on the job. Work hours will be Tuesday and Wednesday 12:30pm-8:30pm, Thursday 9:00am-5:30pm, Fridays 12:30pm-5:30pm, and alternating Saturdays 9:00am-4:00pm. Some Sundays may be required 12:30pm-4:00pm.

Customer Service Associate - Mailroom - Part Time Novitex Johnston, IA www.indeed.com Customer Service Associate - Mailroom roles are vital to the organization of a company's communication. With a strong attention to detail, they will facilitate a variety of mailroom tasks



to ensure high levels of customer service in a fast paced environment. Minimum of 6 months customer service related experience High school diploma or equivalent (GED) required Preferred Qualifications: Keyboarding and windows environment PC skills required (Word, Excel and PowerPoint preferred) Experience running mail posting equipment a plus Excellent communication skills both verbal and written Lifting up to 60 lbs. with or without accommodations Willingness and availability to work additional hours if assigned Willingness to submit to a pre-employment drug screening and criminal background check Ability to effectively work individually or in a team environment Competency in performing multiple functional tasks Ability to meet employer's attendance policy

Guest Service Representative Marriott International, Inc. Des Moines, IA www.indeed.com Organize, confirm, process, and conduct all guest check-ins/check-outs, room reservations, requests, changes, and cancellations. Secure payment; verify and adjust billing. Activate and file room keys. Process all guest requests and relay messages. Print contingency lists to have a record of all guests in case of emergency. Identify and explain room features to guests; supply guests with directions and information regarding property amenities, services, and hours of operation, and local areas of interest. Ensure that any outstanding requests or problems from the previous day receive priority and are resolved. Run and review daily reports/logs. Complete designated cashier and closing reports in the computer system. Accept and record wake-up call requests and deliver to appropriate department. Count bank at beginning and end of shift; secure bank. Process all payment types, adjustment vouchers, paid-outs, correction vouchers, and miscellaneous charges; provide change. Notify Loss Prevention/Security of any guest reports of theft.

Driver Partner Food Dudes Delivery - Des Moines, IA www.indeed.com Make up to \$20/hr. in delivery fees and tips. Driving with Food Dudes is a great way to earn money on your own schedule. Be your own boss. The more you drive, the more you earn. Whether you're looking for a part time gig or full time work, being a Food Dudes Driver Partner is a great opportunity for all. Make your own schedule get paid weekly Qualifications. 21 years of age or older valid driver's license clean driving record Reliable vehicle, valid proof of insurance

School Crossing Guard City of Des Moines Des Moines, IA www.indeed.com Persons needed to serve as School Crossing Guards on all sides of town. School Crossing Guards, under general supervision, assist school children in crossing specified intersections; and do related work as required. School Crossing Guards work approximately 10 hours per week (two hours per day - one hour before the start of the school day and one hour at the end of the school day) when Des Moines Public Schools are in session. Applications will be accepted until such time when a sufficient number of qualified applications are received to fill the vacant positions. Applications will be reviewed and interview scheduling will begin July 18, 2016 and continue periodically until all positions are filled. APPLICANTS MUST BE AT LEAST 18 YEARS OF AGE AND HAVE THEIR OWN TRANSPORTATION.