



Sample Job List Week October 24 – October 28

***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. ***

Sales Associate FT Clarks West Des Moines, IA www.indeed.com Responsibilities: Provide excellent customer service. Fit, measure, and educate customer on product. Lend support of achieving the highest standard of store appearance. Understand store concept, target customer and mall/center competition. Engage customers in conversation and assist in the understanding, demonstration, description and selection of merchandise. Responsible for meeting individual productivity goals set by Manager. Recruit, interview, train and motivate all store staff. Enforce and educate company policies and standards. Meet or surpass store and individual employee productivity goals. Responsible for learning new product construction, fashion/style direction, target customer and communicating those concepts to staff. Required education: High school or equivalent

Cashier job id 6149549 Target Altoona, IA www.indeed.com 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. 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.

Lot Assistant CarHop - Des Moines, IA www.indeed.com DUTIES & RESPONSIBILITIES Inspect new re-conditioning vehicles with checklist. Coordinate repair of recon vehicles, including fresh, back-offs, and lot problems. Determine repairs needed, based on company established guidelines. Determine, when necessary, where to send vehicles for repairs that cannot be completed in-house. Cleaning vehicles. Ensure all vehicles are cleaned, to company standard, after the reconditioning process is completed. Clean wholesale vehicles before those vehicles are transported to the auction. Clean repossessed vehicles. Wash lot cars as needed. Tracking vehicles in computer inventory system, including documenting vehicle location (i.e. Sales lot # or repair shop), and that all vehicles are accounted for REQUIREMENTS High School diploma or equivalent Minimum of 1+ years previous detailing or auto mechanics experience, Technical (auto) course work or skills are a plus Basic knowledge of computer systems in a work setting.

Collections Account Representative Siegwark USA Co. - Des Moines, IA www.indeed.com Meets customer needs to the best of the incumbent's ability, in line with SIEGWARK philosophy that the customer is the #1 priority. Contact past due accounts via telephone and email. Evaluate customer accounts for reporting purposes. Establish credit limits according to credit



worthiness. Completes all affiliated reporting and accounting tasks. Authorizes credit limit adjustments and credit hold accounts. Communicates with customers and resolves questions or discrepancies. Maintains accurate and complete documentation regarding collection activity. Follows established procedures for processing receipts, cash, etc. Assists with deposits and month-end accounts receivable closing. Qualifications: High school diploma or equivalent with 1 - 2 years' experience in collections, or call center environment. Experience and knowledge of accounting practices. Strong Microsoft Word / Excel skills. Typing ability at 35 WPM preferred. Must have strong Excel skills.

Receiving Clerk Job ID 1106431BR Lowe's West Des Moines, IA www.indeed.com Position Description Processes freight and incoming merchandise including confirming receipt of merchandise, verifying shipments, moving stock, and following procedures for damaged merchandise. Also responsible for scheduling shipments, updating schedule, filing and organizing receiving paperwork, and verifying requisitions, shipping locations and seals. Also responsible for providing excellent customer service by assisting customers with locating, selecting, and loading of merchandise Minimum Qualifications Ability to read, write, and perform basic arithmetic (addition, subtraction). Preferred Qualifications 1 year experience processing and filing merchandise receiving paperwork. 1 year experience with store inventory receiving & administration. 6 months experience in warehouse data entry/bookkeeping.

Floral Clerk Part-time Hy-Vee, Inc. West Des Moines, IA www.indeed.com Provides prompt, efficient and friendly customer service. Creates beginning levels of design work floral arrangements and fills necessary merchandising needs. Assists customers with placing orders and completes the paperwork. Takes deliveries and makes delivery lists. Education and Experience Less than High School or six months or less of similar or related work experience.

Rad tech/CMA Iowa Ortho Des Moines, IA www.indeed.com We are currently hiring for our back office staff which assists physicians with patient care. This position will focus on the visit with the patient, rooming patients, taking vital health information, documenting patient history, reviewing x-rays, taking x-rays, learning to cast, split and fit DME! Potential to cross train in our Outpatient Surgery Center in C-Arm cases and other procedures. Qualified rad techs will be trained in suture removal, staple removal, blood draws, fitting DME, casting and hands on patient care. Candidates already trained in this area are welcome to apply. Candidates with an active and current AART certification also encouraged to apply and work patient care and in x-ray. Experience - At least 1 year(s) Degree - 2 Year Degree.

Call Center Representative Contract Zolon Tech - Urbandale, IA www.indeed.com Experience and Skills: Must have a minimum of a high school diploma or its equivalent and 0-2 years of experience in the field or in a related area. Must have knowledge of commonly-used concepts, practices, and procedures within a particular field.



Office Associate (Cash Office & Sign Print) Part-time Sears DES MOINES IA www.indeed.com Job Description: The Office Associate supports Store Operations, including cash office, account maintenance, data entry detail, mail, filing, payroll processing and other clerical functions. In stores with a Self-Delivery Operation (SDO), the position may also assist in obtaining, completing, filing and/or maintaining delivery reports such as the Delivery Manifest, Dock Change, and Returns Checklist. Processes payroll workflow, enters approved punch corrections, converts regular hours to relevant pay codes as authorized by management, and timely commits payroll for hourly associates. Performs clerical functions, such as tracking attendance; preparing badges, ids and temporary discount cards; following up to collect on-boarding paperwork; and maintaining payroll detail, applicant/associate files and employment documents/posters per company requirements. Responsibilities/Skills/Experience Requirements Must be 18 years of age or older

Office Coordinator Conterra Asset Management - West Des Moines, IA www.indeed.com Essential Duties and Responsibilities (Other duties may be assigned) Answer incoming calls and direct as necessary Monitor office supplies inventory and place orders Liaison for property manager and office equipment vendors Coordinate and schedule internal & external meetings & lunches Greet and assist visitors when they arrive at the office Support other teams with various administrative tasks Assist with loan administration Experience/Qualifications The following desired experience is representative of the knowledge, skill, and/or ability required: Proven experience as office coordinator or in a similar role Experience in customer service. Knowledge of office management systems and procedures outstanding knowledge of MS Office. Working knowledge of office equipment excellent communication and interpersonal skills. Organized with the ability to prioritize and multi-task Reliable and professional. Required experience: Administrative: 1 year

Product/Event Demonstrator – PT Req ID 2016-30895 Ankeny IA Are you looking for a sales job providing food samples in retail stores that would allow you to meet new people? Our product demonstration positions may be a great fit for your sparkling personality. If you are outgoing, enjoy meeting new people and are looking for job where you can use your sparkling personality Enjoy flexibility that enables you to have a work-life balance while you promote various products during onsite events in retail environments. Possesses the aptitude and ability to gain adequate knowledge of the products represented. Has desire and ability to proactively intercept, engage, interact, and sell product to the consumer in a positive manner. Can effectively communicate the features and benefits of the product. Ability to prepare and serve food samples using small appliances such as microwaves, fryers, skillets, coffee makers and knives Qualifications: Education/Experience: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Physical Demands: The associate will be regularly required to: Stand up to 8 hours at a time



General Cleaner PT Marsden Bldg Maintenance, L.L.C. DES MOINES, IA www.indeed.com Job Skills / Requirements general cleaning, mopping, dust mopping, vacuuming, spot cleaning glass, dusting, etc. This is a driving position. You must be able to pass a DL check.

Cleaner Kimco Services www.indeed.com Job Skills/Requirements Cleaning restroom(s). Restocking supplies cleaning glass performing other similar and related duties as assigned by supervisor Capable of lifting 50 pounds Able to stand and walk for 5 hours in a day. This is a Full-Time position 2nd Shift.

Janitor Kimco Services West Des Moines, IA www.indeed.com Job Skills / Requirements. Reliable transportation is required Duties include: Sweeping Mopping Dusting Vacuuming. Emptying Garbage Bins Cleaning Restrooms Maintaining Supplies for Restrooms Floor Maintenance Other Duties as required: Must be able to stand, bend, stoop, climb and use repetitive motions to perform job duties. Previous floor care experience very helpful. Must pass Drug Screen, Criminal Background and E-verify. This is a Part-Time position 2nd Shift, Weekends.

Production Associate - 2nd Shift Andersen Corporation Des Moines, IA www.indeed.com Follow defined standard work and work instructions Maintain pace while working from prints. Operate equipment or processes Perform change-over with minimal to many parameters. Determine sequence of work in the operation through people and processes Use measuring tools to gather and analyze data in the assessment of product quality. Independently make equipment and process adjustments to address quality concerns and implement prevention measures. Knowledge of product/process/customer expectations with value stream. Other duties as assigned by your supervisor Qualifications High School Diploma or GED equivalent. Manufacturing experience preferred, but not required. Knowledge of lean manufacturing experience preferred, but not required. Be able to stand, stoop and lift. Able to walk and stand on concrete 8-10 hours per day while wearing steel –toe shoes. Background Check and Drug Screen Required

General Labor 2 - 1st Shift G&K Services www.indeed.com JOB SUMMARY: The General Labor 2 position entails numerous labor tasks within the plant. There are a variety of tasks this position performs, which may vary from day to day. EDUCATION REQUIREMENTS: Ability to understand and operate within safety rules, operating and maintenance instructions and procedure manuals WORK EXPERIENCE REQUIREMENTS: Relevant experience working in a production environment is preferred, but not required

Lead, Merchandising Gap Inc. West Des Moines, IA www.indeed.com The Lead executes the day-to-day business plan created by the Senior General Manager/General Manager and fosters a positive customer and employee experience. The Lead supports the on-the-job training of associates while communicating development feedback to the leadership team. The Lead



supports the leadership team in fostering a positive work environment that ensures both internal and external customer satisfaction and drives sales. Providing our customers with an optimal shopping experience is our #1 priority. The Lead is required to work together with peers and sales associates and perform a variety of cross-functional tasks as assigned by the leader on duty. The lead is also responsible for the Areas of Accountability that fall under each category Customer Engagement, Daily Operations, Talent Development, and Talent Management. **REQUIRED QUALIFICATIONS:** Ability to model professional behavior, as outlined in the Code of Business Conduct, at all times. Ability to communicate effectively with sales associates, customers and management. Ability to follow written or verbal instruction. Ability to create a positive work environment. Ability to listen to feedback and take constructive action. Ability to demonstrate excellent customer service when on sales floor. Minimum educational level: High School graduate or equivalent. Minimum experience: Six months of Gap Inc. experience preferred. Previous retail experience preferred.

Lead Educator-Toddler Room My Learning Safari - Ankeny, IA www.indeed.com Exciting opportunity for an individual that is passionate about teaching in a toddler classroom and able to provide a nurturing, positive learning environment for little ones. Will work in a team atmosphere and must be able to work in close partnership with others. Experience with toddlers a must. Required education: Associate Required experience: Early Childhood: 1 year

Online Order Fulfillment Team Member TARGET Des Moines, IA www.indeed.com Work as a part of a fast, fun and friendly team. Quickly and accurately process Target.com orders maintain a clean, great-looking store. Keep merchandise organized and accessible. Help drive sales by pulling merchandise quickly and accurately Package and ship merchandise to guests using proper equipment and techniques Lift 40 pounds repetitively and assist with heavy merchandise Move merchandise safely using the proper equipment Use technology to read instructions and enter information. Use excellent planning, organizational and communication skills Target merchandise discount. Competitive pay. Flexible scheduling

Wine and Spirits Clerk Part-time Hy-Vee, Inc Des Moines, IA www.indeed.com Provides prompt, efficient and friendly customer service. Educates customers about products. Rotates, faces, and replenishes merchandise and ensures highest quality standards are met. Education and Experience: No education requirement. Over six months up to one year of similar or related work experience.

Seasonal Sales Team Member Toys R Us Des Moines, IA www.indeed.com Qualifications: Passion for excellence Ability to multi-task and prioritize projects Superior customer service skills Positive attitude High degree of interpersonal skills with an outgoing, friendly, pleasant personality that represents the "R"Us brand Ability to lift and carry merchandise weighing up to 40 pounds and to climb/descend ladders



Associate Teacher Ankeny Christian Child Care and Preschool - Ankeny, IA www.indeed.com
Working at Ankeny Christian Child Care and Preschool means you are an active member of a team which provides high quality early childhood education and care to children. To be considered for this position the individual must be knowledgeable about developmentally appropriate practices in early childhood, hardworking, dependable, and physically active. Must have experience assisting in developing and implementing lesson plans that encourage spiritual, cognitive, social, emotional and physical development that are compatible with our play based curriculum. This position requires an individual to be kind, empathetic, and embody the Christian values in which we role model to the children in our care. Being an Infant/Toddler teacher requires you to be willing to wear many hats; you are prepared and willing to be flexible and adaptable. Qualifications: High School Diploma or Equivalent Preferred higher education relating to Early Childhood. You must have a minimum of least 6 months experience in an Early Childhood setting, school, or classroom.

Caregiver/Companion Part-time BrightStar Care Des Moines, IA www.indeed.com
The Caregiver / Personal Support Worker is a member of the home care team who works under the supervision of a registered nurse and performs various personal care services as necessary to meet the client's needs. The personal support worker is responsible for observing clients, reporting these observations and documenting observations and care performed. The Caregiver / Personal Support Worker will be assigned in a manner that promotes quality, continuity and safety of a client's care. Qualifications: Minimum of one (1) year of documented experience required. Certified in CPR Negative TB skin test or chest x-ray Licensed driver with automobile that is insured in accordance with the organizations requirements. Self-directing with the ability to work with little direct supervision Empathy for the needs of the client Demonstrate effective oral and written communication skills Ability to express spoken and/or written ideas in English. Treats clients, staff and the public with courtesy, respect and presents appositve public image. Works as a team member Ensures confidentiality and security of the client's medical information.

Valet Attendant Part-time & FT HealthPark Valet Des Moines, IA www.indeed.com
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.

Administrative Assistant Hy-Vee, Inc. West Des Moines, IA www.indeed.com
This administrative assistant position serves as coverage for other administrative assistants in their absence. In this role, the employee will perform general administrative and clerical support to a wide range of people including, but not limited to supervisors, directors, departments, assistant vice presidents or vice presidents. Qualified candidates will rely on instruction and pre-



established guidelines to perform necessary functions of the position. Education and Experience High school diploma or equivalent experience required; additional training or education from an accredited college or university preferred. 1-4 years related previous work experience.

Human Resources & Wellness Assistant Barr-Nunn Transportation Inc. Granger, IA
www.indeed.com Main Job Responsibilities Answer Human Resources Phone Line

Administrative Support to Human Resources Coordinator Wellness Initiatives New Hire Company Driver and Owner Operator set-up from Inbound Benefit Administration Process Driver Terminations BACKUP DUTIES Scanning and Indexing Driver Paperwork Audit New Driver Files Receptionist Phone Coverage Additional Duties as Assigned Education and Experience High School Diploma 1-2 years of general office experience

Certified Nurse's Aide University Park Nursing and Rehabilitation Center Des Moines IA
www.indeed.com Facility will work with schedules for staff who are in school and have family obligations. Sign on Bonus for full-time RN's, LPNs, and CNA's. POSITION PURPOSE: Ensures that resident's personal care needs are being met in accordance with Residents' wishes and Care Plan Objectives. EDUCATION / REQUIREMENTS: Ability to communicate with residents and nursing staff. Ability to speak, read, and write English. Prior experience as LTC nursing assistant preferred; or equivalent combination of education and experience. Successful completion of State Approved Nursing Assistant Training and Competency Evaluation Program. Good standing in the state registry is required.

Certified Nurses Aide Polk City Nursing and Rehabilitation Center Des Moines IA
www.indeed.com POSITION PURPOSE: Ensures that resident's personal care needs are being met in accordance with Residents' wishes and Care Plan Objectives. EDUCATION / REQUIREMENTS: Ability to communicate with residents and nursing staff. Ability to speak, read, and write English. Prior experience as LTC nursing assistant preferred or equivalent combination of education and experience. Successful completion of State Approved Nursing Assistant Training and Competency Evaluation Program. Good standing in the state registry is required.

Checker Part-time Hy-Vee, Inc. Des Moines, IA www.indeed.com Provides prompt and friendly service to customers and assist them when necessary. Operates a cash register and the duties which correspond. Package product, work with drive-up and/or carry-out. Replenishes product as needed. Education and Experience No education or experience requirements

Phlebotomist - Phlebotomy - Mercy Medical Center Des Moines, IA GENERAL SUMMARY: Collects blood specimens from patients vital for the diagnosis and treatment of disease as appropriate for patient age to include neonate, infant, child, adolescent, adult and geriatric adult. Assists technical personnel in clerical duties, sample log-in, workflow, and specimen tracking. Minimum knowledge, skills and abilities required: High school diploma or G.E.D.



required. Completion of certified phlebotomy course or one (1) year previous phlebotomy experience required. Certification or Licensure for other professions with phlebotomy in the scope of practice may also be accepted. Examples include Certified Medical Assistants, LPNs, and paramedics. Proof of completion of Mandatory Reporter abuse training specific to population served within three (3) months of hire.

Administrative Assistant/Receptionist Part-time Claremont's Ramsey Village - Des Moines, IA www.indeed.com Ramsey Village is looking for a part time receptionist. Typical hours would include every other weekend from 1-7 pm. You may be asked to work additional hours if another member calls in/requested vacation time. Come in to apply

Receptionist/Administrative Assistant The Village at Legacy Pointe Waukee, IA www.indeed.com We're looking for a candidate who can multi task, has extraordinary organizational skills and is always aware of the key role they play in the experience of every resident, associate, caller and guest. As you know, there's only one chance to make a first impression. This is a fact we don't take lightly. That's why it's so important to us to hire a true team player who likes the challenge of working in a constantly changing, fast paced environment - with a SMILE. Our ideal candidate will have a passion for working with seniors and the ability to be positive, resourceful problem solver. If you have excellent computer skills, are patient, organized and upbeat, we invite you to answer this ad. Job Requirements Ability to work in a fast paced environment Willingness to go above and beyond Passion for working with seniors. Computer literate Ability to remain calm during any emergency situation High school or equivalent and able to read, write and speak English

Delivery Driver Part-time Hy-Vee, Inc. Des Moines, IA www.indeed.com Provides prompt, efficient and friendly customer service. Delivers product to customers. Responsible for store cleanliness, inside and out. Education and Experience No specific education required

Stockroom Associate Part-Time Gordmans West Des Moines IA www.indeed.com This position is responsible for unloading trucks, opening boxes and distributing merchandise to the appropriate areas to ensure an efficient flow of goods through the stockroom. This position is a part-time role with a schedule that will vary, but will not generally exceed 25 hours per week Responsibilities 1. Must be at work on a regular and predictable basis or as scheduled. 2. Manually unload the trailers using a pallet jack. 3. Move pallets of merchandise to the appropriate staging area in the stockroom for additional handling by department sales associates. 4. Use a broom to sweep the trailer clean. 5. Load on the trailer all empty pallets, hanger boxes and merchandise for return to the Distribution Center and the trailer is then resealed. 6. Clean the stockroom to ensure it is effective, organized and free of trash. 7. Compact vendor boxes. 8. Break down and flatten reusable Distribution Center boxes; stack on a pallet, secure and return on an empty trailer. 9. Maintain merchandise fixtures. Assemble, disassemble, move and store merchandise fixtures and parts. 10. Follow company policies and



procedures and maintain a safe work environment High School Diploma preferred. 2. Prior stockroom experience preferred.

Retail Production Worker Goodwill Industries of Central Iowa URBANDALE IA www.indeed.com
The Retail Production Worker will provide customers with excellent customer service while shopping in our Goodwill retail stores. Duties include: Greet all customers and respond to customer questions and merchandise needs. Select, inspect and hang clothing in order as instructed Select, inspect, clean and price hard goods Ensure quality of goods processed meet standards. Maintain records of processed goods Stock, clean, and maintain sales floor and product rotation Receive donations from the public Sort donations, and ship to receiving destinations. Coordinate and monitor all job set up and breakdown of the production area and adhere to orderliness and cleanliness according to Kaizen standards Hours for this position include days, evenings, and weekends. EDUCATION High school diploma or its equivalent, or currently enrolled, or a minimum of two (2) years of any combination of military service, high school, or related full-time paid employment.

Dishwasher / General Utility SHIFT: Second / Afternoon Third / Night Applebee's West Des Moines, IA www.indeed.com As a Dishwasher General Utility, you will be responsible for maintaining kitchen work areas, equipment, plate ware and utensils in a clean, sanitary and orderly condition while assisting in food preparation procedures. Duties of this position will include setting up, using, and maintaining the mechanical dishwasher for the duration of the shift, keeping the food line stocked with clean plates, and multiple cleaning and sanitation tasks at the end of the shift, including work area and restrooms. A qualified applicant must be able to lift 25-50 pounds, stand for long periods of time and move from place to place in the kitchen when necessary.

Line Cook SHIFT: First / Day Second / Afternoon Third / Night Part Time Applebee's Clive, IA www.indeed.com As a Line Cook, you will be responsible for completing all assigned prep work, setting up cook's station, maintaining product presentations, product quality, cook time standards and preparing all menu items according to Applebee's recipes, plate presentations and specifications. Duties of this position will include set up of equipment, verification of stock, the cleaning of cooking equipment, and preparing food items to specification while maintaining a clean work area. A qualified applicant must have good communication skills, able to lift 25-50 pounds, use knives, slicing and other food preparation equipment while standing and exert well-pace mobility for periods of up to 8 hours in length.

Service Agent Car Detailer Part Time Enterprise Rent-A-Car Des Moines - IA www.indeed.com
The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner. Qualifications must be at least 18 years old. High school diploma or GED required must have a valid driver's license with no more than 2 moving



violations and/or at-fault accident on your driving record in the past 3 years No drug or alcohol related conviction on driving record in the past 5 years must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future. Must be willing to accept starting wage of \$9.00/hour

Busser Part Time SHIFT: First / Day Second / Afternoon Third / Night Granite City Food and Brewery, Inc. Clive, IA www.indeed.com Job Summary: As a busser with the company, it is your responsibility not only to uphold the restaurant's high standards of excellence, but also to actively contribute to the success of the operation each and every day of your career with us. Educational Requirements: High School Education current or completed 1-2 years of work or related experience preferred but not required. Must be able to work a flexible schedule of nights, days, weekends and holidays

Room Attendant - Candlewood Suites (Job Number: R123121) Des Moines IA www.indeed.com Description In this role you will clean and service assigned rooms or areas according to established standards and procedures including making beds, dusting, vacuuming, cleaning and sanitizing bathrooms, removing trash etc. which may include cleaning of kitchen areas, room refrigerator, coffee maker, cups, glasses, silverware etc. The Room Attendant will notify the supervisor when service is complete so rooms may be sold or occupied while you monitor and control supplies and amenities, and minimize waste within all areas of housekeeping. Report, turn in, and/or log all lost and found items according to established procedures. Qualifications Requirements include basic reading, writing and math skills and some housekeeping experience is preferred. You may be required to work nights, weekends, and/or holidays. This job requires ability to perform the following: carrying or lifting items weighing up to 50 pounds and pushing and/or pulling approximately 200 pounds, frequently standing up and moving about the facility, frequently handling objects and equipment to maintain the facility, frequently bending, stooping and kneeling.

Food Prep Worker Part-time Des Moines University Aramark Des Moines IA www.indeed.com Job Summary: Prepares and portion food items in accordance with production requirements. Uses daily worksheets and standardized recipes to cook meals. Perform various duties in accordance with Aramark sanitation standards. Qualifications: High School education or equivalent experience preferred. Minimum one-year prep work or food service related work preferred. Knowledge of food prep, proper knife handling, temperature control, and sanitation is helpful Must be able to read and write to facilitate proper communication with others. Mathematical ability required. Must be able to perform simple mathematical calculations. Must maintain security clearance.

Technical Operations Leader Plaza Lanes - Des Moines, IA www.indeed.com Seeking the right individual who will provide exceptional service by maintaining automatic pinsetters, automatic scorers, lanes and other bowling center equipment property. QUALIFICATIONS: 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. Education and Experience High School diploma or general education degree (GED); and three to five years' experience; or equivalent combination of education and experience.

Produce Clerk Part-time Hy-Vee, Inc. Des Moines, IA www.indeed.com Provides prompt, efficient and friendly customer service. Handles food in a safe manner and ensures the work area is always clean and neat. Reviews the status and appearance of the merchandise for freshness. Education and Experience: Less than High School or equivalent experience. Six months or less of similar or related work experience.

Front Desk Agent - Holiday Inn Express & Suites Part-time Sherman Associates, Inc. - Des Moines, IA www.indeed.com Job Descriptions: Sherman Associates is currently seeking a part-time Front Desk Agent to join our Holiday Inn Express & Suites located in Downtown Des Moines. This position serves as the eyes and ears of the hotel and often is the first and last guest interaction touch point. Responsible for check-in, checkout, kiosk operations, and all other guest transactions; the Front Desk Agent is a critical component of the team in ensuring a high level of customer satisfaction. Required Experience: 1 year of related customer service or hospitality experience strongly preferred. Experience with hotel, retail or restaurant point of sale (POS) systems strongly preferred. Excellent interpersonal skills including building internal and external relationships and conflict resolution skills. Must have flexible schedule, and able to work weekends and holidays when necessary. This job description is intended to provide information essential to understanding the scope of the position. It is not an exhaustive list of skills, duties, responsibilities or working conditions associated with the position.

Credit/ SOS Coordinator Part-Time Lowe's West Des Moines, IA www.indeed.com Position Summary Responsible for supporting credit program activities including processing customer and storing credit applications and transactions, training associates on credit policies and procedures, maintaining adequate supplies of credit card materials and signage, organizing promotions to meet budgeted goals, and reviewing and completing all Lowe's system tasks. Also responsible for greeting and acknowledging all customers in a friendly, professional manner and providing quick, responsive customer service. Job Requirements Requires morning, afternoon and evening availability any day of the week. Minimum Qualifications Ability to read, write, and perform basic arithmetic (addition, subtraction) Preferred Qualifications 6 months experience promoting, administering and training employees on credit and Special Order Sales programs, including maintaining current credit /Special Order Sales signage. 6 months experience reviewing and/or reconciling in store reports, completing audits in the store, and sharing pertinent information with management team or other store employees. 6 months experience with Lowes. 6 months experience communicating with vendors OR customers regarding returns, payments, or contract fulfillment.

Cashier Target Urbandale, IA www.indeed.com 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 RED card benefits and all the ways the guest can save, pay and shop through digital tools and services. 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. Target merchandise discount. Competitive pay. Flexible scheduling. 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.

Driver Part time or Full time Happy Joe's Pizza & Ice Cream - Urbandale, IA www.indeed.com Looking for 1 shift per week or 5 shifts? This is a great opportunity to make extra money without working long hours. Deliver pizzas to residence and businesses. Drivers must be at least 18 years of age, have a clear driving record, and have access to a reliable, insured car.

Hospice Aide UnityPoint Health Des Moines, IA www.indeed.com Responsibilities: Ensures quality and safe delivery of services to patients according to individualized care plan under the supervision of a Registered Nurse. Uses equipment and supplies safely, effectively, and efficiently Consistently utilizes a holistic approach considering physical, psych/social, spiritual, educational, safety and related criteria appropriate to the age of the patients served Possesses communication skills, including the ability to read, write, and verbally report clinical information to patients, caregivers, and other hospice staff. Recognizes the influence of personal, spiritual, and cultural values on perceptions regarding death and dying and their impact on quality of life. Other information: High School diploma or GED Completion of a Nursing Assistant Training Program of a minimum of 75 hours Current listing in good standing with the Iowa State Nurse Aide Registry. Minimum of 2 years' experience in a nursing facility or hospice. . Strong interpersonal skills

Grocery Team Member Target Urbandale, IA www.indeed.com 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. Target merchandise discount. Competitive pay. Flexible scheduling. Qualifications: 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.



Sales Associate Part-Time Gordman's West Des Moines IA www.indeed.com This position is responsible for providing a positive shopping experience through effective merchandise presentation and prompt, courteous guest care. This position is a part-time role with a schedule that will vary, but will not generally exceed 25 hours per week. 1. High school diploma preferred. 2. Previous retail experience preferred.

Night Stocker Part Time Hy-Vee Windsor Heights, IA www.indeed.com Unloads product, opens containers, stocks shelves, and rotates product where necessary. Education and Experience: High school or equivalent experience. Six months or less of similar or related work experience.

Service Meat Clerk Part Time Hy-Vee IA www.indeed.com Des Moines Provides prompt, efficient and friendly customer service. Wraps, trims, stocks cases, and receives merchandise in the Meat and/or Seafood Department. Education and Experience: High School or equivalent experience, food safety training. Six months or less of similar or related work.

Sales Associate Big O Tires Urbandale, IA www.indeed.com The role of the Sales Associate is to sell tires, tire related services, and mechanical services in a Big O Tires retail store. The sales associate is responsible for assisting the customer in selecting the appropriate services and products necessary for the safe and efficient operation of the customer's vehicle, in compliance with our policies and procedures. He/she is responsible for having a thorough knowledge of all products and services and explaining their features and benefits to the customer in an informative, pleasant and efficient manner. This position must exemplify the highest level of customer service and professional integrity.

Retail Wireless Sales Consultant Part Time U.S. Cellular URBANDEALE, IA www.indeed.com U.S. Cellular believes a sale is really a connection. It's an opportunity to understand the changing needs of your customer and share your extensive knowledge about the products and services that'll best enrich their lives. You'll quickly discover the solutions you offer do more than just strengthen your relationship with your customer. Required High School diploma or state equivalency required. Strong written and interpersonal communication skills required. Must be flexible to work evenings, weekends and holidays as required. Preferred 1 year customer-facing experience preferred. 1 year retail sales experience preferred. 1 year cellular industry experience preferred.

Restaurant Team Member (Crew) SONIC® Drive-In www.indeed.com Fun. Flexible hours. Great pay. Fantastic people. Professional fulfillment. That uniquely cool SONIC uniform. Like a Grilled Chicken Wrap, the SONIC Drive-In Restaurant Team Member position is a savory plethora of food service responsibilities rolled into one. You'll work Fountain & Frozen, Food Production, Grill, Fryer, and Switchboard and, if applicable, Drive-Thru. SONIC Drive-In is a food service mecca, and our Restaurant Team Member is at the center. Restaurant Team Member Requirements: Ability to work irregular hours, nights, weekends and holidays. Ability to be flexible in all situations based on restaurant business need Effective communication skills; basic



math and reading skills Willingness to abide by the appearance, uniform and hygiene standards at Sonic Drive-In restaurants General knowledge and understanding of the food service / restaurant industry or retail operations preferred, but not required

Courier - Swing Driver Requisition ID: 1432077 FedEx DES MOINES, IA To operate company vehicles and provide courteous and efficient delivery and pick up of packages; to check shipments for conformance to FedEx features of service; to provide coverage for all assigned routes within the station's service area; to provide related customer service functions. Provides efficient and safe delivery and pick-up of packages and documents, while representing the company in a professional manner. Operates non-articulated vehicles safely and efficiently, complying with all governmental and corporate procedures. Requirements: High school diploma/G.E.D. Six (6) months courier experience preferred. Must be able to demonstrate area knowledge. Must obtain and maintain a valid driver's license in accordance with your state requirements for type of vehicle assigned and have good driving record as outlined in policy. Ability to lift 75lbs.

Courtesy Clerk Part Time Hy-Vee Pleasant Hill, IA www.indeed.com Provides prompt, efficient and friendly customer service. Packages purchases and assists customers with delivery to their mode of transportation. Education and Experience: No education or experience requirements.

Billing Specialist Valley View Village Des Moines, IA www.indeed.com As the Billing Specialist at Valley View Village you will be responsible for resident billing and statements. Applying payments to resident accounts Demonstrate effective communication skills with staff, residents and the public Skills / Requirements Must have Medicare/Medicaid billing experience. Must have Accounts Receivable experience Long term nursing facility billing is a plus

Field Services Delivery Helper Sleep Number Des Moines, IA www.indeed.com We deliver an experience unlike anyone else in the world. Our team is insanely committed to providing the individualized sleep experience. We will do everything within the power of the universe to ensure our customers 'know better sleep' night one and every night thereafter. Simply put. We deliver a great night's sleep. So far, we've changed over 10 million lives. We are on a mission. Responsibilities: Sleep Number is hiring Helpers to assist Home Delivery & Assembly Technicians with providing exceptional, personalized, and unforgettable installation, service and education within customers' home by: Assembling the customer's new Sleep Number bed. Getting rid of their old, uncomfortable mattress. Cleaning up after yourself. Qualifications: You have to be able to lift and carry 200 pounds with a partner (plus you have to be able to bend over, carry a mattress up and down stairs, climb in and out of a truck) Safety is important to us and our customers, so all offers are contingent upon the successful completion of a background check and pre-employment drug screen. You are also required to pass a healthy back assessment.



Cook/Food Prep Prairie Vista Village - Altoona, IA www.indeed.com Prepares and serves meals according to cycle's menu; monitors methods of food handling, preparation, meal service and equipment cleaning. The ideal candidate should possess (required): High school graduate or equivalent education is preferred. Preference is given to persons with Chef Training or equivalent training and understanding of therapeutic diets. Minimum one (1) year food service experience in a health care dietary setting is desired. Have general knowledge of quantity food preparation and portioned serving. Safe Serve certification must be completed in the first year of employment.

Day Warehouse Picker/Shuttle Loader Loffredo Fresh Produce Des Moines, IA www.indeed.com Loffredo currently has an opening for a warehouse picker/loader on the shuttle team for the day shift at the Des Moines, IA location. Some of the basic responsibilities include: The approximate hours of this position are 9 am to 6 pm. Pick and pull orders to be delivered to customer Use stand up pallet jack to move product Requirements Some of the basic requirements are: High School Diploma or GED 1-2 years of previous warehouse experience Previous pallet jack and forklift experience a must Ability to work alone or in team setting

Night Warehouse Picker/Loader Loffredo Fresh Produce Des Moines, IA www.indeed.com Loffredo currently has an opening for a warehouse picker on its 2nd shift at its Des Moines, IA location. Some of the basic responsibilities include: Pick and pull orders to be delivered to customer Load trucks with product to be shipped internally and externally Use stand up pallet jack to build loads as well as forklifts Requirements some of the basic requirements are: High School Diploma or GED 1-2 years of previous warehouse experience previous pallet jack and forklift experience a must Ability to work alone or in team setting.

Warehouse Worker Accessory Pros - Ankeny, IA www.indeed.com Full-time, Part-time. Shipping, Receiving, Replenishment, Fork Lift, Order Pickers, Monday-Friday, Benefits,

Seasonal Sales Associate Charming Charlie West Des Moines, IA www.indeed.com As a Seasonal Associate, you will shop with the customer helping to put together looks that compliment her style in a way that is fun and playful, leaving her feeling confident and at ease in a style that's her own. With the holidays upon us, we are looking for new associates to work where they already love to shop. Our ideal candidate has a warm and friendly personality and believes the perfect accessory has the power to make you feel great about yourself. Requirements, Must Haves: Must be available to work peak holiday weeks and weekends Ability to work a flexible schedule to meet the needs of the business, which will require evening and weekend shifts. Outgoing and engaging personality Ability to engage in conversations and ask questions to uncover customer needs Demonstrates effective listening skills Interest in fashion and can speak to current trends Background in a service oriented/results driven field preferred. Previous sales or customer experience preferred Ability to thrive in a fast paced environment. Multi-lingual is beneficial Must be eligible to work in the US



Material Handler I - Supply Chain XPO Logistics Des Moines, IA www.indeed.com Shift – 1st Shift (7:00am - 3:30pm) Responsibilities: The primary responsibility of this position is to support Operations by moving materials and inventory throughout the facility. Work functions may include packaging box construction, merchandise picking, order verification, product labeling, and utilizing an RF scan gun. Qualifications: All candidates must have a High School Diploma or equivalent At least 1 year prior experience working in a warehouse environment Ability to lift up to 50 lbs. Have knowledge of warehouse management systems. Able to work a flexible work schedule as needed including planned and unplanned overtime which may include weekends Qualified candidates must be legally authorized to be employed in the United States

Material Handler – USPS Requisition ID: 1435013 FedEx DES MOINES, IA www.indeed.com Work Shift Sunday thru Saturday 4:30 am to 8:30 am, split days off, weekends are required To provide safe and efficient operation of equipment used for the movement of packages/documents/heavyweight, dangerous goods and ULDS (Unit Load Device System). To assist in the buildup/breakdown of pallets containing heavyweight freight. Serve as liaison between company and ULD repair vendor, as required. Operates mechanized ramp equipment, a majority of total time worked. Meets aircraft and transports packages and freight to sort and heavyweight areas. Assists in ensuring aircraft, vehicles and containers are loaded/unloaded in a safe and efficient manner including dangerous goods, in accordance with proper packaging and freight handling techniques. Ensures the safe, efficient buildup/breakdown of pallets. Ensures broken down freight is properly stored, staged and protected from the elements at all times. Properly handles packages covered by regulatory requirements, such as handling live animals and perishable goods. Requirements: Ability to lift 75 lbs. Ability to maneuver packages of any weight above 75 lbs. with appropriate equipment and/or assistance from another person. Clerical experience including typing and/or general office administration duties preferred. Good human relations and communication skills. Ability to successfully complete all basic and recurrency training. Experience dealing with the movement of heavyweight freight using forklifts, tugs and other loading/unloading equipment preferred. The ability to communicate both timely and effectively in a noisy operations environment is required. Since operating motorized conveyances is required in this job, employee must possess a valid driver's license (see policy 4-48).

Automotive General Laborer Tracking Code 4922-045 Copart, Inc. Des Moines, Iowa www.indeed.com Job Description The Laborer is responsible for general labor including cleaning vehicles for auction and basic facility maintenance. Required Skills At least one year of work experience, preferably in an outdoor environment excellent customer service attitude and skills Proficient written and verbal communication skills Ability to operate basic equipment. Must be able to multi-task in a fast-paced environment Strong attention to detail Occasional O.T. as needed HS diploma or GED preferred



General Labor 1 - 1st Shift-307805 G&K Services JOB SUMMARY: The General Labor 1 position entails numerous labor tasks within the plant. There are a variety of tasks this position performs, which may vary from day to day. The tasks to be performed include, but are not limited to the following: EDUCATION REQUIREMENTS: Ability to understand and operate within safety rules, operating and maintenance instructions and procedure manuals WORK EXPERIENCE REQUIREMENTS: Relevant experience working in a production environment is preferred, but not required

Customer Service Specialist Sherwin-Williams West Des Moines, IA www.indeed.com This position is responsible for supporting the sales efforts at a Sherwin-Williams paint store, servicing wholesale and retail customers. It will assist customers in person and over the phone by determining needs and presenting appropriate products and services. Basic Qualifications: Must be at least 18 years of age. Must have a valid driver's license. Must be legally authorized to work in country of employment without sponsorship for employment visa status. Must be willing to work all scheduled hours and required overtime, which may include evenings and weekends, with or without reasonable accommodation. Must be able to retrieve material from shelves and floor stacks and lift and carry up to 50 lbs. Must be able to operate material handling equipment (e.g. hand truck, pallet jack, forklift, etc.). Must be able to tint paint, therefore, must be able to distinguish the difference between colors. Must be able to operate a computer and communicate via the telephone. MINIMUM QUALIFICATIONS: High school diploma or comparable certification (e.g. GED). PREFERRED QUALIFICATIONS: Prior experience in a sales or customer service position. Associate Degree or related college courses. Customer service skills, including problem solving and handling customer complaints. Good written and verbal communication skills.

Artisan Team Member Pizza Hut Target Urbandale, IA www.indeed.com Description: Deliver a guest focused, fast, fun and friendly dining experience. Prepare fresh, made-to-order, quality products every day according to brand standards. Follow Food Safety standards and maintain clean production and dining areas. Offer guests an amazing experience while preparing a great-looking and tasting menu. Maximize sales by producing the right menu items at the right time Maintain product freshness and inventory to ensure in stocks. Qualifications: Maximize sales by producing the right menu items at the right time Maintain product freshness and inventory to ensure in stocks. Merchandise food items and displays according to best practices Read and follow directions on labels, menus, job aids, and recipes quickly and accurately take guest orders, produce fresh menu items, and engage with guests from start to finish. Execute all cleaning tasks and follow best practices to ensure food and guest safety.

Environmental Services Tech Broadlawn Medical Center NIGHTS generally 10:30pm-7am with E/O Weekend Des Moines, IA www.indeed.com Job Description: 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. Qualifications: Ability to follow instructions and offer superior customer service. Ability to complete departmental training programs.

Receptionist Des Moines Orthopedic Sur - West Des Moines, IA We are looking for a front desk receptionist to greet patients and visitors in professional, friendly, caring manner as well as processing personal and financial information. The front desk receptionist position is located in West Des Moines, IA and will be scheduled to work Monday through Friday from 8-5 with an occasional 10:30-7:00 shift. Part of a rotation in the Urgent Care Clinic working Saturdays from 8:-12:00. Requirements: Must have a high school diploma or equivalent. Experience in the Health related industry is preferred but must have general knowledge and understanding of a medical clinic or strong customer service experience. Excellent organizational and communication skills. General knowledge of office equipment such as a copy machine, printer and fax machine. General PC knowledge and experience with Microsoft Outlook and Intergy software preferred, but not required. Typing skills required.

Cleaning Tech The Queen of Clean, LLC. - West Des Moines, IA The Queen of Clean is hiring part-time or full time house cleaner--Day position. We work well with mom hours while kids are in school. Hiring ASAP for good hard workers. Hourly rate plus mileage reimbursement-Tips and bonus opportunities available as well. Awesome company to work for--great work environment. Call our office today to schedule a time to come in and fill out application and learn more about our position. Ability to pass a background check, have a driver's license, vehicle, and auto insurance required.

Transportation Clerk Sysco Iowa Ankeny, IA www.indeed.com This is an Operations position responsible for performing daily driver dispatch and driver relief tasks and assignments. Gather, organize and process driver daily paperwork, logs, manifest, vehicle inspection, etc. Set up backhaul appointments. Answer phones, route calls and take messages. Research short on truck that driver's call in. Respond to delivery associate issue and provide support for resolution. Perform all other tasks as assigned by supervision or management. Basic Qualifications: High school diploma or General Education Development (GED) or equivalent Valid Driver License Preferred Qualifications: 2 years' distribution/transportation experience in a high volume, route delivery operation Class A license