



## Sample Job List Week September 19 – September 23

\*\*\*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. \*\*\*

**Lot Assistant** CarHop - Des Moines, IA [www.indeed.com](http://www.indeed.com) The Lot Assistant is responsible for supporting the pre-sale reconditioning process by inspecting incoming vehicles and coordinating any required service before the car is placed on the lot for sale. Vehicles will be inspected using a pre-established recon checklist, which includes acceptability for mechanical, safety and appearance standards. The Lot Assistant will be required to use personal judgment, skills and experience to determine, authorize and follow-up on needed repairs and, when necessary, work with approved repair shop personnel to complete the reconditioning effort. 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 Must successfully complete pre-employment criminal background & motor vehicle records inquiries, and results of those inquiries must be consistent with company standards

**Human Resources Assistant** Ramsey Auto Center Urbandale, IA [www.indeed.com](http://www.indeed.com) We currently have a position available for a Human Resources Assistant. The position would involve processing our weekly and our semi-monthly payroll as well as assisting to manage the benefit packages we offer.

**Certified Nurses Aide** Des Moines IA University Park Nursing and Rehabilitation Center & Arbor Heights at University [www.indeed.com](http://www.indeed.com) We are looking for a CNA to join our team in a full time position. 2:00 pm to 10:00 pm and 10:00 pm to 6:00 am shifts available!! 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 Competent Evaluation Program. Good standing in the state registry is required.

**Demonstrator** Part-time Hy-Vee, Inc. Des Moines, IA [www.indeed.com](http://www.indeed.com) Prepares a demonstration of a product for the customers in the store. Offers customers samples of the product, explains the product and makes suggestions for preparation. Education and Experience: High school or equivalent experience. Less than six months of similar or related work experience.

**Cheese Specialist** Part-time Hy-Vee, Inc. Des Moines, IA [www.indeed.com](http://www.indeed.com) As a Cheese Specialist, this position will be responsible for filling customer orders, handling food in a safe manner, ordering and receiving products, making sure orders are correct, and labeling, dating,



and putting product away. Education and Experience: High school or equivalent experience with Food Safety Certification and completed on-line cheese training. Six months or more of similar or related experience.

**Delicatessen Assistant Manager** Full-time, Part-time Hy-Vee, Inc. West Des Moines, IA [www.indeed.com](http://www.indeed.com) As an Assistant Delicatessen Manager, this position will be responsible for assisting Department Manager to present the freshest most innovative and best quality products at a competitive retail price to customers. Education and Experience: High school or equivalent experience and over six months up to one year of similar or related experience.

**Checker** Hy-Vee, Inc. Part-time West Des Moines, IA [www.indeed.com](http://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.

**Delivery Driver** Part-time Hy-Vee, Inc. West Des Moines, IA 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 Special Requirements Employees must possess a valid driver's license, with no DOT restrictions, and be 18 years or older to drive a company vehicle

**Courtesy Clerk** Part-time Hy-Vee, Inc. West Des Moines, IA [www.indeed.com](http://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.

**Kitchen Clerk** Part-time Hy-Vee, Inc. West Des Moines, IA [www.indeed.com](http://www.indeed.com) Provides prompt, efficient and friendly customer service. Reviews and fills customer orders for the day. Handles food in a safe manner and ensures the work area is always clean and neat. Education and Experience: No education requirement. Six months or less of similar or related work experience.

**Fuel Station Clerk** Part-time Hy-Vee, Inc. Ankeny, IA Provides prompt, efficient and friendly customer service. Operates cash register accurately and scans product. Ensures cleanliness of store, quality and quantity of product, and tends to supply needs in the store and at the pumps. Education and Experience: No education or experience requirements.

**Wine and Spirits Clerk** Part-time Hy-Vee, Inc. West Des Moines, IA [www.indeed.com](http://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.



**Meat Stock Clerk** Part-time Hy-Vee, Inc. Des Moines, IA [www.indeed.com](http://www.indeed.com)  
Provides prompt, efficient and friendly customer service. Handles food in a safe manner and ensures neatness of department. Rotates stock, stocks cases, and places product in the coolers. Education and Experience: High School or equivalent, Hy-Vee food safety training. Six months or less of similar or related work.

**Service Meat Clerk** Part-time Hy-Vee, Inc. West Des Moines, IA [www.indeed.com](http://www.indeed.com) 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.

**Produce Clerk** Part-time Hy-Vee, Inc. West Des Moines, IA [www.indeed.com](http://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.

**Certified Nurse's Assistant** Polk City Nursing and Rehabilitation Center Ankeny IA [www.indeed.com](http://www.indeed.com) Are you passionate about healthcare, working with the elderly, and ready to start your career with a dedicated healthcare team? As a CNA at Polk City Nursing and Rehabilitation Center, you will have the pleasure of working with and caring for our delightful residents who would just love to meet you. 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.

**Housekeeper/Maid/Teammate** Merry Maids of Des Moines - Des Moines, IA [www.indeed.com](http://www.indeed.com)  
Merry Maids of Des Moines is looking for the Best of the Best to become part of our team. If you love to clean and like the idea of a rewarding career We will train you to become the best you can be at your job. We're a unique family-oriented organization. We NEED energetic housekeepers to join our award winning team. Here's what we are searching for: Required license or certification: Driver's License  
**Housekeeping Aide (FT)** Valley View Village Des Moines, IA [www.indeed.com](http://www.indeed.com) Skills / Requirements High School diploma or Equivalent Must be able to read, write and speak fluent English Regular and reliable attendance required A team player who strives for personal excellence

**Dietary Aide** FT (Meal Server/Kitchen Helper) Valley View Village Des Moines, IA [www.indeed.com](http://www.indeed.com) 6:00 am - 2:30 pm including every other weekend and holiday As a Dietary Aide at Valley View Village, you will: Prepare and serve food/beverages to residents, staff and guests Dish salads and desserts for the dining room and staff May take food and beverage



temperatures to assure proper safety measures and maintain proper food/beverage temperatures

**Dietary Aide** PT (Meal Server/Kitchen Helper) Valley View Village Des Moines, IA [www.indeed.com](http://www.indeed.com) Hours: 4:00 pm - 8:00 pm 20 hours per week, includes every other weekend  
As a Dietary Aide at Valley View Village, you will: Prepare and serve food/beverages to residents, staff and guests Dish salads and desserts for the dining room and staff May take food and beverage temperatures to assure proper safety measures and maintain proper food/beverage temperatures Healthcare and dietary experience preferred Positive communication and excellent customer service skills

**Housekeeping** Adventure Lands of America Inc Altoona, IA [www.indeed.com](http://www.indeed.com) Duties of this position include but not limited to: Qualified applicants must be at least 18 years of age and able to lift 25 – 50 pounds. Clean guest rooms including changing bed sheets, vacuuming carpet and cleaning mirrors, bathroom and furniture with chemicals and empty trash. Inspect room for repairs or fixtures that are not working properly and report repairs to supervisor. Restock guest rooms with supplies. Clean and vacuum public areas including restrooms and emptying trash. Have general knowledge of hotel including amenities to assist with guest needs.

**Laundry Attendant** Adventure Lands of America Inc Altoona, IA [www.indeed.com](http://www.indeed.com) Duties of this position include but not limited to: Qualified applicants must be at least 18 years of age to run machines/ 16 years of age to collect dirty laundry, trash and restock, be able to lift and push up to 50 pounds. Load/unload laundry into washing and drying machines, fold laundry, collect dirty laundry from guest rooms, swimming pool areas and hallways, restock clean linen in hotel linen closets.

**Dishwasher / General Utility** Applebee's Des Moines, IA [www.indeed.com](http://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.

**Public Area Housekeeper** Adventure Lands of America Inc Altoona, IA [www.indeed.com](http://www.indeed.com) Duties of this position include but are not limited to: Qualified applicants must be 18 years of age and able to lift 25-50 pounds. This position includes cleaning of all public restrooms, vacuum hallways and courtyard areas, taking all trash from inside and outside of the hotel to the dumpster, and maintaining parking lot trash. This position requires an individual to stand/walk for up to 8 hours per day.



**Call Center Representative** Nationwide Office Care - Clive, IA [www.indeed.com](http://www.indeed.com) 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, be aggressive, assertive, handle rejection well, and be highly motivated. You will be required to make 100 calls per day. 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.

**Plant Clerk - Ankeny (6281)** Contech Engineered Solutions Ankeny IA [www.indeed.com](http://www.indeed.com) The Plant Clerk is accountable for performing a variety of clerical and secretarial duties in support of all plant functions. Basic Qualifications: High School diploma. Strong organizational, math and filing skills. Experience in a manufacturing environment preferred. Excellent verbal and written communication skills Proficient in Microsoft Word and Excel

**Title Clerk - Southtown CDJ** Ken Garff Auto Group Indianola, IA [www.indeed.com](http://www.indeed.com) Southtown CDJ, a Ken Garff Dealership, is currently seeking a service oriented and methodical Car Deal Clerk! Duties and Responsibilities include: Processing car deals, Verify grosses and sales commissions, Reconcile schedules related to processing car deals, Payoffs to lien holders Dealer trades and purchases Excel spreadsheets and specialized reports Cross training for related areas within the dealership To qualify for this position: Must be 18 years or older and be authorized to work in the U.S High School Diploma or equivalent Ability to read and comprehend instructions and information Ability to type at least 50 wpm. One year minimum general office experience. Automotive accounting experience preferred. Ability to use Inventory Control Software, internet, Microsoft Office Products Valid in-state driver's license and clean driving record. Task oriented. High attention to detail. Great attitude. Computer knowledge. Superior Customer Satisfaction

**Night Auditor/Front Desk Agent** Part-time Motel 6 - West Des Moines, IA [www.indeed.com](http://www.indeed.com) this opportunity is for a part time, weekend Night Auditor. The days and hours are Friday and Saturday starting at 11pm and working until 7am. Required education: High school or equivalent

**Front Desk** Adventure Lands of America Inc Altoona, IA [www.indeed.com](http://www.indeed.com) Duties of this position include but not limited to: Standing and/or sitting for long periods of time, answering phone calls, taking reservations, checking guests in and out, general knowledge of hotel including amenities and be able to assist with guest needs regarding the hotel, park, campground and surrounding area as far as local businesses, all in a courteous and friendly manner.

**Care Coordinator/Receptionist** Ingersoll Animal Hospital - Des Moines, IA [www.indeed.com](http://www.indeed.com)  
SUMMARY The front desk Care Coordinator is responsible for providing excellent customer service and operating an efficient front desk. The Care Coordinator performs secretarial and various general procedures associated with routine patient encounters including operating a multi-line phone system and entering information into an electronic medical record. The Care Coordinator maintains a positive relationship with clients and patients, other visitors, and fellow employees. This is a full-time position which will include Saturdays. Must be available



flexible hours through the week. **IDEAL CANDIDATE** Our ideal candidate will embrace our high standards of customer service and veterinary care. Patient Care Coordinators play a pivotal role in our practice and are the first and last contact for our clients. He or she must strive to create positive lasting impressions and inspire our team to keep excelling as we continue to grow. Required education: High school or equivalent

**RN - Co-Health Service Coordinator Assisted Living The Shores at Pleasant Hill Senior Living Community - Pleasant Hill, IA** [www.indeed.com](http://www.indeed.com) **QUALIFICATIONS** We are seeking an enthusiastic RN who has a passion for working with the elderly in this full-time position. A qualified candidate will have a background in an assisted living/memory care setting, strong assessment and communication skills and enjoys working in a team environment. This position is crucial to the overall health and wellness of our residents required experience: Assisted Living/Memory Care: 1 year Required license or certification: Registered Nurse (RN)

**Data Processing Clerk 1** Job ID Number: Wells Fargo Des Moines, IA [www.indeed.com](http://www.indeed.com)  
As a Data Processing Clerk, your primary responsibility is the data entry of miscellaneous customer information that includes check dollar amounts and invoice data. Team Members must maintain an established productivity standard for amount of keystrokes entered per hour and a high quality standard for volume of transactions before an error occurs. Duties may also include: miscellaneous mailroom support including dispatch, logging, and mail sorting, extracting lockbox payments, verifying data on payments and accompanying documents, or processing according to a customer's detailed instructions. Team Members must understand the workflow, deadlines and requirements for each individual customer. Team Members will train to be able to assist in other departments as needed and perform other duties as assigned. \*Candidates will be required to pass a virtual Alpha Numeric Skills assessment. Required Qualifications 6+ months of data entry experience

**Cook II** Job Number 16001DVY Brand Marriott Hotels Resorts Des Moines IA [www.indeed.com](http://www.indeed.com)  
Prepare ingredients for cooking, including portioning, chopping, and storing food. Wash and peel fresh fruits and vegetables. Weigh, measure, and mix ingredients. Prepare and cook food according to recipes, quality standards, presentation standards, and food preparation checklist. Prepare cold foods. Operate ovens, stoves, grills, microwaves, and fryers. Test foods to determine if they have been cooked sufficiently. Monitor food quality while preparing food. Set-up and break down work station. Serve food in proper portions onto proper receptacles. Wash and disinfect kitchen area, tables, tools, knives, and equipment. Check and ensure the correctness of the temperature of appliances and food.

**Kitchen/Stewarding** Job Number 16001DW0 Marriott Hotels Resorts Des Moines IA [www.indeed.com](http://www.indeed.com)  
Operate and maintain cleaning equipment and tools, including the dish washing machine, hand wash stations pot-scrubbing station, and trash compactor. Wash and disinfect kitchen and store room areas, tables, tools, knives, and equipment. Receive deliveries, store perishables properly, and rotate stock. Ensure clean wares are stored in appropriate areas. Use detergent, rinsing, and sanitizing chemicals in the 3-compartment sink to clean



dishes. Inspect, pull, and stack cleaned items, send soiled items back for re-scrubbing and re-washing. Rack and spray all racked items with hot water to loosen and remove food residue. Sort, soak, and wash/re-wash silverware. Breakdown dirty bus tubs. Empty and maintain trashcans and dumpster area. Clean and mop all areas in assigned departments. Dispose of glass in the proper containers. Break down cardboard boxes and place them and other recyclables in the recycle bin.

**Cook II Kitchen Manager** (16020280) Chipotle Des Moines [www.indeed.com](http://www.indeed.com) As Kitchen Manager, you'll learn how to prepare great food, grill meats, and sauté vegetables. You are responsible for making sure our food is absolutely delicious. You'll order the food and train others to become future kitchen managers. The ideal candidate will: Have Chipotle Crew member experience. Have the ability to understand and articulate Chipotle's Food with Integrity philosophy. Have the knowledge and ability to speak, write, and understand the primary language(s) of the work location Have a high school diploma Have restaurant experience

**Service Manager** (16020281) Chipotle Des Moines, IA [www.indeed.com](http://www.indeed.com) The Service Manager is responsible for maintaining a positive customer experience by ensuring safe and quality food is prepared and served; and that the restaurant crew is well trained and provides good customer service. He/she maintains a clean, organized line with properly functioning line equipment The ideal candidate will: Have Chipotle Crew member and/or Kitchen Manager experience Be able to understand and articulate Chipotle's Food With Integrity philosophy Have knowledge and experience of cash handling policies and procedures Have knowledge of Food Safety and health department matters Have managed office paperwork management before. Have the knowledge and ability to speak, write, read, and understand the primary language(s) of the work location. Have a high school diploma Have restaurant experience

**Server** Applebees Des Moines, IA [www.indeed.com](http://www.indeed.com) As a Server, you will be responsible for providing service to each guest courteously, quickly and efficiently with a sincere, positive, pleasant and enthusiastic attitude. Duties of this position will include taking orders, suggestive selling, and delivering food, receiving payment, accurately counting back change, and being responsible for all transactions. A qualified applicant must have excellent communication skills, the willingness to work with others as a team, able to lift 15-30 pounds, and exert fast-paced mobility between the dining room and kitchen for periods of up to 8 hours in length.

**Prep Cook** Applebees Ankeny, IA, [www.indeed.com](http://www.indeed.com)As a Prep 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, and preparing and portioning food items to specification while maintaining a clean work area. A qualified applicant must be able to lift 25-50 pounds and stand for up to 8 hours.



**Kennel Staff/ Veterinary Assistant** Ingersoll Animal Hospital - Des Moines, IA [www.indeed.com](http://www.indeed.com)  
we are a busy animal hospital looking to recruit additional staff! Ideal candidate must be a team player, have strong communication skills, excellent customer service expertise, self-motivation, and LOVE animals! This is a physical job which will require the ability to lift 30+ lbs and be hands-on with both dogs and cats. Kennel staff are responsible for the general well-being of our boarding and hospitalized patients as well as the upkeep and janitorial care of the hospital. This is a full time position which will include weekends and holidays. We are a fast-paced animal hospital, multi-tasking is essential. Customer service experience preferred. If you are interested in the veterinary field, this is an excellent opportunity to learn. We promote continuing education and offer several opportunities such as online classes, conferences, and in-house training. Required education: High school or equivalent

**Cage Cashier** 16-541 Prairie Meadows Racetrack and Casino, Inc. Altoona, IA [www.indeed.com](http://www.indeed.com)  
Shift: 2AM-10:30AM with Thursday /Friday off Duties: Responsible for maintaining the assigned cashier drawer with an acceptable level of coins, chips and cash, to ensure the highest guest service level is being met. Provide high quality cashier services to guests of Prairie Meadows. Performs, but not limited to, the following functions: check cashing, sell/redeem chips, process slot jackpots, processes table game jackpots, processes poker tournament paperwork and balances cash drawers. Maintain accountability for all coin, cash and cash equivalents within the assigned drawer. Requirements: High school diploma or equivalent, and cash handling experience required. Strong knowledge of 10-key by touch and math skills are essential. Some accounting or banking experience preferred. Computer experience with MS Excel, Word and Outlook preferred. Excellent guest service skills and attention to detail required. Must be able to count money accurately. Must be able to stand for long periods of time, work in small confined areas, and maneuver all areas of the casino. Must be able to handle a fast paced and stressful environment and able to tolerate secondary smoke along with loud noise. Ability to lift up to 26 lbs. Must be able to stoop, bend, reach, twist and grip objects, kneel, crawl, have good finger movement and be able to differentiate colors.

**Night Dispatch Assistant** DOHRN TRANSFER Companies Moines, IA [www.indeed.com](http://www.indeed.com) Dohrn is seeking a Full-time Night Dispatch Assistant at our Des Moines Terminal. \*\*Hours will be 7:30 pm - 4:00 am\*\*ESSENTIAL DUTIES: Prepare paperwork for launching drivers Answer phone calls regarding tracing, pickups, driver communication, customer service Provide clerical support for Dispatch Complete daily reports for OS&D, payroll, driver hours, and attendance Contact customers to schedule appointments, residential, and driver collect/COD shipments Communicate with customers concerning Dispatch adjustments, deadlines, and concerns Other duties as needed MINIMUM REQUIREMENTS: High School education or equivalent Computer skills including Microsoft Office Data entry, typing experience preferred Detail-oriented Good communication skills- verbal and written. Excellent customer service skills Problem solver, self-motivated Ability to work in a team as well as individually. Excellent attendance

**Housekeeping** Part-time Wellmark YMCA - Des Moines, IA [www.indeed.com](http://www.indeed.com) RESPONSIBILITIES: Perform general cleaning duties as assigned. Clean floors in assigned areas (vacuum, dust, dry



mop/wet mop, carpet cleaning, and carpet stain removal). Remove trash and clean trash receptacles. Clean and sanitize restroom facilities. Communicate with supervisor to identify facility issues, concerns, and plans of action. Perform additional duties as assigned by supervisor or designated staff person. Demonstrate and support the objectives of the Association as embodied in the mission statement and values. Qualifications  
EDUCATION/EXPERIENCE REQUIREMENTS: Ability to read, write, and perform simple mathematical functions. American Red Cross CPR-PR/AED/First Aid Certifications or equivalent certifications approved by the YMCA American Red Cross Blood Borne Pathogens Training or equivalent training approved by the YMCA Y Leaders Orientation Session Y Emergency Procedures Training Online New Employee Safety Orientation (available in the YMCA Training Program)

**Warehouse Associate** Part-time Harbor Freight Tools USA, Inc Des Moines, IA [www.indeed.com](http://www.indeed.com)  
Job Description Our Associates support the leadership team through operational execution and delivery of a rewarding customer experience. Our Associates are part of a team of high-achievers, who have a passion for excellence, continuous improvement and obsess about getting things done. They are expected to embrace our Mission Statement and Success Drivers for the Associate position and demonstrate Harbor Freight Tool's Core Principles.  
Responsibilities: Qualifications: Retail or Customer Service experience preferred Education: High School graduate/Equivalent preferred Required experience: Stocking: 1 year Warehouse: 1 year Inventory: 1 year

**Secretary** Polk County, IA - Des Moines, IA [www.indeed.com](http://www.indeed.com) under general supervision, performs a broad range of secretarial tasks requiring personal computer, data entry and general office equipment proficiency. Typically serves as a confidential secretary to a County department head, or division manager; may serve as confidential secretary to an elected official. Required Knowledge, Skills and Abilities: Ability to accurately type a minimum of 35 words per minute. Ability to transcribe mechanical dictation. Basic keyboard skills. Excellent proofreading skills. Ability to discreetly manage confidential information. Training and Experience: Graduation from high school or equivalent. One to two years of secretarial experience or related clerical/office work, or any equivalent combination of training and experience that will have provided the required knowledge, skills, and abilities. Special Requirements: A criminal background check may be required. A drug screen may be required prior to final offer of employment.

**Admissions Assistant** Grand View University Des Moines, IA [www.indeed.com](http://www.indeed.com) General Purpose of Job: To greet prospective students and their families to Grand View University admissions office, to coordinate all details of the prospective student's visit and to gather detailed and implicit information from phone inquiries. To appropriately direct phone and personal inquiries to various members of the campus community. To maintain an impeccable professional manner at all times at the front desk when dealing with the public and with dealing with internal faculty and staff. Qualifications and Requirements: Word processing skills required.



Ability to work in a fast paced environment, working on multiple tasks with minimal supervision.

**CNA Certified Nurse Aide** Altoona 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.

**Certified Nurse Assistant** Polk City Nursing and Rehabilitation Center Ankeny 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.

**Housekeeping Services Assistant** - Full Time Job ID 2016-9506 Presbyterian Homes & Services Clive IA www.indeed.com Responsibilities The housekeeping services staff is responsible for maintaining and assuring uncompromising levels of cleanliness in work areas, buildings and grounds. The housekeeping services staff is responsible for maintaining an attractive and comfortable home in an environment consistent with regulations and established policies and procedures. Qualifications must have flexibility, personal integrity, and the ability to work effectively with residents, coworkers, family members, visitors, and the general public. Must possess the ability to take direction, prioritize duties, and organize work with others. Demonstrated compatibility with PHS's mission and operating philosophies. Demonstrated ability to read, write, speak and understand the English language to communicate with all customers.

**Administrative Assistant** (Sales Support) Job ID 3063060 Slumberland Furniture Des Moines, IA  
www.indeed.com Clerical administrative Answer phones, take messages, transfer calls, fax, scan, mail. Maintain office supplies, file, update tagging and price changes. Schedule customer pick-ups and deliveries, check account balances, take payments. Complete electronic reports. Communicate tasks among sales support staff. Bookkeeping responsibilities Cross trained in bookkeeping and daily cash deposits. Balance cash drawer, credit card transactions, and safe and complete cash buy requests. Process cash and check refunds only. (Not credit card refunds). Operational assistance Assist in inventory accuracy and counts and merchandise movement. Close out orders (finalizing). Maintains a safe and insurable driving record that will allow for driving on company business



**Administrative Assistant** for Discipleship Part-time Plymouth Congregational United Church of Christ - Des Moines, IA [www.indeed.com](http://www.indeed.com) Plymouth Church has a job opening for a part-time administrative assistant, approximately 20 hours of work per week. This position provides support to Plymouth's Discipleship ministries. Duties include preparing mailings, recording and tracking registrations for events, maintaining attendance records and database information, and assisting in the planning and facilitation of church programs for children, youth and adults. Experience with office equipment is preferred; computer skills (MS Word, Publisher and Excel) are required. Desire to contribute to the mission of faith formation and spiritual growth and the ability to collaborate with a dynamic team are also required. This position requires occasional lifting and moving of heavy items. Applicant must be able to communicate in English. Criminal background check is required. Required education: High school or equivalent

**Fuel Station Clerk Hy-Vee, Inc.** Des Moines, IA [www.indeed.com](http://www.indeed.com) Provides prompt, efficient and friendly customer service. Operates cash register accurately and scans product. Ensures cleanliness of store, quality and quantity of product, and tends to supply needs in the store and at the pumps. Education and Experience: No education or experience requirements.

**Clerical Position** in the Sales & Finance Department Part-time Ramsey Auto Center - Urbandale, IA [www.indeed.com](http://www.indeed.com) Job Description The Clerical Position must be highly organized and will be responsible for editing, copying and filing automotive records as well as data entry. We're looking for candidates with great eyes for detail and that are highly self-motivated with good decision-making skills. Candidates must enjoy a fast pace; we do sell cars, after all! Candidates must meet the following requirements Microsoft Word and Excel Safety-first attitude Attention to detail and critical thinking skills Fluid dexterity and movement Good driving record Team player who has the customers' ultimate satisfaction in mind at all times Neat and professional appearance Team mindset and a great attitude is a must!

**Sales Associate** Part-time Bath & Body Works Des Moines, IA [www.indeed.com](http://www.indeed.com) supports delivering sales plan through selling effectiveness. Qualifications Demonstrated sales results Available for varied weekly shifts including weekend, closing and peak shifts

**Medical Receptionist** -Full-time Wolfe Eye Clinic Des Moines, IA [www.indeed.com](http://www.indeed.com) We have an immediate opening in our busy West Des Moines surgery center for a full-time Medical Receptionist. Responsibilities include patient registration, answering phones and meeting with the patient one on one, gathering, verifying and entering all insurance information from patients at check in, while completing all tasks in an accurate and timely matter, and other tasks as assigned. Candidates must be patient service oriented, possess great communication skills, have excellent attention to detail and be a team player. Basic computer skills and medical office experience strongly preferred.

**Administrative Assistant/Receptionist** All American Turf Beauty - West Des Moines, IA [www.indeed.com](http://www.indeed.com) Excellent Opportunity with a growing Company!!We are seeking a full time administrative assistant for our office in Van Meter, Iowa. All American Turf Beauty is Iowa's



largest employee owned outdoor services company. Description of the position and responsibilities: Answering phones and handle customer requests; Evaluate present office procedures and make recommendation for improvement; Serve as liaison between the manager, coworkers and customers; Requirements: High School Diploma, prefer a college degree; Prefer three to five years' experience in administrative/customer service position; Must have valid Iowa driver's license and good driving record. Must be able to multi task, good phone skills, knowledge with Microsoft word, excel and outlook.

**Patient Access Associate-** Blank Physician Support Float (JOB ID: 16499) UnityPoint Health Des Moines Medical Plaza Monday - Friday; 8:00 - 4:30 [www.indeed.com](http://www.indeed.com) Responsibilities: Performs computerized patient registrations for admission to hospital/clinic or outpatient procedures and order/entry functions. May also perform other miscellaneous receptionist and clerical duties. Other information: High school diploma or equivalent. REQUIRES TYPING SKILLS OF 40 WPM. MUST PASS TYPING TEST AT TIME OF INTERVIEW. Previous medical office, GPMS, and third party payors experience is desirable. Medical terminology is required or must complete class within first year of employment. DMAACC Patient Access/Medical Billing Certificate preferred. Ability to read, write, and speak fluent English.

**Phone Operator** Best Buy West Des Moines IA [www.indeed.com](http://www.indeed.com) the Best Buy Phone Operator provides fast and friendly over-the-phone support for all customers. Develops strong rapport with the customer while becoming a trusted advisor and partner in assisting them in making technology more functional in their lives. Represents and partners with surrounding locations to ensure the customer's end-to-end needs are met and that no customer is left unserved or underserved. Utilizes relevant resources to assist customers in answering questions or resolving their issues. Maintains a relationship with surrounding locations to better serve customers. Basic Qualifications: Prior experience with recommending products, services or solutions to others Preferred Qualifications High School Diploma or equivalent 3 months experience working in customer service or sales 3 months experience in retail stores or environments 3 months experience actively using and learning about customer electronics Prior experience in a team environment requiring clear, professional and effective communication

**Medical Screener** Octapharma Plasma Des Moines IA [www.indeed.com](http://www.indeed.com) The Medical Screener is an entry-level position, and is responsible for registering new and current donors and conducting a series of screening procedures to determine suitability for plasma donation. Screening procedures may include reviewing health related documents and taking vital signs including blood pressure, pulse, and temperature. High School Diploma or equivalent (GED) Must have strong customer service skills and the ability to understand and follow protocol Ability to read and interpret documents such as safety regulations, operating and maintenance instructions and procedure manuals Ability to read numbers on screening equipment such as scales, thermometers, graphs, digital vital signs monitor and refractometers Must possess any licenses or certifications required by the state Must possess basic computer knowledge and skills Ability to work day and evening hours, weekends, holidays and extended shifts on a frequent basis.



**Game Day Operator:** Iowa Wild Part-time ANC - Des Moines, IA [www.indeed.com](http://www.indeed.com) Operate and maintain ANC's signage systems for all Iowa Wild home games at Wells Fargo Arena. (Including LED Dasher Displays and LED Operating Software) Coordinate with ANC Operations Manager and Account Executive to meet the needs of the client and building for games and other events. Perform proactive assessments of onsite products before every event to ensure all signage systems will meet ANC's obligations to teams and sponsors Requirements: Computer hardware setup skills and server knowledge; including internal hardware components, with experience in technology troubleshooting. Mechanical and electrical knowledge. Attention to detail with excellent organizational skills and problem solving abilities. Experience in a fast-paced, deadline oriented environment. Ability to interact confidently, professionally and with an understanding of the technology directly with all departments, including senior management. Ability to travel when necessary to work at special events, demos, installations, etc. is beneficial. The ideal candidate will have 1-3 years of experience performing similar responsibilities. Flexibility in schedule; sporting events are held year-round at different times. The successful candidate will also be required to work in the venues on non-game or event days in order to ensure that ANC's systems are fully operational.

**Yard Spotter** Job ID 34230 Sysco Iowa Ankeny, Iowa [www.indeed.com](http://www.indeed.com) POSITION SUMMARY: This is an Operations position responsible for moving trucks and trailers in and out of dock doors for loading and unloading. RESPONSIBILITIES: Works with the loaders and supervision to move trucks and trailers from one location to another according to door assignments. Checks to ensure that each unit is sealed and that the refrigeration unit is operating correctly and running. Moves trucks and trailers from dock to dock as needed to complete the loading process. Ensures the trailer or truck is completely loaded and secured before moving from the dock area. Works with transportation management to ensure the proper equipment is used on the proper route. Works closely with fleet shop management to ensure any repairs are finished before using equipment. Helps keep truck parking yard free of debris and trash. Arranges trucks and trailers on the yard in an orderly and efficient manner. Moves trucks and trailers for receiving when needed. Basic Qualifications: Less than high school education. Commercial Drivers License (CDL). Pallet Jack and Forklift Certification from Sysco. Preferred Qualifications: One year of warehouse or transportation experience. Truck backing experience.