



Sample Job List Week September 26 – September 30

***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. ***

Participant Center Aide - Multiple Shifts -Immanuel Pathways Central Iowa Immanuel Windsor Heights, IA www.indeed.com Assists and monitors participants with activities of daily living (ADL) Assists participants with Transportation needs Assists with Recreational Activities Assists with participant Dietary needs Assists with participant Therapy needs Functions as a IDT member (as assigned) and supports participant care plans Maintain a, safe, welcoming and clean environment for participants **QUALIFICATIONS** Education- High school diploma or equivalent is required. Active Certified Nursing Assistant Certificate required. Experience- One (1) year of experience working with the frail or elderly population required. Other Requirements- Must have medical clearance for communicable diseases and up-to-date immunizations before having direct participant contact. Basic Life Support (BLS) Skills i.e. Health Care Level Cardiopulmonary resuscitation (CPR); Automated External Defibrillator (AED); First Aide (FA).

Specialized Clerical Support Part-Time Temporary Des Moines Area Community College Des Moines, IA www.indeed.com Part-Time temporary Specialized Clerical Support. Up to 1,000 hours per year. Perform customer service and clerical support activities. Essential Functions Data entry and general clerical, including filing and copying. Assist with English as a Second Language (ESL) student orientation and registration. Organize electronic files and forms. Assist with processing student registrations, maintain confidential records, and prepare paper and electronic documents. Required Qualifications High School graduate or equivalent. Customer service experience. Strong Microsoft Excel and Word skills. Ability to learn several new technology platforms. Strong verbal and written communication skills. Ability to plan, organize and manage time.

Bakery Designer Hy-Vee, Inc. West Des Moines, IA As a Bakery Designer, this position will be responsible for decorating bakery items. You will assist customers with their bakery orders by the telephone and in person at the store. Education and Experience: High school or equivalent experience and six months or less of similar or related work experience.

Receptionist/Support Assistant Iowa Hospital Association - Des Moines, IA www.indeed.com Iowa Hospital Association has an immediate opening for a full-time, self-motivated individual with strong communication, organizational skills and pleasant phone manners. Excellent position for a customer service oriented individual who desires a fast-paced professional environment. Three years' experience as receptionist or in public/customer contact, multi-line switchboard and Microsoft Office Suite knowledge required. Accounting software knowledge a plus. Required experience: Receptionist: 3 years



Chiropractic Assistant Optimum Chiropractic, PC - West Des Moines, IA www.indeed.com
Optimum Chiropractic has an opening for a part-time Chiropractic Assistant! Our busy West Des Moines clinic is seeking an exceptional candidate to join our team! This position is our face of the office so to speak, and is the person that patient encounter first in our office. You will be working in our front office area answering phones, filing, computer work and working with insurance companies., The position engages patients with rehabilitative exercise and therapies designed to help them get better faster and stay better longer. It also will include administrative duties around the office to assist with the general functionality of the office. We will train the right candidate on everything you need to know to be successful in this position.

Administrative Assistant R & R Realty Group West Des Moines, IA www.indeed.com Job Summary: Ensures that all calls and visitors are promptly attended to, assists the Accounting department with A/P, and completes clerical tasks while performing the following duties: Requirements: Associate's degree (A. A.) or equivalent from two-year College or technical school; or two years related experience and/or training; or equivalent combination of education and experience Data Entry Skills - high accuracy and speed rates Adept in Microsoft Office products Excellent Customer Service skills

Insurance Transaction Processor Russell Tobin & Associates West Des Moines, IA www.indeed.com Contract Our client, a Fortune 100 Insurance and Financial Services corporation, is looking for a transactions processor to join their team in West Des Moines. Job Description Processing financial and non-financial transactions for customers Qualifications High School Diploma.

Dock Worker Dayton Freight Des Moines, IA www.indeed.com As a Dock Worker, you will load and unload freight in a productive, safe and claims-free manner. Although DFL Dock Workers do not work inside a warehouse, you must maximize space when loading freight. Additional job duties include: Complete pre and post trip inspections on all dock equipment Properly document all freight control processes Participate in Dayton Freight's training and improvement programs Be available for irregular work schedules, alternating work shifts and/or assignments Adhere to the operational procedures and guidelines contained in the Dayton Freight Driver/Dockworker Manual Minimum Qualifications 18 years of age Basic math skills Fluent in English Able to pass a drug screen.

Retail Merchandising Stock Associate OfficeMax Reference Number: 1202130 West Des Moines, IA www.indeed.com Responsibilities: At Office Depot, the Merchandising Stock Associate ensures freight is processed efficiently to maximize product service levels and is responsible for providing an exceptional in-store customer service experience by assisting customers, as needed. The Merchandising Stock Associate is required, at times, to assist customers, utilizing the proven Office Depot Selling Program, if sales associates are not available. Qualifications: High School Diploma or GED preferred previous retail inventory and/or sales/customer service experience is considered an asset must possess good interpersonal and



communication skills, which are necessary to establish a selling relationship with customers and other employees.

Shipping and Receiving Clerk Interstate Plastics - Des Moines, IA www.indeed.com Summary : Process inbound and outbound shipments of industrial plastic Responsibilities include : Verify outgoing shipment to customer is correct Package product Create shipping label using UPS label system Receive inbound shipments Input materials into inventory system (Syspro) Move materials around warehouse using forklift Requirements : 2+ years previous warehouse experience Must have strong computer skills Must be able to lift 70 lbs. Forklift experience a plus Saw and/or machine experience desirable, but not necessary

Service Technician Hydro-Klean LLC Des Moines, IA www.indeed.com Hydro-Klean is seeking Service Technicians to work out of our Des Moines, IA location. A successful Service Technician will operate a variety of equipment to perform industrial cleaning, municipal and environmental services. Requirements: Must be at least 18 years of age High school diploma or equivalent Valid US Driver's License Ability to maintain insurability with Hydro-Klean's insurance carrier (Good history of driving record for three years)

Dishwasher Hy-Vee, Inc. Waukee, IA www.indeed.com Provides prompt, efficient and friendly customer service. Ensures the cleanliness of kitchen equipment, dishes, utensils, etc. Education and Experience: No education requirement. Six months or less of similar or related work experience.

Usher Team Member, Crew Member Cinemark Altoona and XD Altoona, IA www.indeed.com Usher Team Member, Crew Member creates a welcome environment for Customers. Assists and directs Customers to their destination. Provides movie and theatre information. Ensures a quality listening and viewing experience. Implements auditorium management. Prior experience as usher, customer service, customer support, crew member, team member, ticket sales, concession stand, host, hostess or other part time theater jobs very desirable.

Kitchen/Stewarding Job Number 16001CK2 Des Moines Marriott Downtown Des Moines IA www.indeed.com Job Summary 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.



Hospitality Attendant Requisition Number 16-0677 Clive IA www.indeed.com POSITION PURPOSE this position is responsible for assisting hotel guests in a friendly, courteous and professional manner. Creates a welcoming and inviting breakfast/evening social room by providing superior customer service to guests. Responsible for set-up, maintenance and take-down of the breakfast/evening social room. Ensures food and beverage station is maintained, and adheres to all safety and health regulations. Follows CSM high standards of quality to ensure guest satisfaction. REQUIRED SKILLS AND EXPERIENCE Education: High school diploma/GED or equivalent experience required. Experience/Knowledge/Skills/Abilities: Must have food service handling certification or ability to obtain as required. Must have demonstrated exemplary customer service, attention to detail, and ability to perform job duties in a repetitious and fast paced environment.

Sanis Service Sales Representative Cintas Grimes, IA, Description Cintas is currently looking for a Sanis Sales Service Representative to provide a thorough cleaning/sanitizing service for customer restrooms, kitchens and other applicable areas. Selected individual will provide excellent customer service to a set customer base on a weekly, bi-weekly, or monthly basis by cleaning and sanitizing all ceramic and tiled restroom surfaces using customized cleaning equipment. Primary duties involve driving a customized company owned step van to and from numerous customer stops throughout the course of the day, as well as lifting and carrying the sanitizing equipment into and out of customer accounts. Qualifications A high school diploma or GED, preferred A valid driver's license. Previous customer service experience, preferably in an industrial or service industry, preferred previous experience working in a sales-related role, preferred

Resident Assistant - Douglas Home, Part Time ChildServe Des Moines, IA www.indeed.com Responsible for supporting the children and young adults with daily living and encouraging their independence. Works in cooperation with the Supervisor or designee, therapists and other Professional staff, nursing staff, and families in program development. Education Requirements: High School / GED Experience Requirements: Experience: Previous work with children or adults with disabilities preferred. Must be 18 years of age or older. Must be willing/able to become an approved driver for ChildServe. CNA, CMA, or Med. Manager Certifications helpful. Shift: Friday: 2pm-9pm Every other Saturday & Sunday: 2pm-9pm May pick up additional shifts when needed if preferred.

Front Desk / Guest Service Representative Motel 6 Des Moines, IA www.indeed.com Position Summary: The Guest Services Representative is responsible for creating a hospitable guest experience and for performing tasks associated with the front desk. The Guest Services Representative position is a member of the Welcome Team. Minimum Qualifications and Requirements: Computer proficiency, including Windows, Outlook, Word and Excel Good communication skills Ability to work with minimal supervision and follow written and verbal work instructions Working safely is a condition of employment. Safety is everyone's responsibility. New hires must meet all Motel 6 / Studio 6's employment qualifications in place at the time of hiring.



Office Assistant Custom Electrical Services - Clive, IA www.indeed.com Description of tasks: Answer the phone. Enter the customer's information into the computer. Dispatch our technician. Call some customers for appointment reminders. Send out some mailers. Enter some job information into the computer. And perform some normal day to day office stuff. Pretty easy right? Required education: High school or equivalent

Office Assistant Dream Steam Restoration and Cleaning - Ankeny, IA www.indeed.com Background check conducted Provide general administrative support for 3 office locations. Responsible for general correspondence, daily data entry, report generation, creating spreadsheets, supply ordering, shipping/receiving, vehicle routing, customer invoicing, phone/voice mail system administration. Required Skills Knowledge of general administrative practices. Advanced experience with QuickBooks, MS Office, including Word, Excel, and Internet. Ability to work independently with minimal direction. Ability to collaborate with team members. Strong communication and verbal skills. Strong organizational skills and attention to detail. Ability to handle multiple tasks at one time. Professional attitude and easily trainable. Required Experience 3 to 5+ years office administration experience. High School/Equivalent. Job Type: Full-time Required education: High school or equivalent

Dispatch Assistant (AM) DOHRN TRANSFER COMPANY Des Moines, IA www.indeed.com Dohrn is seeking a FT daytime Dispatch Assistant at our Ankeny, IA Terminal. 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

Hotel Guest Service - Front Desk / Night Audit Sterling Hotel and Suites - Clive, Iowa www.indeed.com Duties include checking guests in and out, answering phones, taking reservations and being able to multi-task, as well as being able to communicate to other staff members and guests in a clear and professional manner. Associate must also be able to work weekends and all shifts and be able to explain directions either in person or over the phone. Associate must be able to work with minimal supervision and have some computer skills or the ability to learn.

Administrative Assistant/Receptionist Part-time Summit Products, Inc. - Altoona, IA www.indeed.com Are you looking for a part-time career with a fast-paced, growing manufacturing facility?! If so, we are looking for you! Administrative Assistant will create part labels, answer phones, and enter orders, data entry and other administrative tasks. You will be



the initial voice and face to our customers! We are looking for an individual that is detail-oriented, positive and dynamic. This is a part-time job, Monday - Thursday/Friday, 24-28 hours per week. Job Requirements High School Diploma Customer Service Experience Manufacturing Experience, Preferred.

Prepared Foods Service Team Member (239001) Whole Foods Market West Des Moines, IA www.indeed.com As a member of our Prepared Foods Team, your role will include setting and maintaining attractive Prepared Foods displays and supporting the regional Prepared Foods vision. You will ensure a positive company image by providing courteous, friendly, and efficient customer service to customers and team members. Previous kitchen, culinary, deli, restaurant, kitchen management, cooking or customer service experience preferred. Excellent communication skills and willingness to work as part of a team; ability to communicate effectively with customers. Ability to follow instructions and procedures. Available for flexible scheduling to meet needs of the department

Prepared Foods Kitchen Supervisor (239000) Whole Foods Market West Des Moines www.indeed.com The Prepared Foods Kitchen Supervisor works closely with the Team Leader and Associate Team Leader to ensure smooth operation of the Prepared Foods Kitchen. You will assume primary responsibility for the kitchen food production, quality and consistency. You will assist the Team Leader with the supervision and training of Kitchen Team Members. You will ensure a positive company image by providing courteous, friendly, and efficient service to customers and team members. REQUIREMENTS: Previous kitchen, culinary, deli, restaurant, kitchen management, cooking or customer service experience preferred. Excellent communication skills and willingness to work as part of a team; ability to communicate effectively with customers and team members. Able to prioritize efficiently and delegate responsibilities. Understand and communicate quality goals and ingredient information to customers. Ability to visually examine products for quality and freshness. Effective time management skills. Strong work ethic and integrity. Love and knowledge of natural foods. Must have a current Serv-Safe certificate. Proper handling of knives and other cutting equipment. Available for flexible scheduling to meet the needs of the department.

Food service team member Job id 6054396 Target Ankeny, IA www.indeed.com Deliver a fast, fun and friendly Food Service experience. Prepare a fresh, quality product every day. Follow Food Safety standards and maintain a clean dining area. Offer guests great-looking food presentation. Qualifications: Maximize sales by producing the right menu items at the right time. Partner with Food Team members to keep menu items stocked. Rotate menu items as necessary for maximum freshness. Read and follow directions on labels, menus and recipes Cross train and work in other areas of store as needed. Quickly and accurately scan and bag all items and collect payment.

QSR Team Member Chick-fil-A University Avenue - West Des Moines, IA www.indeed.com Possessing a customer orientated mindset at all times Proactively seek out opportunities to go



above and beyond the expectations of our guest Provide an accurate order to guests in a timely manner in a refreshingly clean environment Exemplify the Daily Priorities:

SERVICE: Our guest are first priority over every task in the restaurant. **SPEED:** Ensure that we are serving food FAST without compromising standards, quality, & safety. Work with a sense of urgency. **COMMUNICATION:** Ensure that all communication is being communicated through all channels. Required education: High school or equivalent required license or certification: Driver's License.

RideShare Specialist DART Des Moines, IA www.ridedart.com POSITION SUMMARY

RideShare Specialist assists the Business Development Coordinator in providing money saving vanpool options throughout the state of Iowa. We group interested individuals with similar commutes and times together, provide training to potential drivers, and provide this group of people a van to operate with. Assist our customers with any questions or concerns, help manage our fleet of vehicles and maintenance on these vehicles, and assist in recruiting efforts to help more individuals. Compile information from vanpools to assist in completing state required reporting documents. EDUCATION AND/OR EXPERIENCE 2 year or equivalent college experience. Recommended studies in office type work. Courses with – Customer Service/Human Relations, Data Entry, Microsoft Office, and Business Writing. Have one to three years of related job experience. KNOWLEDGE, SKILLS AND ABILITIES Knowledge of: Computers, Both desktop and laptop. Microsoft office – Excel, Outlook, Access, Word and PowerPoint. Operations of an automatic transmission motor vehicle – How to drive and fill up gas tank. How to use a multi-purpose printer/fax/scanner and a desktop phone and iPhone (Cell phone)

Traffic Control Bonnie's Barricades Des Moines, IA www.indeed.com as one of our Drivers you will be responsible for setting up, managing and removing temporary traffic control devices for work zones. The job requires regular physical manual effort, regardless of weather conditions. You must be able to operate in a team environment and work closely with co-workers to ensure the safe management of work zones or events for all Bonnie's Barricade customers. Qualifications for the Job: Overtime during periods of high demand Must be at least 18 years old Possess a valid driver's license and Clean Driving Record Ability to read, follow and comprehend road traffic diagrams, regulations and instructions in English Must demonstrate an ability to clearly communicate, by radio, in English. Ability to work last minute, unplanned overtime. Lift up to 50 pounds frequently and 100 pounds occasionally Ability to work independently and as a teammate Ability to work outdoors in extreme weather conditions in traffic for pro-longed periods of time Ability to pass an IDOT physical and physical capacity profile. We work all over the state, and dispatch out of our Des Moines Office. Qualified applicants will live within 40 miles of the Des Moines Area.

Receptionist/Administrative Assistant ER-Select - West Des Moines, IA Job Responsibilities: Provide general office support such as answering incoming calls and directing calls to appropriate associates. Act as the face of the company greeting and directing visitors. Assist in ordering, receiving, stocking and distribution of office supplies. Scheduling appointments and managing office calendars making travel arrangements and distributing mail.



Producing routine documents and reports using word processing and spreadsheet software. Performing routine data entry operations
Basic Qualifications: Experience in a reception or customer contact role. Comfortable on the phone, as this position is centered on the phone
Proven excellence in verbal and written communication skills. Superior decision-making skills. Ability to work independently with a proven track record of managing multiple priorities and taking initiative to learn and develop new skills. Proficient with Microsoft applications including: Outlook, Word and Excel 35 wpm typing speed with strong accuracy.

Ops Support Representative 3 Job ID: 16064131 Citi Urbandale, IA www.indeed.com this job requires investigations. Individuals in this job family are involved in providing day-to-day operational support. Activities include implementation support, administrative and operations coordination for the various products, programs and services offered by the business. Product management includes expanding Operations capabilities for new products and services. The job family facilitates alignment of the operations support infrastructure with focused technologies and processes. Includes user acceptance testing and platform rollouts. Qualifications Hours - 7am to 3:30pm CST Monday - Friday Short Description Strong computer and math skills are required to create moderately complex databases, spread-sheets. Minimum Education High school diploma or equivalent Minimum Experience Prior work experience that would provide a basic knowledge of the organization and its policies. Business office or operational environment combine with internal experience

Receptionist/Administrative Assistant BH Management Services Inc. - Des Moines, IA www.indeed.com As a Receptionist/Administrative Assistant you would work hands-on supporting multiple departments on projects, greeting visitors, handling incoming calls and performing general administrative duties on behalf of several business units within our Corporate office. Job Qualifications: Professional demeanor Strong computer skills; MS Outlook, Word, Excel Excellent customer service & interpersonal skills excellent attention to details, organizational/multi-tasking skills Dependable team member Strong written and oral communication skills Ability to thrive in a fast-paced environment Ability to work with a diverse group of people and customers

Operations Coordinator - Customer Service ChildServe Des Moines, IA www.indeed.com Provide professional and courteous customer service and outpatient services support. Education Requirements: High School / GED Experience Requirements: Education: High school degree or equivalent Experience: Two years office/administrative experience, including customer service preferred Specific Skills or Knowledge: Computer skills – specifically Microsoft Office software; thorough in all work; with emphasis on accuracy and attention to detail; self-motivated, able to work without direct supervision.

Administrative Support Specialist Intoxalock Urbandale, IA www.indeed.com The Sales Support Agent handles back office account processing, contact to state agencies, follow up customer contact for account approval questions and rescheduling of appointments. Job Requirements:



High School Diploma or GED; Bachelor's degree preferred. Minimum of 2 years progressive leadership experience required, preferably in a call center environment. Strong verbal and written communication skills, computer skills, including Microsoft Office programs and adaptability. Good organizational skills and the ability to manage day independently. Effective problem solving/process improvement skills used to identify and resolve operational, customer-facing and/or employee relations problems.

Administrative Assistant UnityPoint Health Urbandale, IA www.indeed.com Responsibilities: At reception desk, greet all visitors providing courteous, caring and professional service. Provide clerical support to all service areas of Iowa Health Home Care. High school diploma or equivalent of education and experience. Typing 45 wpm, 10-key Experience with Microsoft Office 2007 software applications. Experience with office equipment including but not limited to computer, fax, scanner and calculator Knowledge of grammar, spelling and punctuation. One year experience in a health care field or related experience.

Return Agent Part Time Des Moines Airport Enterprise Holdings Des Moines, IA www.indeed.com Responsibilities: Greet all customers using prescribed, appropriate dialogue as they arrive on the lot. Remind customer to check for personal belongings. Identify any items found in the vehicle with a unit number, date, time and turn into lost and found. Advise and review rental charges; and provide an accurate receipt to the customer. Provide information in a professional and courteous manner regarding transportation to the airport terminal. Thank customers using the prescribed dialogue. Qualifications: Must be at least 18 years of age. High School Diploma or G.E.D. required. Minimum of 1 year experience handling customer service functions. A minimum of basic level experience and understanding of a PC and Microsoft Office Products required. Must have a valid driver's license with no more than 2 moving violations and/or at-fault accidents on driving record in the past 3 years No drug or alcohol related conviction on driving record in the past 5 years Must be willing to accept starting wage of \$9.70/hour 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. Apart from religious observation, must be able to work 20 -25 hours per week within the following shift/schedule:

General Laborer Manatt's Inc. Johnston, IA www.indeed.com Job duties include performing manual labor such as digging, leveling, and spreading dirt, gravel or earth, and other construction materials by using hand tools. Pounding stakes, removing forms for set concrete, setting string line, and other non-machine tasks are performed. This individual will start working as soon as weather permits. Qualified applicants must be able to stand on feet for extended period of time and be able to work long hours. Previous equipment operating experience a plus. This is a full-time seasonal position with most jobs being performed in and around the Des Moines Metro Area.



General Labor 1 1st shift-307008 G&K Services Des Moines, IA www.indeed.com 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.

Floral Clerk 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.

Courtesy Clerk Hy-Vee, Inc. West Des Moines, IA Part-time 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.

GM Dept. Clerk Hy-Vee, Inc. West Des Moines, IA Part-time www.indeed.com Provides prompt, efficient and friendly customer service. Rotates, faces, and replenishes merchandise. Reviews department status and store displays for cleanliness, product quality and quantity. Education and Experience: No education requirement. Over six months to a year of related work experience preferred.

Salad Bar Express Clerk Hy-Vee, Inc West 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 food for freshness. Education and Experience: No education requirement. Six months or less of similar or related work experience.

Delicatessen Clerk Hy-Vee, Inc. West Des Moines, IA www.indeed.com As a Delicatessen Clerk, this position will be responsible for handling food in a safe manner and ensuring the work area is always clean and neat. Education and Experience: Less than high school or equivalent experience and six months or less of similar or related work experience