



## Sample Job List Week December 12 – December 16

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

**Specialized Clerical Support** Part-Time Temporary Job Number 17-T18 DMACC Des Moines, IA [www.indeed.com](http://www.indeed.com) Part-Time temporary Specialized Clerical Support. Up to 1,000 hours per year. Perform customer service and clerical support activities. Data entry and general clerical, including filing and copying. Organize electronic files and forms. Assist with processing student registrations, maintain confidential records, and prepare paper and electronic documents. 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. Monday-Friday 4:00-10:00pm, Saturday 7:00am-12:00pm or 12:00pm-5:00pm. Some Sundays.

**Customer Service- Admin Support** Majestic Limousine - Des Moines, IA [www.indeed.com](http://www.indeed.com) Job Description: Able to put the client's needs first and foremost. Take inbound client calls. Accurately handle reservation calls. Handle general administration/clerical skills. Must have exceptional verbal and written skills. Proficient in Microsoft Excel, Word and Outlook. Ability to listen and retain information provided through multiple communication channels. Be able to process information from multiple sources and come to a quick decision under pressure. Must be detail oriented and able to multitask in a fast paced environment. Computer and technology literacy is a must! Demonstrate a desire to learn additional skills. Support other Team members and complete any additional tasks assigned by management. Technical Skills Required: Ability to communicate via telephone and via email correspondence (e.g. Outlook, web based email). Advanced experience with Office, Word and Excel. 35 w.p.m. or better typing skills, with above average accuracy. Minimum of 2 years of customer service experience.

**Medical Records Clerk** Part Time Saturday & Sunday; 7am-3pm Broadlawns Medical Center Des Moines, IA [www.indeed.com](http://www.indeed.com) Job Descriptions: Performs pulling, sorting, transfer, and filing of medical records. Qualifications: High school diploma or equivalent. PREFER: One year experience in file room.

**General Warehouse Worker** Advance Auto Parts Ankeny, IA [www.indeed.com](http://www.indeed.com) The overall mission of this position involves supplying auto parts and accessories to Advance Auto Parts store locations. May be responsible for performing any number of duties and functions, depending upon what department they are primarily assigned to. These departments may include: Shipping, Receiving, Replenishment Reclamation, Cycle Count, etc. EDUCATION and/or EXPERIENCE: High school diploma or GED equivalent. Prior warehouse experience or training is preferred but not required. One to three years related experience and or training; or some



equivalent combination of education and experience. Flexible to work in various shifts, departments and locations as required. Overtime, weekends, and holidays as required.

**Dietary Aide** Part-time Karen Acres Health Care Center Urbandale, IA [www.indeed.com](http://www.indeed.com)  
Responsibilities: The Dietary Aide is responsible for creating a high quality dining experience for residents by assisting with meal preparation, dining room preparation, and meal service consistent with regulations and established policies, procedures and best practices. The ideal candidate has long term care experience, dependent adult abuse training, and CPR. Required education: High school or equivalent Required experience: Food Service: 1 year

**Food Service Worker/Cook** - Food and Nutrition Services - Mercy Medical Center Des Moines, IA [www.indeed.com](http://www.indeed.com) GENERAL SUMMARY: Prepares and cooks a variety of hot and cold foods with quality in taste and visual appeal. Participates in the planning, requisitioning, handling, storing and serving processes. Maintains clean, sanitary work area and practices food safety regulations. Prepares display cooking in retail service station. Preps and prepares daily menu items. Efficiently requisitions, inspects, prepares, cooks, cools and portions large and small quantities of meats, vegetables, cereals, soups, fruits and other forms of food in accordance with quality standards, quantity demands and standardized recipes. MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: High school diploma or GED required. Two years' experience in restaurant or food service required. Culinary education, experience or training is preferred. Excellent customer service and communication skills.

**Assistant Executive Director** Part-time Opportunity on Deck - Clive, IA [www.indeed.com](http://www.indeed.com)  
Administrative Duties: Assist with day-to-day responsibilities as requested by the executive director or according to the approved action plan as they pertain to Opportunity on Deck, including planning leagues. Organize the materials and equipment so they are ready for our weekly clinics. Arrange and communicate with Opportunity on Deck suppliers and partners, and be able to gather equipment and materials from them when needed. Communicate with our on-site coordinators to ensure they are prepared for the upcoming clinics and solve any problems they may have, involve seeking assistance from the executive director if needed. Ensure that on-site coordinators are keeping track of their hours and are working toward their goals and objectives. Arrange to have enough volunteers at each of our clinics and communicate with them before and after the event. Plan and attend board meetings once a quarter, and communicate with the board of directors to inform them of our progress as an organization. Required education: High school or equivalent. Required licenses or certifications: Driver's License CPR

**Teller** - Part Time Great Western Bank West Des Moines IA [www.indeed.com](http://www.indeed.com) The Teller is responsible for performing branch and customer service duties. Duties include accepting retail, commercial checking, and savings deposits, cashing checks and savings withdrawals, processing loan payments, and assisting with night depository and vault duties. Tellers provide quality service, through effective use of the customer constitution. Actively looks for additional opportunities to refer and cross-sell bank services while processing transactions.



Qualifications/Experience Required High School Diploma required. Basic math skills and strong customer service skills. Cash handling experience preferred. Retail and/or sales experience. Proficient computer skills. Ability to stand for long periods of time and lift 20 to 50 pounds. Excellent verbal, written and interpersonal skills. Self-directed/Initiative.

**Route Settlement Specialist** Atlantic Bottling Company Waukee, IA [www.indeed.com](http://www.indeed.com) The Route Settlement Specialist performs route settlement and cashiering responsibilities following standard operating procedures (SOPs) and ensuring daily driver paperwork for delivery routes are settled. Experience & Qualifications: High school diploma/GED. 2-year degree or bachelor's degree in accounting-related function is preferred. Previous warehouse or inventory experience is helpful but not required. General knowledge of accounting and experience using basic accounting system is preferred. Ability to read and follow directions and SOPs required. Good team-player with a positive, helpful attitude. Good verbal and written communication skills is required. Strong problem-resolution and analytical thinking skills. Good computer skills (MS Office) and accurate 10-key/data entry skills is required. Ability to follow all safety requirements/protocols. Flexible with the ability to adapt to varying situations.

**Warehouse Worker** Lineage Logistics Central Midwest Des Moines, IA [www.indeed.com](http://www.indeed.com) As a general Warehouse Worker, you will receive, store, and accurately distribute material, equipment, and products in the facility within the time scheduled and the output parameters required. This is an active role that requires you work on multiple projects at once. Our success depends on your ability to deliver in a safe, accurate and timely manner! Basic Qualifications: Must be able to lift 50lbs without assistance Minimum of H.S./GED Diploma Must be willing and able to work weekends Must be willing to work in cold environment (company provides all necessary gear) Must be able and willing to complete a pre-employment basic math skills test. Must be able and willing to complete a pre-employment background check and drug screen

**Store Operations Support** Part Time Slumberland Des Moines, IA [www.indeed.com](http://www.indeed.com) This position is responsible for assisting customers over the phone and in store with administrative and operational duties including merchandise handling, display, receiving, shipping, delivery prep., maintenance, and administrative tasks. Abide by Slumberland's attendance and tardiness guideline.

**Machine Operator/Warehouse Generalist** Nebraska Furniture Mart Clive IA [www.indeed.com](http://www.indeed.com) As a Warehouse Associate, you will be responsible for performing material handling functions that include moving, displaying, receiving, transporting, and loading products for inventory, customer pick up, and distribution. You will operate material handling equipment, receive and tag products, and load, unload, and move products for distribution. You must meet the following requirements to qualify for the Distribution Shipping role: 1 year of Warehouse or general labor experience 6 months – 1 year of customer contact experience 1 – 2 years of shipping and receiving; machine operations experience, preferred Experience in operating scanning equipment, required Ability to work nights, weekends, and/or early morning hours



based on business needs Ability to lift, push, and pull required weights per established requirements for the department

**Front Desk Agent** - Candlewood Suites Des Moines, IA [www.indeed.com](http://www.indeed.com) This position will check-in/check-out hotel guests in a timely and professional manner; and process all payments according to established procedures. Qualifications Requirements include holding a High School diploma or equivalent, plus one year front desk/guest service experience. Some college is preferred. You may be required to work nights, weekends, and/or holidays.

**Billing Account Specialist** (JOB ID: 19818) Urbandale UPHC Home Care Main [www.indeed.com](http://www.indeed.com) Ability to perform billing functions for affiliate locations. Provide communication and teaching to Billing/Account Specialists and Billing Records Technicians. Answer questions and resolve problems related to billing operations. Attend seminars/meetings and present material back to the CBO. Prepare documents for secondary claim filing. **QUALIFICATIONS REQUIRED** High School or Vocational School graduate. Strong interpersonal skills. Ability to work independently or as part of a team. Ability to understand and apply guidelines, policies and procedures.

**Member Services Representative** Planet Fitness Des Moines, IA [www.indeed.com](http://www.indeed.com) The Member Services Representative will be responsible for creating a positive member experience by providing a superior level of customer service to Planet Fitness members, prospective members and guests. Greet members, prospective members and guests, providing exceptional customer service. Handle all front desk related activities including: Answer phones in a friendly manner and assist callers with a variety of questions. Check members into the system. New member sign-up. Take prospective members on tours. Qualifications/Requirements: Customer service background preferred. Basic computer proficiency. A passion for fitness and health. Upbeat and positive attitude! Punctuality and reliability is a must. Exceptional customer service skills; able to interact in a positive and professional way with members and co-workers, exceeding the member's expectations. Strong listener with the ability to empathize and problem solve. Demonstrate diplomacy in all interactions while using appropriate behavior and language. High School diploma/GED equivalent required. Must be 18 years of age or older.

**Patient Service Representative** (JOB ID: 19384) UnityPoint Clinics Des Moines Southglen [www.indeed.com](http://www.indeed.com) Greet patients and visitors and provide courteous, caring and professional assistance to all individuals contacting the office. Answer their questions and provide non-medical information and/or direct to appropriate person or department. Answer telephone calls in a clear, calm and professional manner. Screen calls by urgency and route calls promptly, accurately, and professionally to appropriate party Make, cancel and reschedule patient appointments maintaining appointment schedule according to office procedure. Qualifications: High School or Vocational School graduate. Knowledge of medical terminology, anatomy and physiology. Ability to demonstrate strong customer service skills. Ability to effectively enter information into a variety of computer programs. Ability to understand and apply guidelines, policies and procedures. Ability to interact effectively with physicians, health care team



members, individuals and members of their support systems. Ability to communicate effectively with people of diverse professional, educational and lifestyle backgrounds. Previous medical office experience preferred. Previous experience with an electronic health record or medical office software preferred. Previous experience coding diagnoses and procedures with ICD-9-CM and CPT preferred.

**Office Assistant** Custom Electrical Services - Clive, IA [www.indeed.com](http://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. Required education: High school or equivalent

**General Labor 2** - Stkrn 1ST SHIFT-308424 G&K Services Des Moines, IA [www.indeed.com](http://www.indeed.com) JOB SUMMARY: The General Labor 2 Stockroom position entails numerous labor tasks within the stockroom. 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 ESSENTIAL JOB FUNCTIONS: Closing Tickets in IMPAC Grading Pants/Shirts evaluating cosmetic and functional condition of garments Juki Operation utilizing Juki auto-sewer for applying name or emblem to garments Name/Emblems free stitching, prepping and pulling Hem Pants applying hem stitch to pants Mark, Measure & Cut Garments cutting pants to appropriate length for hemming Perfect Print using specialized equipment for creating/applying sublimation of name/emblem Shipping/Receiving completing bill of ladings Staging and Stocking Inventory Quality Assurance evaluating garments prior to shipping WORK EXPERIENCE REQUIREMENTS: Relevant experience working in a distribution/warehouse environment is preferred, but not required

**Cargo Handler/Dock Worker** Forward Air Solutions Des Moines, IA Job Description: Forward Air is seeking capable and career-oriented individuals to work in our fast-paced shipping/dock operation. Our Cargo Handlers are responsible for loading and unloading freight on our trailers in a safe and timely manner. Frequent lifting, pulling, pushing, and carrying of freight are required. All necessary training and materials for this position are provided. Qualifications: Excellent communication and problem solving skills Strong team player that thrives in a fast-paced environment must be flexible to work weekends and overtime as needed Forklift and general freight handling knowledge is a plus General computer skills - Microsoft Office, Outlook, AS400 Must be 18 or older All applicants are subject to a criminal background investigation

**Server Assistant** – Triple Crown Prairie Meadows [www.indeed.com](http://www.indeed.com) Description Duties: Responsible for assisting waitrons with the set-up and cleaning of serving areas. Maintains good working knowledge of restaurant layout, table numbers, and serving areas. Opens work stations, stocks condiments, garnishments and sauces for each shift. Responsible for properly closing work stations and dining room. Ensures that all products are wrapped, dated and stored properly. Responsible for cleaning the work station. Minimum Requirements:



Experience in food service preferred. Must have proven customer service skills. Standing and walking for an 8-hour shift. Ability to lift up to 50 lbs. and push a cart up to 150 lbs. Ability to work weekends, holidays and varied hours.

**Cashier** Perkins Des Moines, IA [www.indeed.com](http://www.indeed.com) Provides friendly and efficient service to guests according to company policies, procedures, programs and performance standards. Performs all duties to maximize guest satisfaction and a quality work environment as directed by General Manager or Manager on Duty.

**Hotel Front Desk Agent** Prairie Meadows Altoona, IA [www.indeed.com](http://www.indeed.com) Description  
Responsible for the successful daily operation of the hotel front desk. Successfully check guests in and out of sleeping rooms. Conduct all necessary guest transactions and create front desk reports in an expeditious manner. Create accurate reservations, room blocks, and assist with group arrivals and departures. Monitor the front desk through potential times of stress and emergencies. Resolve guest concerns, implement resolutions, and notify management as necessary. Greet customers immediately with a friendly and sincere welcome, and use a positive and clear speaking voice. Listen and understand requests, issues and situations from both guests and staff members. Develop a thorough knowledge of hotel staff, property amenities, area attractions, room locations, rates and develop selling strategies. Minimum Requirements: High school diploma or equivalent. Must have hotel, front desk, customer service or similar work experience. Advanced computer skills and proficiency with Microsoft Office Suite required. Knowledge of Micros Opera property management system is preferred. Excellent phone etiquette, customer service and people skills relating to both internal and external guests. Must have strong organizational and multi-tasking skills, and the ability to communicate effectively both verbally and in writing with persons of diverse backgrounds. Ability to lift up to 50 lbs. and push a cart up to 150 lbs. Ability to work nights, weekends, holidays and varied hours.

**Casino Floor Attendant** Prairie Meadows Altoona, IA [www.indeed.com](http://www.indeed.com) Description duties:  
Monitors Casino floor activity to ensure overall guest satisfaction. Manages monies paid out by the slot machines. Performs hopper fills and minor machine repairs. Greets guests in a friendly manner and answers questions. Trades currency for guests in the casino. Assumes responsibility for their assigned areas. Minimum Requirements: High school diploma or equivalent preferred. Previous cashiering experience preferred. Strong customer service, math and counting skills required. Must pay close attention to detail. Must be able to handle a fast paced environment. Smoking environment. Ability to lift up to 30 lbs.

**Table Games Dealer** Prairie Meadows Altoona, IA [www.indeed.com](http://www.indeed.com) Description duties:  
Provides prompt, accurate and courteous customer service to players in accordance with standard procedures. Maintains the integrity of the game, as well as explains aspects of the game to players. Processes all cash and maintains proper handling and accounting for assigned property items. May perform service for multiple games, depending upon training and acquired proficiency. Maintains a professional, friendly and courteous demeanor while



supporting a pleasant entertainment experience for all guests. Minimum Requirements: High school diploma or equivalent preferred. Demonstrated proficiency in dealing one or more games, acquired through training or experience. Ability to perform basic math functions. Must have strong communication and interpersonal skills. Requires finger dexterity to be able to shuffle and deal cards. Ability to identify cards and pay/collect bets. Must pass quarterly audits for accuracy, speed, and game pace set by the department. Ability to stand and walk for an entire shift. Must be able to handle a fast paced environment and be able to tolerate secondary smoke along with loud noise. Ability to lift up to 10 lbs. Must be able to work weekends, holidays and varied hours. Note: Must attend training school and pass audition before a job offer will be extended. Dealer school can be day or evening hours. School typically runs 2-3 weeks. Auditions can happen after two weeks for candidates meeting/exceeding gaming knowledge & customer service requirements.

**Expeditor** Perkins Des Moines, IA [www.indeed.com](http://www.indeed.com) Provides friendly and efficient service to guests according to company policies, procedures, programs and performance standards. Performs all duties to maximize guest satisfaction and a quality work environment as directed by General Manager or Manager on Duty. Job usually performed during high volume times as assistant to Servers.

**Service Coordinator** Billion Automotive Des Moines, IA [www.indeed.com](http://www.indeed.com) Requirements: Proven telephone customer service experience (minimum 1 - 3 years) Demonstrate excellent phone and verbal communication skills Past experience with heavy inbound and outbound calls (no cold calling required) A highly professional approach and appearance MUST speak CLEARLY and have a pleasant phone manner A demonstrated dedication to customer service The ability to instantly build rapport with clients Being organized, self-disciplined and a quick learner Must have a valid driver's license and acceptable driving record Must be able to work a flexible schedule with some Saturdays (40 hours per week, up to 2 Saturdays per month) Job Type: Full-time Required education: High school or equivalent Required license or certification: Driver's License

**Data Processing Clerk 1** Job ID 5301582 Part-Time 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 Desired Qualifications Experience meeting



departmental, pre-established, and data entry quotas Good problem solving skills Ability to navigate multiple computer systems, applications, and utilize search tools to find information Ability to follow specific guidelines Strong alpha-numeric data entry skills Solid problem solving skills Ability to work effectively under direct supervision and follow specific guidelines Lockbox experience

**G2 Secure Staff** Des Moines International Airport Des Moines, IA [www.indeed.com](http://www.indeed.com)

**OPS Agent/ Service Representative (Ticket Agent):** \$11.00 The Ops Agent/ PSR/Ticket Agent will check in / greet customers traveling with charter flights courteously and efficiently; assist with the ticketing sales and pre-boarding process as needed. Cross utilized at ticket counter, pre-boarding gate, baggage service, and self-service kiosks areas.

**RAMP AGENT:** \$11.00/hour responsible for providing ground support for inbound and outbound aircraft. Including baggage handling, mail and freight handling, aircraft servicing, driving motorized equipment, and cleaning of aircraft interiors. Employees work outside in inclement weather conditions, must be able to continuously lift up to 50 pounds, bend, stoop, lift, twist, climb and work at heights) Must have a valid Driver's license. Wheelchair Agent: \$7.25/Hour + TIPS Meet inbound and outbound flights to provide services with wheelchairs, aisle chairs and gurneys to passengers needing special assistance. Employees will lift up to 75 pounds. Employees will push and pull up, on inclines and declines while assisting passengers in wheelchairs. Education and Experience: High school diploma or equivalent preferred. Previous service industry experience preferred. Must be 18 years or older. Must have a home telephone. Must have reliable transportation.

**Receptionist** CCMSI West Des Moines IA [www.indeed.com](http://www.indeed.com) The Receptionist is responsible for answering all incoming and in-house calls and directs to the proper person. Transfers calls and takes messages. Responsibilities: Answer calls and take messages. Clerical duties, as requested - proofread documents, prepare letters and labels, sort checks, tear down loss runs, stuff envelopes, data entry, copying, and filing. Performs other duties as assigned. 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, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must project a professional image and voice. Excellent oral and written communication skills. Ability to handle multiple tasks and experience handling multiple-line phone with voicemail applications helpful. Individual must be a self-starter with strong organizational abilities. Ability to coordinate and prioritize required. Flexibility, initiative, and the ability to work with a minimum of direct supervision a must. Ability to work as a team member in a rapidly changing environment.

**Secretary** Mercy College - School of Nursing Catholic Health Initiatives Des Moines, IA [www.indeed.com](http://www.indeed.com) Job Summary: The purpose of this position is to provide administrative and general office support to administration, faculty and adjunct faculty. Essential Duties: Provides general office support including preparing correspondence, copying, filing, making travel arrangements, ordering supplies and scheduling meetings and taking minutes and



processing invoices and expenses. Requests computer access for students in clinical rotations at Mercy Medical Center entities. Assists in resolving access issues with Human Resources and Information Technology. Tracks student compliance, health and training requirements for clinical experiences. Follows up with students regarding need for information. Qualifications Associate's degree or equivalent experience. Minimum three years' experience in providing general office support. Demonstrated experience providing support for multiple individuals. Proficient experience in Microsoft software. Demonstrated ability to prioritize, multi-task and attention to detail. Demonstrated ability to use sound judgment and discretion. Experience providing support in a higher education environment preferred.

**Teller I** Central Bank Des Moines, IA [www.indeed.com](http://www.indeed.com) Central Bank is seeking a dependable, detail oriented individual for a Teller I position. Essential job duties include, but are not limited to, processing transactions for savings accounts, checking accounts, and loans; cashing checks, selling money orders; processing night depository transactions; maintaining account records; assisting in preparation of reports, ordering supplies, typing letters and answering the telephone; may assume additional responsibilities of opening or closing the bank, providing assistance and guidance to less experienced teller staff and ensuring smooth operation of the work environment. Requirements: Applicants should have a high school diploma or equivalent and/or 1-2 years of cash handling experience.

**Patient Access Representative** Part Time with Benefits Mercy Hospital Des Moines, IA [www.indeed.com](http://www.indeed.com) Job Summary: Responsible for duties in support of departmental efficiencies which may include: but not limited to performing scheduling, registration, patient pre-admission and admission, reception and discharge functions. Must obtain complete and accurate patient demographic information. Patient Access representatives also must employ proper, compliant patient liability collection techniques before, during & after date of service. **KNOWLEDGE, SKILLS, ABILITIES** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Minimum typing skills of 35 wpm Demonstrated working knowledge of PC/CRT/printer Knowledge of function and relationships within a hospital environment preferred Customer service skills and experience Ability to work in a fast paced environment Ability to receive and express detailed information through oral and written communications Understanding of Third Party Payor requirements preferred **Qualifications: EDUCATION / EXPERIENCE** Include minimum education, technical training, and/or experience preferred to perform the job. High School Diploma or GED required 0 – 1 year in a Customer Service role. 0 – 1 year administrative experience in medical facility, health insurance, or related area preferred Some college coursework is preferred **PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to sit at computer terminal for extended periods of time



**Home Care Aide** -Early mornings A-1 CAREERS - Des Moines, IA [www.indeed.com](http://www.indeed.com)

Responsibilities: Provide personal cares Document and report any changes to the Case Manager Perform light housekeeping Perform meal preparation and clean up Follow principles of infection control and Universal Precautions Assist in providing a safe environment and promote quality patient care through adherence to established policies, procedures and standards. Ensure client's rights are adhered to. Respond rapidly and appropriately in an emergency situations Use equipment properly and in a safe manner Qualifications: High school diploma or GED Successful completion of at least a 75 hours Nurse Aide Course with a written and skills competency test Certified in CPR Licensed driver with automobile that is insured in accordance with the organizations requirements. Self-directing with the ability to work with little direct supervision Demonstrate effective oral and written communication skills Ability to express spoken and/or written ideas in English Empathy for the needs of the client Treats clients, staff and the public with courtesy, respect and presents a positive public image Ensures confidentiality and security of the client's medical information Required education: High school or equivalent. Required experience: Caregiving: 1 year Required license or certification: Certified Nursing Assistant (CNA)

**Order Fulfillment Processor** Dee Zee, Inc. Des Moines, IA [www.indeed.com](http://www.indeed.com) Position Summary:

Operate powered industrial vehicles such as lift trucks, high lifts, internal combustion or electric. Pull orders as directed by the pick list. Optimize shipping space and minimize costs. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Essential Functions: Check equipment daily, fluid levels, tires, etc. and complete daily check sheet Load/unload trailers and scan all items Verify pallet/crate/boxes are correctly labeled and identified Route and deliver goods to proper areas within the plant Maintain work area in a clean and orderly condition (sweep up debris on the floors) Must know and follow safety procedures on forklift Know material hazards (MSDS) Pull truck load, less than truckload & small package product for shipment to customers' needs Position Qualifications: Education: High School Graduate, GED, or HSDE preferred Experience: Six months to one year related experience Computer Skills: Must demonstrate computer literacy Certificates & Licenses: Valid Driver's License required; must pass written and driving test for fork lift

**Leasing Consultant** Full Time Campus View Student Housing LLC - Ankeny, IA [www.indeed.com](http://www.indeed.com)

Campus View Student Housing LLC is looking for a leasing consultant to work at our Ankeny property. The leasing consultant is responsible for creating and maintaining a welcoming office environment for both current and potential residents, performing tours and leasing to all prospective residents that come to the property. The Leasing Consultant also demonstrates complete knowledge of the features and benefits of the community as well as trends and features of the local market to better position the company's offerings versus competitors. The leasing consultant is required to complete monthly market surveys, collection of monthly rent, handling tenant issues, other duties as assigned by the Property Manager and works as a team participant along with the other staff to ensure the community meets the quality standards set by the Company. This is a full-time position during the Monday -- Friday 8am -- 5pm work week



and some evenings and weekends as necessary. Required education: High school or equivalent  
Required experience: Leasing: 1 year Customer Service: 1 year Sales: 1 year

**Operator** Hydro-Klean LLC - Des Moines, IA [www.indeed.com](http://www.indeed.com) Essential Job Functions:  
Travels to customer locations to perform manual labor using a variety of powerful industrial equipment including high pressure hydro blasters, vacuum equipment and pipeline video inspection equipment. Works in diverse environments including confined spaces, heights, sewers, pits, storage tanks and ducts. Performs work on a rotational on-call basis to respond to after-hours emergencies. Frequent overnight travel is required; must be able to work extended shifts. Drives Hydro-Klean vehicles and equipment to work sites. Establishes and maintains a safe work site by following standards established by OSHA and Hydro-Klean. Follows customer rules and procedures as they pertain to the work being done. Assures equipment, appropriate tools, personal protective equipment and materials are available and used in accordance with standards established by OSHA and Hydro-Klean. Interprets blueprints and sketches, follows written and oral instructions. Completes reports, records, work orders and driver logs as required by DOT regulations and Hydro-Klean procedures. Performs other duties as required by management or the crew leader. Requirements: Must be at least 18 years of age Valid US Driver's License Ability to maintain insurability with Hydro-Klean's insurance carrier (Good history of driving record for three years) Supervisory experience; experience leading teams of personnel

**Operations Specialist**, Waste Collections - (16018103) Waste Management Des Moines IA. [www.indeed.com](http://www.indeed.com) Job Summary Provides clerical and administrative support to departmental Managers, and assists in coordinating all aspects of daily operations, including recording and reporting data. IV. Qualifications: The requirements listed below are representative of the qualifications necessary to perform the job. Education and Experience Education: Not required. Experience: No prior work experience required. Certificates, Licenses, Registrations or Other Requirements None required.