



Sample Job List Week November 21 – November 25

***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. ***

Secretary – Parks and Recreation Department West Des Moines, IA www.indeed.com The City of West Des Moines is seeking a full-time Secretary to provide customer service and secretarial and clerical support for the Parks and Recreation Department, including receptionist duties, data entry, word processing/typing, filing, scheduling, composing correspondence, note taking, and preparing reports. Requires high school diploma/GED, 1-2 years of additional schooling and 3-5 years of related office experience or equivalent education/experience, and proficiency with Microsoft Office applications. Experience working in a front desk environment with direct public contact preferred.

General Office Clerk Skold Companies - Des Moines, IA www.indeed.com Skold Companies is currently seeking a General Office Clerk. This position will assist the Accounting Department with contracts, invoicing, billing, accounts payable, accounts receivable and miscellaneous data entry. Qualifications: Prior experience with Sage 100 Contractor accounting software Prior AR/AP experience excellent data entry skills and computer skills Attention to detail Flexible and adaptable highly organized.

Administrative Assistant Lutheran Services in Iowa Des Moines, IA www.indeed.com LSI currently seeks a full-time Administrative Assistant at the Des Moines office location. Work schedule will be 8am-5pm M-F. Administrative assistants perform assigned administrative tasks, including but not limited to, secretarial, accounting, data entry and receptionist tasks. Additionally, this position would work as a member of the team to provide a variety of administrative supports for staff at the assigned office or department location. This position will require the person to be able to work with a diverse multi-cultural population. Must be able to relate to the children and elderly. Must be computer literate with excellent Microsoft Excel, Word and PowerPoint programs. **QUALIFICATIONS** Qualified applicants must have a high school diploma and two years' experience working in an administrative capacity. Preferred applicants will have five or more years of administrative work experience.

Customer Service Representative Requisition Id: 16357 XPO Logistics Des Moines, IA www.indeed.com Provide service excellence to both internal and external customers. Collaborate with customers and service center personnel to resolve issues. Essential Functions: Available to work a variety of shifts, including days, evenings, nights and weekends. Perform general clerical duties as assigned, including but not limited to answering and directing phone calls, filing, data entry and billing. Attention to detail including recognizing and resolving documentation errors. Process over, short and damaged freight and related documentation for customer resolution. Assist customers via phone, email and fax with inquiries including but not limited to tracing shipments, rate quotes, tariff discrepancies and billing and/or invoicing



questions. Properly bill shipments pursuant to applicable tariffs and pricing agreements. Safely walk and stand for extended periods of time on a loading dock that is not climate-controlled and may be slippery. Prompt, daily attendance at assigned work location. Perform other duties as assigned. Knowledge, Skills and Abilities: Excellent time management, organizational and multi-tasking skills. Previous customer service experience. Transportation experience is a plus. Strong computer, typing and 10-key skills Proficient with Microsoft Office Suite (Excel, Word, and Outlook). Excellent written and verbal communication skills. Ability to work independently and/or in a team environment.

Transcriptionist/File Clerk/Front Desk Associated Ophthalmologists PC • Des Moines, IA www.indeed.com JOB SUMMARY: Perform an extensive number of data collection/retrieval functions as delegated by the physician's for inclusion in patient's permanent medical records. This position directly corresponds with the physician's recommendation, diagnosis, and visual findings which must be clearly documented and stored within patient charts for accurate record keeping. EDUCATION AND EXPERIENCE: High School Diploma or equivalent. Two years minimum experience in medical practice. ESSENTIAL SKILLS AND ABILITIES: Excellent customer service and communication skills. Able to complete tasks in a reasonable time frame. Ability to work as a team member. Ability to manage multiple tasks simultaneously. Must have excellent follow-up skills. Well organized with attention to detail.

Driver Helper UPS INDIANOLA, IA www.indeed.com No drivers' license is required – only reliable transportation – and the dedicated Seasonal Driver Helper will be picked up by the Package Delivery Driver on a local route.

Cashier (Job Number: 16000HR3) DICK'S Sporting Goods West Des Moines IA www.indeed.com Cashier Duties: Create a world-class customer experience by providing passionate customer service and selling through customer engagement Cash register ringing & general cash handling Uphold DICK'S Sporting Goods' standards for merchandise presentation of the best apparel and equipment brands in sporting goods Promote company programs including warranty sales, Scorecard (loyalty program), private-label credit cards, and other seasonal promotions As business needs arise, other tasks may become necessary Qualifications Flexible Availability - Including Nights, Weekends, and/or Holidays Accurate and comfortable with math and currency 1-2 years of Retail Cashier and/or Retail Sales experience preferred

Customer Service - Apparel Seasonal Kmart URBANDALE IA www.indeed.com Provides "World Class" Member Service by surprising and delighting our members every day. Ensures basic and seasonal replenishment and merchandising and operational programs are established and maintained to improve sales and profitability in one or more department(s). Works in conjunction with the Department Lead in maintaining merchandise assortments and pricing integrity.

Stock Merchandise Flow Associate Burlington Stores, Inc Des Moines, IA www.indeed.com Responsibilities: Receive freight and convey shipments from the shipping/receiving platform to



backroom Process, ticket, store, move, and display merchandise Stock, organize and present new merchandise on the sales floor Perform other tasks as assigned by manager from time-to-time. Candidates must be able to work a flexible schedule; including 6am mornings, nights, weekends and holidays as required. Physical requirements may include the ability to lift and move boxes weighing 40 lbs. or more.

Night Auditor/Front Desk Clerk Homewood Suites/ By Hilton West Des Moines - West Des Moines, IA www.indeed.com SUMMARY Provides customer service to guests of hotel by performing the following duties. Greets, registers, suggestively sells rooms, issues room keys, assigns rooms to guests and sets wake up calls in a efficient, warm and friendly manner. Acts as manager on duty and follows the prescribed MOD procedures on communication, emergency procedures and guest satisfaction. Enters daily changes and balances accounts such as guest, house, guest tray, and city ledger and advance deposits. Resets system for the next business day. Ensures that the night audit procedures are completed on a daily basis and the information entered and posted are accurate, balanced and timely. EDUCATION and/or EXPERIENCE: One year certificate from college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Kitchen Clerk Hy-Vee, Inc. - Ankeny, IA 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. No education requirement. Six months or less of similar or related work experience.

Administrative Assistant WesleyLife At Home - Des Moines, IA www.indeed.com As our Administrative Assistant, you will have the opportunity to provide exceptional customer service and extend hospitality to guests, residents, clients and team members through in person, telephone and email connections. On a daily basis, you will provide a wide variety of administrative support and have a direct impact on enabling efficient and organized workflows, accurately managing records and documents, ensuring compliance with regulatory agencies, coordinating projects, people and services, and both directly and indirectly impacting the people we serve. We will need you to be customer focused, organized and able to multi-task and prioritize. Exceptional communication skills and the ability to handle a variety of personalities are expected. A minimum of two years prior experience in administrative office work, accounting/payroll, human resources or related field is required. Must be flexible to meet the immediate and ongoing demands of the position and willing to work in a team environment. Accounts Payable experience required. Must have intermediate or better computer skills with specific experience in Microsoft Office, including Outlook, Word and PowerPoint. Excel experience is helpful. Professional customer service or administrative professional learning is preferred.

Administrative Assistant (Sales Support) Part Time Slumberland Furniture Des Moines, IA www.indeed.com this position is responsible for assisting customers over the phone and in the store. The major duties may vary slightly depending upon the store location or market. Answer



phones, take messages, transfer calls, fax, and 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. 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). Assist in inventory accuracy and counts and merchandise movement. Close out orders (finalizing). Perform work as directed by supervisors: service, display. May include working an alternate schedule or in an alternate location. Housekeeping, snow shoveling, sign set-up, lighting assistance. Maintains a safe and insurable driving record that will allow for driving on company business.

Receptionist/Administrative Assistant HOODZ of Central Iowa - Des Moines, IA
www.indeed.com The Receptionist/Administrative Assistant for HOODZ Fire & Safety is responsible for overall front office activities while invoicing customers and processing accounts receivables. Looking for a person that can work a 40 hr/wk. The successful candidate for this opportunity should be a detail oriented individual capable of adapting to changes throughout the day and should enjoy working independently, as well as in a team oriented environment. Responsibilities within the company will be added to this position with room for continued experience and growth. Required education: Associate Required experience: Administrative Assistant: 2 years Receptionist: 1 year

Dishwasher Part Time CraftWorks Restaurants & Breweries Group, Inc. West Des Moines, IA
www.indeed.com Summary: To maintain dish area, equipment, and chemicals. Maintain clean and sanitized kitchen utensils and service ware to positively impact speedy and efficient service to our guest.

Assistant Head Housekeeper Homewood Suites/ By Hilton West Des Moines - West Des Moines, IA
www.indeed.com Assists in supervising housekeeping personnel, cleans and inspects hotel guestrooms, bathrooms, corridors, lobbies and completes laundry by performing the following duties Required education: High school or equivalent.

Full Time Cleaner K Kimco Services Ankeny, IA
www.indeed.com You will be sweeping, dust mopping, mopping floors, vacuuming, dusting, cleaning windows, floor scrubbers, carpet extractors, trash removal and the stocking/cleaning restrooms At least 6 months general cleaning experience helpful but will train the right person. You will be required to pass a criminal background check going back 7 years.

Club room Homewood Suites/ By Hilton West Des Moines - West Des Moines, IA
www.indeed.com Assists with cleaning public restrooms, pool area, fitness center, main lobby, sleeping rooms or laundry or special cleaning projects as requested. KHC POLICIES: Responsible for following all KHC policies and procedures as set forth in the KHC handbook and property specific guidelines/standards. These policies include dress code, safety and performance



standards. Employees must also maintain a professional image and report to work as scheduled. Required education: High school or equivalent

Warehouse Associate Seneca Companies, Inc. - Des Moines, IA www.indeed.com We currently have an opening for a warehouse associate. This position would assist in the shipping and receipt of incoming packages, freight, parts, equipment and materials and perform various warehousing duties. Qualifications: High School Diploma or equivalent 1 to 2 years of Warehouse experience preferred Ability to lift up to 50 lbs on a regular basis. Must be detail oriented. Basic computer knowledge. Clean driving record and ability to obtain a Class D license Excellent customer service skills as well as interpersonal skills Enjoy working in a fast-paced environment. Must be dependable Military experience welcomed

LEGO Instructor Part-time Youth Enrichment League Johnston, IA www.indeed.com Our part time After School LEGO Instructors lead children in grades 1-5 through different LEGO projects each class. Students use these projects to investigate basic engineering concepts. Instructors should be looking for part time work, enjoy working with children, and have reliable transportation. EXPERIENCE: We are primarily interested in dynamic personalities who want to make a difference in a child's day. Experience working with children is preferred. Examples of preferred experience: instructor, substitute teacher, assistant teacher, coach, summer camp counselor, paraprofessional, Sunday School instructor, nanny, baby sitter, child care provider, day care provider, personal care assistant, parent, actor, etc. YEL Instructors must possess the following qualifications: Availability during weekday after school hours (2:30 – 5:00PM) A reliable vehicle A valid Driver's License and ability to transport and store supplies A sincere desire to make a big impact on children's lives Ability to organize and implement pre-packaged lesson plans NOTE: Background check is require

Receptionist/Office Assistant Ann M Hartz CPA - West Des Moines, IA www.indeed.com Ann M Hartz CPA is looking for a part time receptionist with full time hours during January-April. Skills required: Good knowledge of computers, Good customer service skills, Comfortable on the phone. Skills preferred: Slight knowledge of Quickbooks. Responsibilities: phone answering, scheduling appointments, filing paperwork, light accounting work. Resumes are required to be submitted to be considered for this position. Required education: High school or equivalent Required experience: Receptionist: 1 year

Delicatessen Clerk Part-time Hy-Vee, Inc. Windsor Heights, 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. You will run the department registers and receive payments, make change, etc., where applicable. Additionally you will ensure a positive company image by providing courteous, friendly, and efficient customer service to customers and team members. Education and Experience Less than high school or equivalent experience and six months or less of similar or related work experience



Front Desk/Administrative Support Clerk Iowa Home Care West Des Moines, IA www.indeed.com Experienced clerical support is needed to help our agency with front desk administrative clerical duties. Knowledge of medical terminology is plus. Must be highly organized, able to multi-task, have attention to detail, and exhibit exceptional customer service skills. Must be proficient in working on computers and answering multi-line phones in an office environment. This position will have a variety of duties and will be providing support to multiple departments.

Assistant Property Manager - Westpointe BH Management Services Inc. Urbandale, IA www.indeed.com We are looking for someone who is passionate about Property Management and desires the opportunity to expand their Management skills with our growing company. As an Assistant Property Manager you would have a vital role in the success of your property. You would be responsible for overseeing the property and staff in absence of the Property Manager, assisting with various reporting functions, leasing and collection of rents. Job Qualifications: High School or GED (General Education Diploma) preferred Previous Property Management and/or industry experience preferred Previous bookkeeping/account reconciliation experience preferred CAM/Licensed Property Manager preferred Yardi Voyager experience preferred. MS Office Word/Excel experience preferred Travel may be required A valid driver's license may be required

File Clerk Employment Law Firm - Johnston, IA www.indeed.com Law firm in Johnston is looking for a full-time file clerk to perform clerical duties including answering phones, maintaining attorney schedules, filing and greeting clients. Applicant must be fluent in Microsoft Office and have excellent multi-tasking skills. Hours for this position are 10:00 a.m. to 5:00 p.m. required education: High school or equivalent required language: Great communication skills. Works well under pressure. Excellent Microsoft Office skills.

Dealer Services Customer Service Representative 3 Job ID 5295907 Wells Fargo Equipment Finance Des Moines, Iowa www.indeed.com WFEF has Industry and Asset-type specialists devoted to Construction Equipment, Commercial and Specialty Vehicles, Vendor Finance Programs, Technology Finance, Food, Beverage, Agriculture, Healthcare, Energy/Marine and Corporate Aircraft. It is the #1 non-captive lender for construction equipment and commercial vehicles. The primary responsibility of this position is to service calls and emails from the customer, our vendor, and internal groups. First call resolution, quality, and adherence to schedule are important responsibilities of the position. CSR's are provided 45 seconds of after call work time for account modifications, documentation, and other tasks to service the account. CSR's are empowered to make decisions based on each customer situation. Various technology systems are used to access information and to complete customer requests. Required Qualifications 2+ years of experience interacting with people or customers Desired Qualifications Experience processing complex transactions and performing extensive research to resolve complex customer inquiries Excellent verbal, written, and interpersonal communication skills Ability to interact effectively with internal and external partners and clients/customers. Advanced Microsoft Office skills Ability to navigate multiple computer



systems, applications, and utilize search tools to find information Ability to troubleshoot common computer problems. Customer service experience Ability to work effectively in a team environment Solid decision making skills Strong organizational, multi-tasking, and prioritizing skills.

Payment Representative Job ID 1605052794 Tenet and Catholic Health Initiatives Des Moines, IA www.indeed.com JOB SUMMARY Responsible for performing the payment application functions within the Reimbursement and Cash Management team. Performs manual and electronic posting functions for all Managed Care, Commercial and Government payors for all patient accounts, including cash balancing and reconciliation of bank deposits. Maintains knowledge of insurance rejection/denial processing and appropriately posts information for collection and follow-up activity Maintains daily cash log within excel tracking payment posting completion level Post payment corrections, payment transfers, NSF's, inter-facility transfers, Payroll deductions and any other cash transactions for A/R accounts according to established guidelines. Research and clear Unapplied Accounts (bank, MCare, MCaid) using established Identification function/process. Reconciles bank and special accounts which may include: research, payment transfer or payment refund. Qualifications: KNOWLEDGE, SKILLS, ABILITIES Computer skills: MS Word, Excel, and Outlook; knowledge of Tenet systems a plus Good interpersonal skills Strong customer service attitude and ability to work independently as well as in a team Well organized and attentive to detail Good math, analytical and problem solving skills Data entry and 10-key by touch EDUCATION / EXPERIENCE

Teller Part-Time Job ID 5296055 Des Moines, Iowa www.indeed.com Tellers are the face of our company and represent Wells Fargo in the community. A Teller position with our team offers an opportunity to be part of one of America's greatest companies. You'll have exposure to a variety of responsibilities, people and experiences in a professional work environment - that's part of the fun! Required Qualifications 1+ year of experience interacting with people or customers. Desired Qualifications Ability to navigate multiple computer systems, applications, and utilize search tools to find information Basic Microsoft Office skills Cash handling experience. Customer service focus with the ability to stay positive in interactions with customers and team members Experience offering products and services Experience working in a fast-paced environment Good communication skills including speaking clearly, succinctly, and accurately while using a pleasant tone and common conversational courtesies Ability to meet or exceed performance objectives

Universal Worker ELIM Care Village Assisted Living Des Moines, IA www.indeed.com We are currently seeking a Full-Time Day Shift Universal Worker. Universal Workers are highly valued by staff and residents alike! In this position you will be offering dining room assistance and help with our restaurant style dining. Duties: Assist tenants in choosing appropriate menu items and delivering meals to tenants Maintain awareness of safety in all situations Other Duties as requested Skills / Requirements Able to keep private information confidential Excellent customer service skills Able to effectively communicate with residents, staff and families



Dietary Aide Part Time Union Park Health Services Des Moines, IA www.indeed.com Prepares and/or pre-ports food (such as beverages, salads, desserts, and other items assigned by the supervisor) for regular and therapeutic diets according to the planned menu and production sheets and as directed. Handles food using proper food handling and food safety techniques according to established policies and procedures. Insures that food is served in an attractive, appetizing manner. Uses proper tasting technique to insure quality taste and palatability prior to service. Maintains the proper temperature of food during preparation and service. Records food temperatures according to established policy. Assists with the setup of the tray line. Assembles trays according to the planned menu and tray tickets, stated portion, resident food preferences, and diet order and within the established time schedules. Assists in checking trays during service for accuracy. Must possess, at a minimum, a 10th grade education. Possess the ability to make independent decisions when circumstances warrant such action. Be able to interpret and implement written or oral policies, procedures, and instructions. Possess the ability to add, subtract, multiply, and divide Communicate effectively

Cashier Sears DES MOINES, IA www.indeed.com Responsible for providing excellent customer service, efficiently and accurately completing sales and service transactions at the cash wraps, as well as handle customer issues that may arise on the sales floor.

Material Handler – USPS Requisition ID: 1454847 FedEx DES MOINES, IA www.indeed.com Job Description To provide safe and efficient operation of equipment used for the movement of packages/documents/heavyweight, dangerous goods and ULDS (Unit Load Device System). To assist in the buildup/breakdown of pallets containing heavyweight freight. Serve as liaison between company and ULD repair vendor, as required. There are specific requirements for any employee that operates a company vehicle. Please refer to policy 4-48 for exact job requirements. Fingerprinting may be required for positions that have access to the U.S. Mail and SIDA. In addition, employees applying to designated facilities requiring U.S. Postal Service clearance must have resided in the U.S. for at least 5 years prior to application date, unless the period for foreign residence was due to active duty in the U.S. uniformed military services; trailing spouse or dependent of someone working for the U.S. government (military or civilian); missionary; student attending school in a foreign country; Peace Corps participant; employee of a U.S. based employer/company or other extraordinary circumstances. An individual who falls into one of the categories above may provide a letter of recommendation from his employer(s) and/or criminal history report, with translation from the country where he resided. Male applicants born after December 31, 1959 seeking positions that handle or have access to the United States Postal Service (USPS) product must provide evidence of registration with the Selective Service or a Status Letter from Selective Service approving an exemption. In addition, all applicants/employees must provide proof of citizenship or legal work status authorizing the individual to work in the United States. If you are a non - U.S. citizen, you must provide your Alien or Admission Number and/or Permanent Resident Card for USPS clearance to be granted. If an applicant/employee cannot provide the above information, he/she will not be considered to work at a FedEx Express postal location.



Shipping & Receiving Clerk Housby - Des Moines, IA www.indeed.com PRIMARY PURPOSE: Receive, process, and ship parts and miscellaneous items in a proper manner. SKILLS & EXPERIENCE: Basic computer skills Capable of operating a forklift safely Required experience: Shipping And Receiving: 1 year Required license or certification: Forklift Certified

Receiving Team Lead Nobbies Ultimate Party Store - Clive, IA www.indeed.com Summary: Accountable for modeling "Guest First" service, setting an example for the team, and ensuring the team consistently demonstrates the P.A.S.T.A. service model throughout the store. Inspires and empowers their team to exceed our Guests' expectations. Accountable for the movement of merchandise for a large volume retail store onto the sales floor through receiving, processing, and stocking of merchandise and cycle recovery in a quick and efficient manner. Requirements: HS Diploma/GED 1-3 years minimum related leadership experience in a retail environment. 1-3 years minimum experience in receiving/logistics and merchandising; preferably in a retail environment. Candidate must be able to work a flexible schedule including evenings, weekends, and holidays. Must be highly organized, self-starter and possesses the ability to work independently or as a part of a team. Excellent oral and written communication skills. People oriented and able to provide superior customer service to both internal and external clients. Display a positive attitude that is contagious.

Operations Coordinator - Customer Service ChildServe Des Moines, IA www.indeed.com Provides customer support to ensure that children, families, staff and visitors have a positive experience. Provide clerical and administrative support services to Behavioral Health Services. Experience Requirements: Education: Associates degree or higher in healthcare, healthcare management/administration or related field.

Bakery Clerk Fresh Thyme Farmers Markets West Des Moines, IA www.indeed.com The Bakery Clerk is responsible for keeping all store bakery cases stocked and clean during business hours. They are required to assist customers as needed and maintain a friendly, energetic demeanor. This position requires adhering to all procedural guidelines set by the Food Service Department. Education and Experience: High school diploma or equivalency degree. Preferred 1 -2 years grocery retail experience in Bakery department processes and procedures. Previous experience in a natural foods industry is a plus.

Aircraft Cleaner -PT Meredith Corporation Des Moines Iowa www.indeed.com Job Description Cleans inside and outside of aircraft upon arrival. Maintains proper stocking of aircraft stores. Advises maintenance of any interior or exterior discrepancies. Cleans offices as needed. EDUCATION: High school or equivalent preferred. SKILLS AND ABILITIES: Detail oriented and self-motivated.

Plant Laborer OMG Midwest Inc Des Moines, IA www.indeed.com The Plant Laborer position is responsible for performing various duties on construction and/or paving projects. The



employee will generally work in utility capacity by transferring from one task to another where demands are required. Education/Experience High school diploma or General Education Degree GED is preferred. Previous related experience in the construction field is preferred but not required. Work Requirements Must be 18 years in age or older. Must pass pre-employment physical, drug screen and criminal background check.

General Labor Reilly Construction Co., Inc. Ankeny, IA www.indeed.com Manual labor position on a road construction crew must be willing to perform duties assigned by Foremen/Project Manager Prior construction experience a plus but we are willing to train Work with a variety of hand and power tools Able to lift up to 50 pounds on a regular basis Capable of standing, climbing, bending, kneeling, reaching and lifting Must have reliable transportation to job sites Must pass pre-employment drug test and physical

School Bus Driver in Training - (161043) Durham School Services Urbandale, IA www.indeed.com A Driver In Training will be trained by our staff to obtain a commercial driver's license (CDL), where available, obtain related School Bus Driver endorsement(s), and to learn our Company policies and procedures. Upon successful completion of the training program and successful completion of all necessary requirements for the position, the Driver In Training will be placed in a School Bus Driver role. Qualifications Requirements Include: Must be at least 21 years of age. Must possess, or be able to obtain, all valid applicable state license and other required certifications to operate company vehicles. Must meet all local and state requirements. Must meet physical and medical requirements and pass substance abuse screening; as a safety-sensitive employee, will be subject to random substance abuse screening under Company policy. Must satisfactorily complete and pass all training and attend safety meetings and in-service meetings in order to remain qualified. Strong communication and interpersonal skills. Ability to lift and assist students when necessary. Must have a high degree of attention and considerable dexterity in the control of the school bus/van. Must practice defensive driving at all times and avoid vehicular and industrial accidents by practicing safe driving and work habits. Ability to maintain effective pupil behavior management over groups of children.

Housekeeping Aide MGM Healthcare Des Moines, IA The overall purpose of the Housekeeping Aide is to perform scheduled housekeeping tasks as may be assigned by the Housekeeping Supervisor. Housekeeping Aide Responsibilities: Mop Sweep Dust Wash windows Shampoo and vacuum carpets Arrange furniture generally clean furniture, equipment, fixtures and hardware other duties may be assigned required education: High school or equivalent Required experience: Housekeeping: 1 year.