



### Sample Job List Week January 9 – January 13

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

**Casino Operations Clerk** Prairie Meadows Altoona, IA [www.indeed.com](http://www.indeed.com) Description Responsible for processing & maintaining payroll, attendance and other records for the Casino Operations Department. Ensures accurate record keeping, proper processing of paperwork & investigation of questions/concerns regarding payroll. Keeps detailed attendance information on each employee using spreadsheets and controllers. Ensures all tip information is accurate. Monitors all variances and keeps data updated in a spreadsheet. Tracks all ICERS. Tracks all Early Outs and Over Time. Rotates areas of responsibilities with other Clerk. Responsible for all duties in absence of other Clerk. Assists with special projects as needed. Minimum Requirements High school diploma or equivalent. Minimum of one year of clerical experience. Prior payroll experience preferred. Ability to maintain strict confidentiality. Must possess excellent guest service skills. Ability to communicate effectively and professionally. Ability to document & alphabetize accurately. Strong typing and data entry skills required. Must have excellent attention to detail, multi-tasking and organizational skills. Ability to utilize basic Microsoft Office Applications (Word, Excel & Outlook). Ability to communicate and interact verbally and in writing with people of diverse backgrounds. Experience with any payroll software is recommended. Ability to lift up to 35 lbs.

**Specialized Clerical Support** Part-Time Temporary, Human Resources DMACC Ankeny Campus Ankeny, IA [www.indeed.com](http://www.indeed.com) Job Summary Perform a variety of general office duties in support of DMACC Human Resources including data entry, scanning and filing Essential Functions Organize and perform clerical tasks which support operations of the Human Resources department. Maintain confidential records and process paper and electronic documents. Greet and screen office visitors and callers; provide excellent customer service to students, staff, and guests. Assist with staff coverage. Required Qualifications High school diploma or equivalent. One year of general office or secretarial work experience. Strong technology skills. Excellent communication skills and strong attention to detail. Ability to interact effectively, courteously, impartially and confidentially with diverse populations. Ability to plan, organize and manage time. Desired Qualifications Experience in an educational institution. Experience in a Human Resources office. Experience with Banner or other personnel records system.

**Office Administrative Assistant** Midwest Pallets - Des Moines, IA [www.indeed.com](http://www.indeed.com) GENERAL JOB DESCRIPTION Midwest Pallets is hiring! We are looking for a highly attentive, teachable office assistant. Candidate must be adaptable and flexible with a high attention to detail, ready to fill any type of request at a moment's notice. Candidate must also have a strong ability to work independently and manage time efficiently and quickly with minimal supervision. We will train appropriately to understand the pallet recycling industry. This is a part time position with a transition to full time in the next 2-4 months. MAJOR DUTIES AND RESPONSIBILITIES placing



orders and taking pick up requests Sending Quotes for special pallet orders Scheduling orders and pickups Data Entry Point of Sale Minor Accounting (Invoicing, Sales Receipts, Payroll) MINOR DUTIES AND RESPONSIBILITIES Filing. Running Errands Completing miscellaneous requested tasks Office Cleaning Ordering Supplies. QUALIFICATIONS FOR THE JOB Education: High School Diploma Experience: Excellent Phone Skills Minimum 1 year sales experience Minimum 1-year customer service experience. Office/Front Desk experience preferred Other: Familiarity with Google Apps for Business and Microsoft Office Quickbooks experience preferred Fluency in Spanish is a plus

**Transaction Mailroom Processor** Conduent Urbandale, IA [www.indeed.com](http://www.indeed.com) Provides administrative support to business operations by performing processing tasks such as data entry, scanning, mail sorting or similar activities May perform one or more of the following duties: Performs data entry of material from source documents to a computer database. Transcribes routine pre-coded and identifiable alphanumeric data from source document and/or phone call into an automated system. Ensures accuracy and completeness data. Performs clerical tasks in the data entry function. Receives and distributes incoming mail and materials All other duties as assigned. Must be at least 18 years of age or older. Must be able to pass a drug screen and background check. Must be authorized to work in the United States. Must be able to work over-time as needed. Must have a high school diploma or GED. Must be familiar working in a mailroom type environment. Will be sorting, prepping and indexing incoming mail along with the possibility of above duties as needed.

**Office Administrator** (161778) Durham School Services Ankeny, IA. [www.indeed.com](http://www.indeed.com)  
Responsibilities: Effectively facilitating and managing the flow of information within the CSC Entering data from time sheets on a daily basis performing daily audits and entering corrections Entering employee and billing information into various computer systems/applications Completing Accounts Receivable, Accounts Payable and Payroll Tasks Generating reports as needed Encouraging compliance with company policies and procedures maintaining accurate, orderly and up to date filing systems for all administrative records maintaining security of all files and records performing various administrative tasks Qualifications High School graduate or equivalent Excellent computer skills with knowledge of Word, Excel, and Outlook; and knowledge of basic office equipment Demonstrated ten-key and data entry skills; with ability to maintain accuracy and speed Basic clerical and math skills Excellent oral and written communication skills with excellent interpersonal skills Computer literacy, preferably in word processing and spreadsheets, Excellent oral communication skills to respond and present professionally to callers and visitors. Prioritization, organization, coordination and time management skills to develop and maintain manual and computerized filing systems, coordinate and prioritize multiple tasks to meet deadlines and apply protocols to coordinate flow of materials and correspondence in the Department. Demonstrated ability to effectively and diplomatically handle a wide range of demanding inquiries from a variety of internal and external sources.



**Office Assistant** Securitas USA Des Moines, IA [www.indeed.com](http://www.indeed.com) JOBSUMMARY: Performs a variety of administrative support functions, including receptionist, clerical support, data entry, word processing, and uniform maintenance. Distinguishing Characteristics: Primary job function is performing general administrative and clerical support. Education/Experience: High School Diploma or G.E.D. and 1 year of related experience, or an equivalent combination of education and experience sufficient to perform the essential functions of the job, as determined by the company.

**Overnight Closer** Planet Fitness Urbandale, IA [www.indeed.com](http://www.indeed.com) the Overnight Closer 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. You will also be responsible for closing that day's shift for that business day as well as creating an accurate bank deposit. 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. Physical Demands

**Customer Service Advisor** Valvoline Instant Oil Change West Des Moines, IA [www.indeed.com](http://www.indeed.com) A Customer Service Advisor greets the customers as they drive onto the lot, presenting oil change options and additional services based on manufacturer recommendations. Their goal is to create repeat customers by presenting services in a way that results in trust and sales. Customer Service Advisors also provide under the hood services as needed. • Enjoy face-to-face interaction with the public

**Teller Supervisor** Community State Bank - E Euclid, Des Moines, IA [www.indeed.com](http://www.indeed.com) The Teller Supervisor is responsible for managing the day-to-day operations of the teller line. The Teller Supervisor will manage and provide direction to assure accurate and courteous service is provided for customers or potential customers of the Bank. Supervisory duties will include direct management of all lobby and drive-up operations. The Teller Supervisor is responsible for vault and cash funds. Other duties include the hiring and training of new employees, coaching and motivating the staff to work as an effective team, completing performance reviews, scheduling staff members and ensuring that procedures for operation security, safety and all compliance regulations are being adhered to. Candidate must have an ability to disseminate and communicate new and/or revised policies and procedures. Operational knowledge of MSOffice systems, including Excel and Word. Excellent interpersonal skills, written and verbal communication skills. Proven self – motivation and problem solving skills. Able to manage time well and make decisions and multi-task in a fast paced environment. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Capable of managing and maintaining confidential information. Demonstrated leadership skills and ability to work within a group setting. Education: High school diploma or



equivalent required. Associate or Bachelor's degree in business, finance, or other related area preferred. Experience: A minimum of two years retail bank and management experience preferred or a combination of equivalent education and experience.

**Pest Control Technician** ORKIN West Des Moines, IA [www.indeed.com](http://www.indeed.com) What does a Pest Control Technician do? Inspects and performs pest control treatment on homes Builds and maintains good customer relations Communicates with customers, office staff and service managers Addresses customer questions and concerns Documents all work performed Properly maintains truck and equipment What do you need to bring for success? Willingness to learn Good with people Great attitude, every day Energetic optimistic outlook Customer service skills A valid driver's license with a good driving record

**Guest Services Representative** - Front Desk Guest registration G6 Hospitality DES MOINES IA, [www.indeed.com](http://www.indeed.com) computing and collecting payment, and verification of credit card transactions, Transmit and receive messages via telephone and fax machine, Read and run various reports, Make and confirm guest reservations, Maintain records of assigned and available rooms, Sort and rack incoming messages and mail, Maintain cleanliness and appearance of front lobby, Proactively recognize and address guest concerns, Identify sales opportunities to increase revenue, Report any safety and security issues that require attention, Complete the Shift Checklist, Guest Excellence: Cheerfully interact and assist guests with information regarding property and local amenities, Partner Excellence: May perform duties from other property positions as needed or assigned in order to maintain proper operations of the property, 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.

**Medical Data Entry Claim Specialist** American Prosthetics & Orthotics, Inc. - Clive, IA [www.indeed.com](http://www.indeed.com) In this medical data entry specialist position, you will be working to enter claim information accurately and in a timely manner to Medicare, Medicaid and all commercial insurance companies. This position will require an ability to move in a fast-paced environment as well as possess a positive upbeat attitude. What you will need to bring to the table: Background in either medical or insurance data entry Exceptional proficiencies with typing and data entry. Excellent verbal and written communication abilities Attention to detail and ability to handle deadlines Comfortable navigating various computer programs simultaneously Knowledge of ICD -10 coding helpful Required education: High school or equivalent Required experience: Data Entry: 3 years

**Office Clerk** Part-time Town Financial Corporation - Des Moines, IA [www.indeed.com](http://www.indeed.com) Town Financial is a consumer finance company that has been helping the Des Moines area with their finance needs for over 50 years. Duties would include answering phones, posting payments, taking credit applications, making credit decisions and collection calls. Required education: High school or equivalent required experience: Customer Service: 1 year.



**Administrative Assistant** City of Ankeny Police Department Ankeny, IA [www.indeed.com](http://www.indeed.com)  
Principal Duties and Responsibilities: Compiles, stores and manages data, using the computer for a variety of reports, letters, charts and documents. Maintains and prepares payroll data; prepares monthly overtime report. Manages registrations for department sponsored training programs. Tracks and bills for off-duty services provided by the department. Maintains block party information. Records minutes of meetings as required and performs records and program management. Assists with the hiring process of police officer candidates Schedules appointments, gives information to caller or refers to appropriate personnel. Composes, types, and files department's correspondence. Performs confidential duties for department. Maintains professional library. Arranges travel schedule and reservations for the department. Reports results of alcohol and tobacco compliance checks to the State of Iowa. Transcribes confidential information from tape to report form for use in court or intelligence files. Receives and distributes mail. Entry Requirements and Skills: Graduation from high school or an equivalent and three years clerical or general office experience. Knowledge of standard office procedures and equipment and ability to operate a computer, with extensive knowledge and experience of Microsoft Office software applications; ability to understand and carry out oral and written instructions as well as departmental policies and procedures; ability to deal tactfully with the public; ability to establish and maintain effective working relationships with co-workers. REQUIRED SPECIAL QUALIFICATIONS: Ability to work with confidential material and information. Must be able to become a Notary in the State of Iowa.

**Supervisor** Family Promise Of Greater Des Moines Day Center  
The Day Center Supervisor is responsible for answering the Day Center telephone, taking messages, and making referrals to the centralized intake and other services; setting up shelter interviews for prospective guests in conjunction with case manager and centralized intake staff; supervising the Day Center to insure guest safety and compliance with guidelines; protecting guest confidentiality at all times; and assisting the Executive Director with completing periodic program reports and entering information into a donor database. The position hours are 7:00am - 3:00pm /Monday – Friday, and one weekend day per month. Compensation is \$12.00 per hour; non-exempt. Benefits include contribution to a SEP IRA after 3 months of employment; holidays, vacation, and sick leave. To apply, email cover letter and resume to [jcain@familypromisedm.org](mailto:jcain@familypromisedm.org)

**Intake Coordinator Assistant** Optima LifeServices Des Moines, IA [www.indeed.com](http://www.indeed.com)  
The Intake Coordinator Assistant will be responsible for providing assistance and support to the Intake Director in regards to onboarding new referrals into site services. The Intake Coordinator Assistant will also oversee the relocation of current customers to alternative site locations, oversee the intake process and the completion of the customers' main chart documentations, and coordinate the opening of new residential homes. Qualifications Be at least 18 years of age. Experience preferred in the field of human services. A high school diploma or GED is required



Licensed driver with automobile insurance \* Background check required which includes Child and Dependent Adult Abuse and driving record check.

**Veterinary Client Relations Specialist** Eastown Animal Hospital - Des Moines, IA [www.indeed.com](http://www.indeed.com) a progressive, service-oriented veterinary practice seeks to enhance our veterinary team by adding a dynamic, motivated veterinary client relations specialist. The position is part-time afternoons and an occasional Saturday morning (about 25 hours/week). Necessities include detail oriented computer skills, at least two years customer service background (with medical experience a bonus). Responsibilities include utilizing gracious customer service skills while answering multi-line telephones, navigating our electronic communication platforms, assisting our healthcare team, and checking in and out clients and their pets with friendliness and concern. Must be comfortable with companion animals. Regular office hours & email link are on our website and Facebook page. Wages depend on veterinary professional experience (2 years preferred), matching 401K, quarterly bonus, as well as a veterinary care benefit for up to 2 personally owned pets available. If you love animals and enjoy a friendly environment where you can utilize your talents with people, come in and fill out an application. No phone calls please. Please email or fax resume or stop in today! Required education: High school or equivalent Required experience: Customer Service: 2 years  
**Inventory Assistant** Housby Auctions - Des Moines, IA [www.indeed.com](http://www.indeed.com) the primary responsibility for this position would be to complete transport release passes to relocate auction units, as well as complete data entry into our File Maker system for auction pieces. This position would also assist with other inventory tasks in support to the Auction Bidding Manager and Auction Inventory Lead. **SKILLS & EXPERIENCE:** Accuracy and attention to detail. Excellent customer service experience. Ability to multi-task and prioritize tasks when necessary. Exceptional verbal and written communication skills. Valid driver's license and dependable transportation. Proficient in Microsoft Office Excel **EDUCATION:** High School Diploma or GED.

**Field Representative & Fundraiser** for Iowa Public Television Donor Development Strategies - IPTV Johnston, IA [www.indeed.com](http://www.indeed.com) Donor Development Strategies is running the first ever neighborhood canvass membership building and fundraising campaign for IPTV, our local public television station. We are looking for folks that are passionate about public media to go door-to-door and engage the public about Iowa Public Television (IPTV). Canvassers get out into communities all over Iowa, identify those who support IPTV and sign up members for the station, all while gathering important program and demographic data to enrich our understanding of the IPTV audience. We provide all necessary training so no fundraising or canvassing experience is required. **CANDIDATES SHOULD BE:** Awesome communicators. Enthusiastic about public media. Self-motivated & Goal orientated. People who want to make a difference **FIELD MANAGER CANDIDATES SHOULD BE:** Experienced at fundraising or similar position. Motivated to help our project grow. Great at training and motivating others. Highly responsible and detail oriented. Required education: High school or equivalent



**Lead Cook**, M-F, Day Hours- Nationwide 1200 Locust/Bistro Aramark - Des Moines, IA [www.indeed.com](http://www.indeed.com) Description: Essential Tasks and Responsibilities: Responsible for execution of the meal and understanding the timing of food production and to have all components of ready for consumption Responsible for expediting and maintaining the amount of food produced based on forecasted demand during peak and non-peak service times. Communicate with the management to maintain the level of food quality that is expected. Ensure daily communication between the day and night shifts regarding items that require long cooking times and planning for upcoming meals Communicate any issues to the staff which could affect the service before each meal period Ability to cook and prepare food according to production guidelines and recipe Knowledge of food product, identification, and acceptable level of food quality Must know methods of food preparation, cooking times, and portion sizes to insure food is prepared in prescribed manner Cuts, trims, bones and carves meats and poultry for cooking Evaluate food quality and preparedness by tasting Qualifications: Required Qualifications: Good interpersonal and communication skills Ability to work in a team environment and demonstrate excellent customers service Must have the ability to manage and support the kitchen staff Minimum 2 years' experience in the food service industry as a cook. Must be able to understand verbal and written instructions Desired Qualifications: Culinary training or degree 3 or more years' experience in the food service industry as a cook

**Loss Prevention Agent** Gordmans Des Moines, IA [www.indeed.com](http://www.indeed.com) this position is responsible for the detection and apprehension of individuals who shoplift merchandise from Gordmans. Additionally, this position is responsible for promoting all aspects of the Loss Prevention Division theft awareness, safety and shrinkage control program in the assigned store. Education and Qualifications: High school diploma or equivalent Minimum of one-year experience in a retail setting preferred with loss prevention experience preferred.

**Maintenance Person** J&D Restaurants, Inc. - Des Moines, IA [www.indeed.com](http://www.indeed.com) The Maintenance Person assists management in achieving and maintaining outstanding interior and exterior restaurant cleanliness and maintaining restaurant equipment. As a member of the Maintenance Team, your restaurant will support you with the tools and training needed to succeed. The Maintenance Person's responsibilities may include, but are not limited to: Filtering oil fryers daily Maintaining outside grounds Clean equipment, inside and outside windows, stock rooms and restrooms Unload delivery truck 2 times a week Take out and empty trash compactor Change light bulbs Clean HVAC/Exhaust units and roof of debris

**Customer Account Representative** Rent-A-Center Des Moines, IA [www.indeed.com](http://www.indeed.com) As a Customer Account Representative, you would be responsible for: Maintain accurate records of customer account activity, to include current and past due accounts Review past due accounts and communicate in person and via phone with the customers to promote timely payments Collect customer payments on a timely basis and meet daily/weekly collection standards Complete customer service calls in a timely manner as assigned Load/unload truck, or other vehicle, per policy to safely protect coworker and merchandise Deliver merchandise to customer homes in Company provided vehicle as assigned install and set up merchandise, and



instruct customers on proper use of merchandise Pick-up merchandise from customer homes as assigned. Greet and assist customers on the sales floor Obtain new rental orders on the sales floor and over the phone complete rental agreements as required Qualifications Must be at least 19 years of age High school diploma or GED Friendly with great communication skills Excellent customer service skills Valid state driver's license and good driving record Must be able to lift and move (push/pull) heavy items and merchandise as needed Typically works 38-40 hours a week depending on business needs

**Front Desk Receptionist** Craig Dental Center - Waukee, IA [www.indeed.com](http://www.indeed.com) We are seeking a full time (4 days a week) receptionist to join our team. This individual needs to have experience with dental or medical insurance and be skilled with computers. Knowledge of Patterson Eaglesoft would be a plus. We are looking for a positive person with a good work ethic. Duties will include answering phones, greeting patients, making appointments, checking insurance benefits, and general receptionist duties.

**RECEPTIONIST-** MERCY WEST GRAND CLINIC- PART-TIME Catholic Health Initiatives West Des Moines, IA Under direct supervision, Receptionist is responsible for performing a variety of general administrative support duties associated with the patient intake process and performs routine duties within the clinic. Education HSD:

**Admin Support Person/Office Manager** WINPRO Performance Products - Ankeny, IA [www.indeed.com](http://www.indeed.com) Must be a dog lover. Must be a go-getter, ambitious and willing to wear multiple hats Must be detailed oriented but not introverted - Office management and keeping things running smoothly. Administrative support for company founder who will head up sales and one senior marketing person. Interaction/correspondence (mostly via email) with distributors, customers, our sister production company in Michigan, etc. Inventory management and order placement as needed. Basic accounting entries as timely in QuickBooks in support of our third-party accountant. Helping with travel arrangements, trade and consumer shows, coordinating events, making sure things get to where they need to be. Helping update website copy and content under direction of our senior marketing person. Maintaining TEAM WINPRO apparel and premium program and helping support TEAM WINPRO members in the field. This is a part time position to start but has the potential to transition into a full time position over time. Required education: High school or equivalent

**Administrative Assistant** The Iowa Clinic, P.C. - West Des Moines, IA [www.indeed.com](http://www.indeed.com) Answers main corporate office multi-line telephone system and greets all visitors (internal and external) to the Lake Drive Administration Office. Under general supervision, provides support to the Chief Information and Revenue Cycle Officer, and IT Department and others as assigned or upon request as appropriate. This position provides back-up support to the Administrative Assistant Team. Uses various personal computer and tracking software packages such as excel spreadsheets, word processing, outlook schedules, graphics, etc. Represents the organization internally and externally in a courteous, professional manner projecting a positive public image. High school diploma or equivalent required. Demonstrated proficiency in use of computer and



ability to type 60 words per minute required. Two years responsible secretarial/administrative assistant experience required. Previous secretarial experience within the health care industry preferred, but not required. Required education: High school or equivalent Required experience: Administrative Assistant: 2 years

**CLERICAL PART TIME** Brokers Clearing House, Ltd. - West Des Moines, IA [www.indeed.com](http://www.indeed.com) Brokers Clearing House, Ltd., a major life insurance brokerage firm located in WDM, is looking for individuals to perform general office duties. Responsibilities include, but are not limited to supporting office staff, photo copying and imaging insurance documents, processing mail, receptionist and answering telephone duties, some data entry and filing. Busy, fast paced office, never a dull moment! Great work atmosphere! Great Pay! Prefer students with at least one-year availability. Afternoon hours are available, with some flexibility. Approximately 25-27 hours per week/Monday-Friday, no nights or weekends. Free parking.

**Front Desk** Veterinary Clinic Des Moines, IA [www.indeed.com](http://www.indeed.com) Do you believe in providing World Class Customer Service with warmth and compassion to each client you assist? Do you have a strong ability to multitask and work efficiently in a busy environment? If so, this is a great opportunity for you! A thriving Veterinary Practice in Des Moines has the need for a Patient Care Coordinator to become part of a close knit team. The successful candidate will have experience assisting clients in person, over the phone and in writing via e-mail. You should have excellent communication and organization skills as well as the ability to learn quickly. A track record for building positive relationships with team members is required as is the ability to adapt to changes and initiatives within the practice in a positive manner. Prior experience in a veterinary or medical setting is a plus but not required. Of course, a love for animals and an understanding of the different reasons pet parents bring their furry family members in for visits is a must! This position is full time and offers flexible scheduling. Competitive pay with benefits available! The interview process for this position is designed to find the right person for the job. Is that you? If you are up for a challenge, apply today! Customer Service: 2 years

**Assistant Head Housekeeper** Part-time Country Inn & Suites Ankeny, IA [www.indeed.com](http://www.indeed.com) The Country Inn and Suites in Ankeny has an Assistant Head housekeeper position available immediately. This part time job accepts responsibility to maintain hotel rooms in a guest ready state. They will work closely with the general manager and the housekeepers to clean each room to brand standards, following the check lists and inspecting every room before it is rented. Besides performing the duties of a housekeeper, the Assistant head housekeeper acts as a trainer and leader of the other housekeepers when the head housekeeper is not working. The Assistant Head housekeeper will clean rooms when they are not acting as a head housekeeper.

**Apparel Team Member** Target West Des Moines, IA [www.indeed.com](http://www.indeed.com) Description: Provide fast, fun and friendly service. Maintain a clean, great-looking store. Deliver accurate product placement, pricing and labels. \* Neatly arrange items on shelves. Move merchandise using proper equipment and techniques. Act quickly to resolve guest concerns. Target merchandise



discount Competitive pay Flexible scheduling Target merchandise discount. Competitive pay. Flexible scheduling. Qualifications: Neatly arrange items on shelves. Move merchandise using proper equipment and techniques. Act quickly to resolve guest concerns. Target merchandise discount Competitive pay Flexible scheduling

**Breakfast Attendant** Part-time Country Inn & Suites Ankeny, IA [www.indeed.com](http://www.indeed.com) Country Inn & Suites of Ankeny is looking for a Breakfast Attendant. This is a part time position. Hours are 7AM -Noon and your schedule may include weekends. About 16-25 hours a week. You must be fast on your feet and able to interact well with the guests. You will refresh breakfast and make sure it is kept up until breakfast is over and then take it down and do the dishes and vacuum and clean the breakfast room to be ready for the next day. Position starts at \$10.00 an hour and goes up after you are trained.

**Assistant General Manager** Hyatt Place Des Moines/Downtown - Des Moines, IA This position will be responsible for the management of all aspects of the Front Desk functions, in accordance with hotel standards. Directs, implements and maintains a service and management philosophy which serves as a guide to respective staff. Essential Duties and Responsibilities: Monitors daily status of rooms, rates, discount rates and packages. Maintains current list of available rooms for walk situations. Coordinates blocking of rooms. Checks printed registration cards against information on arrival report and rectifies any discrepancies. Ensures prompt and courteous service to guests. Pre-registers guests according to standards. Completes and monitors employee schedule. Required experience: Hotel: 1-year Management: 1 year Required license or certification: Driver's License