



## Sample Job List Week April 10 – April 14

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

**Room/Laundry Attendant** Prairie Meadows Racetrack and Casino, Inc. Altoona, IA [www.indeed.com](http://www.indeed.com) Duties: To provide high standards of cleanliness and sanitation for hotel guests. Cleans all guest rooms and public spaces as assigned following established guidelines and standards. Check all guest room fixtures, furniture, television, radio, and heating/cooling equipment for proper operation. Return individual guest room's heating/cooling equipment to proper settings. Inspect guest rooms for maintenance needs and report. High school diploma or equivalent preferred. Previous housekeeping experience preferred.

**General Labor** - Disaster Restoration Tech ServiceMaster by Rice - Clive, IA [www.indeed.com](http://www.indeed.com) Provides emergency and disaster restoration/recovery services in residential and commercial customer sites. The Technician will often specialize in one or more areas of water and/or fire restoration, mold remediation, detailed cleaning of property, or carpet cleaning. Accomplishes projects as assigned in a timely manner. Extends excellent customer service on all projects. Strong work ethic. This position is physically demanding. You must be able to perform the following with or without reasonable accommodation. Ability to lift, carry, push, and pull 50 pounds Ability to stand at heights of 12 feet on ladders or scaffolding Ability to climb stairs Be able to stand on your feet on concrete surfaces throughout the day Experience desired, but will train the right person Required license or certification: Driver's License

**Food Service Clerk** Requisition ID 2017-6954 Fresh Thyme Farmers Market West Des Moines IA [www.indeed.com](http://www.indeed.com) The Food Service Clerk is responsible for keeping all food service 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 Food Service department processes and procedures. Previous experience in a natural foods industry is a plus.

**Evening Cleaning** Midwest Janitorial Service, Inc. Des Moines, IA [www.indeed.com](http://www.indeed.com) Midwest Janitorial Service is looking to hire (2) part time positions for evening cleaning. Great positions to supplement your income. Work with a friend or family member. All positions will require general cleaning, sweeping, mopping, restroom cleaning, windows and trash removal. Must be able to bend, twist, squat, lift 20lbs and be on feet for entire shift. Must pass background and have reliable transportation. Required education: High school or equivalent

**Food Service Worker** - Lucas Building Consolidated Management Company Des Moines, IA [www.indeed.com](http://www.indeed.com) Our focus each day is to provide friendly, fit, and fresh food service to our clients. Our Team Members represent our company with integrity, honesty, and a commitment



to providing an outstanding product. At Consolidated Management customer service is an attitude, not a department. Minimum Qualifications: Must be able to pass a drug test and background check

**General Warehouse Worker** Advance Auto Parts Ankeny, IA [www.indeed.com](http://www.indeed.com) SUMMARY: The overall mission of this position involves supplying auto parts and accessories to Advance Auto Parts store locations. Other duties may be assigned. Is trained, certified, assigned and regularly uses lift equipment as needed. Marks pallets with identifying store information. Uses the computer RF to enter records. Keeps work area neat, clean and hazard free. Uses a hand-held radio frequency device (R.F. Unit). Consistent, reliable attendance. Must be at least 18 years of age. 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. Certificates, Licenses or registration: Post-hire certifications may be required to comply with safety standards as mandated by law to operate machinery or equipment.

**Warehouse Picker** 2nd Shift Night Loffredo Fresh Produce Des Moines, IA [www.indeed.com](http://www.indeed.com) Some of the basic responsibilities include: Pick and pull orders to be delivered to customer Load trucks with product to be shipped internally and externally Use stand up pallet jack to build loads as well as forklifts Clean as you go, keeping the work area clean and safe from debris All other assigned duties Requirements Some of the basic requirements are: High School Diploma or GED 1-2 years of previous warehouse experience Previous pallet jack and forklift experience a must Ability to work alone or in team setting

**Delivery Driver** Shipping Department Universal Printing Services • Des Moines, IA [www.indeed.com](http://www.indeed.com) Job Requirements Prepare all product for daily delivery Receive outsource product and check for accuracy Heavy lifting required - some product can weigh up to 75lbs per carton, however most around 20lbs Load trucks for deliveries efficiently and accurately Safely operate forklifts and other equipment to load, unload, and transport product Provide outstanding customer service to each delivery location Will be responsible to drive company van PREVIOUS DELIVERY DRIVER AND FORKLIFT EXPERIENCE IS A PLUS.

**Delivery Driver** American Tire Distributors Des Moines, IA maintaining professional representation of the Company in all interactions with customers and through responsible driving, while providing excellent customer service and building strong customer relationships, maintaining all required records and logs for compliance with state and federal regulations, drivers must abide by all Company safety policies as well as state and federal transportation regulations and occasionally operating powered industrial vehicles such as forklifts, pallet jacks, order pickers, etc. Timely transportation of product from origin to destination as assigned Assist in verification of all outgoing and incoming product for accuracy in terms of size, amount and type Collect payments from customers in monetary form acceptable to Company Ensure all administrative paperwork concerning delivery orders required to move with shipments is available for inspection and that appropriate paperwork accompanies delivery Must be 21 years



of age Must possess valid Class "C" driver's license, or such other proper license classification as to the above qualifications required by the Department of Transportation in conjunction with vehicle weight Education: High School Diploma or GED Experience: Prior work experience sufficient to work under general supervision

**Chiropractic Assistant** Embrace Life Chiropractic - Des Moines, IA [www.indeed.com](http://www.indeed.com) Description of ideal candidate: Willingness and motivation to learn new things in a fast-paced and busy environment Outgoing with excellent customer service skills to communicate with our practice members daily Team player who enjoys working with others Dedicated and loyal individual who seeks a position of longevity Creative and innovative mind Loves serving others and watching sick people get well Compassionate heart REQUIREMENTS: Must submit cover letter with application Learn/memorize office scripts Must be 18+ Must have their own transportation to and from work Not a seasonal job Must have basic knowledge and comfort with computers and technology - we are an electronic medical office Must be flexible with hours (evenings and some weekends) Will be required to travel 2x a year Bilingual is a plus, but not required Previous medical/chiropractic experience is not required

**Support Merchandiser** American Greetings West Des Moines, IA [www.indeed.com](http://www.indeed.com) As a Part-Time Support Merchandiser, you'll be an essential part of our company's purpose, To make the world a more thoughtful and caring place. Bring your energy and flexibility when you service the greeting card departments in our retail partner locations. The starting pay is \$9.50 per hour with potential to be more based on experience or education. The position averages 5-10 hours per week. The day before and after major holidays will be required as well as occasional weekends Primary Responsibilities :Merchandise American Greetings product and displays Rotate products from the backroom and out to the department Keep back room stock in neat and orderly condition Display promotional material such as signs and banners in accounts Ability to operate under minimal supervision (self-managed role) You will be required to use company provided mobile technology to perform basic job functions Covering vacations, sick coverage and assisting with the product and accessory portion of revisions Seasonal support during holidays and peak sales periods Experience Required: Position Requirements Access to internet connection to obtain assignments and completing time cards Access to reliable transportation Be able to lift up to 40 pounds with or without reasonable accommodations Maintain a quick work pace with optimum time management to improve productivity In order to be eligible for this position you will need to be 18 years or older

**Garden Center Merchandiser** Part-time Color Point, LLC - Des Moines, IA [www.indeed.com](http://www.indeed.com) Essential Responsibilities: Develop a successful relationship with store associates Attend training sessions on product background and program guidelines] Assist in creating displays with live plants Deliver excellent customer service Provide communication to store associates Communicate with Color Point team based on store visits Manage special projects as requested Knowledge, Skills, and Ability Requirements Must be able to pass a Background check, Drug Test and Motor Vehicle Check Ability to work independently with minimal supervision Must be flexible and able to work overtime as needed Strong communication skills are required Ability



to motivate and work with and through others to achieve desired results Ability to repeatedly lift, push, or pull potted plants up to 20 lbs. Able to walk and stand for an extended period of time Ability to work in varying weather conditions Access to reliable transportation A phone and valid e-mail address

**Pest Control Technician** Rise Pest Control - Des Moines, IA [www.indeed.com](http://www.indeed.com) Applicants should enjoy problem solving and take pride in providing a high level of customer service. We love our customers and take pride in AMAZING customer service! Technicians must be able to work alone while following a schedule. As a service technician, you will be serving the metro Des Moines area. We are hiring both YEAR-ROUND and SEASONAL (spring - fall) technicians. Duties include but are not limited to: Interaction with customers, communicate details of service, investigate problems, find solutions Residential pest control, interior/exterior applications using a variety of products Work outside in a variety of weather conditions Must be able to lift 25lbs over your head Must be familiar with basic use of iPad and/or Android devices. Such are used for completion and daily documentation for services performed. Basic Truck maintenance (washing, vacuuming, etc) Basic equipment maintenance (cleaning spray tank(s) monthly) Qualifications: Good listening skills. Able to take direction from managers and customers. Exemplary customer service. Problem solving. Clean driving record (Must provide DMV Record). Drug test and Background checks will be performed. Must be 21 years or older. Must be clean shaven, and able to cover tattoos and remove piercings. NO EXPERIENCE NECESSARY- WE WILL TRAIN YOU. Please mention prior pest control experience if applicable. If you are interested in this employment opportunity, please email your resume. Please include at least 3 reasons why you would be an amazing service professional

**Front Desk Receptionist** Elite Eye Care - West Des Moines, IA [www.indeed.com](http://www.indeed.com) Responsibilities include: Manage scheduling and confirmation of patient appointments. Greet patients upon arrival and guide them through the check-in and out process. Collect necessary paperwork related to health history/insurance and enter into computer system. Answer telephone and ensure patient needs are addressed in a timely manner. Required education: High school or equivalent Required experience: medical office: 1 year receptionist/front desk: 1 year

**Customer Service Specialist** Best Buy West Des Moines IA The Best Buy Customer Service Specialist provides fast, accurate and friendly processing for all customer transactions at Checkout, Customer Service and Store Pickup while providing velocity solutions to customers. Develops strong relationships with customers while becoming a trusted advisor and partner in assisting them in making technology more functional in their lives. Partners with other employees to ensure customers' end-to-end needs are met and that no customer is left unserved or underserved. Utilizes all relevant sales tools to drive profitable growth and exceed department and individual goals. Helps answer questions and resolve customer issues. Flex as coverage between Checkout, Store Pickup and Customer Service as necessary Accountable for driving positive NPS results at Checkout, Store Pickup and Customer Service. Basic Qualifications: 3 months experience actively using and learning about customer electronics Prior experience in a team environment requiring clear, professional and effective



communication. Prior experience with recommending products, services or solutions to others  
Preferred Qualifications: High School Diploma or equivalent 3 months experience working in customer service or sales. 3 months experience in retail stores or environments

**Parts Counter Associate** GATR Truck Center Des Moines, IA [www.indeed.com](http://www.indeed.com) Primary duties of this position will consist of but not be limited to: Assist Outside Sales staff and customers with applications and sales Locate parts Order parts from local vendors. Order parts from major suppliers. Physical inventory as needed (I.E. cycle counting, spot checking) Sell parts at assigned profit margins Greet customers courteously Maintain a clean and orderly appearance Adherence to GATR Policies and Procedures, Safety Guidelines, Environmental Regulations, Equipment Rules, and other applicable regulations. Required education: High school or equivalent Required experience: Parts: 1 year. Customer Service: 2 years

**Concierge** Part-time Journey Senior Living - Ankeny IA [www.indeed.com](http://www.indeed.com) Journey Senior Living is looking for a part time Concierge. The position is responsible for covering the main switchboard, greeting guests and visitors as well as other support tasks for the Senior Living Community. The right person for this role has high customer service skills as well has a high level of energy and enthusiasm. Required experience: Customer Service: 1 year

**Customer Service Specialist** Children & Families of Iowa Des Moines, IA [www.indeed.com](http://www.indeed.com) Responsibilities include: Provide general reception services at the front desk to ensure security and efficient program operations which may include but are not limited to: Greet clients and visitors in a friendly, respectful manner and with a trauma informed lens, answer and direct incoming phone calls, take messages, and make appointment reminder calls when necessary. Work with Intake Specialist to communicate with potential clients in order to obtain necessary information for client files, prepare new and maintain existing client files. Schedule client appointments and conference room requests. Compile general statistics and reports; resolve appointment issues; document client phone conversations; and work with Intake Specialist to take information regarding prescription medication requests for the doctor. A High school diploma or equivalent is required; Associate's degree (A. A.) or equivalent from two-year college or technical school preferred. Experience with computer systems, ability to understand and operate various related software necessary to carry out job functions.

**Customer Service Representative** - 25464 Signature Flight Support Des Moines International airport [www.indeed.com](http://www.indeed.com) Expectations: Delivering a proactive, personalized service experience to Private and Corporate Aviation clientele. Arranging services including hotel, catering, and ground transportation. Coordinating aircraft services, such as fuel and hangar storage. Effectively communicating via air-to-ground radio and ground-to-ground radio, in addition to other forms of communication. Educating customers on available services, promotions and programs. Processing customer invoices. Answering customer questions and resolving issues as necessary. Position Requirements We are looking for team members with a High School Diploma or General Education Degree (GED). Excellent interpersonal, verbal, and written



communication skills. Proficient computer skills. Must possess a valid state Driver's License. Previous customer service experience preferred. Previous FBO experience a plus.