



### Sample Job List Week March 27 – March 31

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

**Interior Cleaner** DART Des Moines, IA The primary purpose of this position is to perform a thorough, complete cleaning and maintaining the interior of DART's bus and vehicle fleets. **ESSENTIAL DUTIES AND RESPONSIBILITIES** The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned. Under general supervision, walks to storage barns to designated areas where the interior is hand vacuumed, then swept clean, ceiling is washed down, wall panels are washed down, seats shampooed and backs cleaned, windows and window channels are cleaned, floors mopped, dash cleaned, trash container emptied. Performs emergency clean up on buses on an as-needed basis. Maintains an inventory of necessary cleaning supplies on hand. Advises supervisor of any repairs found. Equipment Essential to the Job Transit buses, vans, pickup trucks, steam cleaner, chemicals, safety equipment and clothing. Maintains work area; maintains equipment in a safe, clean and usable condition. Minimum training and experience required: Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Prior Experience: One-year experience performing janitorial, bus/car/facility service and cleanup Prior Education: High school diploma or equivalent Special Requirements: No attendance problems within the last two years, nor disciplinary problems within the last year and be able to work effectively with all Maintenance department employees and management staff. Possession of a valid IOWA driver license is required. A drug test and pre-employment examination is required.

**Financial Crimes Specialist** - Call Center 2 Job ID 5322478 Wells Fargo West Des Moines, IA [www.indeed.com](http://www.indeed.com) Within the Operations team our Risk Operations/Fraud Prevention Services team partners with product, channel, risk and technology teams to develop and provide secure, reliable, scalable and customer friendly prevention, investigation and claims services that protect customers and Wells Fargo from fraud losses. Duties include: Conducting intake to determine appropriate course of action Conducting investigative steps to fully identify the issues Researching product information, terms, conditions, contracts, etc. and resolving complex problems and inquiries Serves as intermediary between parties to resolve disputed matters, negotiates and enacts settlements accordingly Reconciles general ledger accounts to ensure balance Handles incoming correspondence in accordance with external and internal policies and procedures Generates and/or composes written correspondence as needed Reviews data and reports trends to management Required Qualifications 6+ months of call center experience; or 1+ year of experience in one or a combination of the following: financial services, fraud, investigations, Bank Secrecy Act, anti-money laundering, or criminal justice; or an AA/AS degree or higher in criminal justice Desired Qualifications Basic Microsoft Office (Word, Excel, and Outlook) skills Customer service experience Outstanding problem solving and



decision making skills Ability to execute in a fast paced, high demand, environment while balancing multiple priorities Good attention to detail and accuracy skills Knowledge and understanding of regulatory compliance requirements surrounding Regulation Z Knowledge and understanding of credit card dispute resolution Knowledge and understanding of credit card products, policies, and procedures Exposure to Wells Fargo DASH System (Dispute Automation Systems Handler) Exposure to Wells Fargo CSS (Customer Service System) Bilingual speaking proficiency in Spanish/English Ability to navigate multiple computer systems, applications, and utilize search tools to find information Excellent verbal, written, and interpersonal communication skills

**Dockworker** Part-time Job ID: 418224BR FedEx Des Moines, IA [www.indeed.com](http://www.indeed.com) ESSENTIAL Job duties/responsibilities: Perform freight handling using appropriate motorized and manual equipment, including but not limited to: forklift, pallet jack and hand truck Verify documentation matches freight description (e.g. type, weight, hazardous materials), using current electronic or manual system Secure freight inside trailers using appropriate tools and supplies (e.g. pallets, straps, rope) Recoup/repair damaged freight when necessary Verify and complete required documentation and reports Assist customers with freight and freight documentation as needed Comply with all applicable laws/regulations, as well as company policies/procedures Perform other duties as required **QUALIFICATIONS:** High school diploma or equivalent, preferred Must be at least 18 years of age Prior experience in warehousing, freight handling and/or fork lift operations preferred

**Service Technician** Greenwoods Sewer Service - Des Moines, IA [www.indeed.com](http://www.indeed.com) Looking for a dependable/ reliable Sewer and drain cleaning technician. Ability to perform residential and commercial sewer and drain cleaning services. Experience helpful, but not required. Training available. Must have a valid driver's license and clean MVR. Must be able to pass a pre-employment drug screening and criminal background check.

**Construction Laborer** Jasper Construction Des Moines, IA [www.indeed.com](http://www.indeed.com) Job Description General labor work on our construction projects include but not limited to: forming, pouring and finishing concrete, operating a jackhammer, tying rebar, operating small tools and equipment, site grading, tree removal, installing culverts. Applicant must have reliable transportation, self-driven, hard work ethic, and safety minded. Projects are located throughout the state of Iowa.

**General Cleaner** Marsden Bldg Maintenance, L.L.C. DES MOINES, IA [www.indeed.com](http://www.indeed.com) Job Skills/ Requirements General cleaning, mopping, dust mopping, vacuuming, spot glass cleaning, dusting, etc.

**Warehouse Selector PM** Doll Distributing LLC - Des Moines, IA Doll Distributing LLC has an immediate need for several full-time Case Pickers to join our Night Shift Warehouse Team. This position is responsible for accurately locating and picking product to fill customer orders for



loading on delivery trucks. We are looking for a safety conscience, self-starter with exceptional accuracy and efficiency who wants to be part of an exciting team. HS Diploma/GED  
Minimum 18 years of age previous order picking and pallet jack experience desired Steel-toed shoes Ability to move/lift up to 50 lbs. comfortably Ability to become forklift/pallet jack certified, if needed Pre-employment drug screen, background check and physical/lift test required.

**Warehouse Generalist** PDI 3rd shift Hy-Vee, Inc. Ankeny, IA [www.indeed.com](http://www.indeed.com). The Warehouse Generalist is responsible for product life cycle and product maintenance from receiving to shipping through utilization of standard warehousing and customer service practices. Must be able to maintain the physical requirements. Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly according to the Department of Labor. **SKILLS AND ABILITIES REQUIRED TO PERFORM JOB:** Industrial forklift and pallet jack license required. Ability to read and speak English. General knowledge of standard warehousing procedures and training in RF loading, receiving, stock rotation and stock replenishment preferred. This position is considered a semi-skilled position. This is considered heavy lifting in nature according to the Department of Labor Weight Classifications. Frequent to constant standing, lifting, handling, stooping, walking, carrying, pulling, climbing, hearing, speaking, kneeling, seeing, pushing, bending, and reaching. Frequent to constant reading and matching accurately & quickly, motor coordination, & manual dexterity.

**Warehouse Material Handler** - 1st Shift U.S. Venture Des Moines IA [www.indeed.com](http://www.indeed.com) **POSITION SUMMARY** A Material Handler is primarily responsible for unloading and stocking tires and auto parts. Position will require pulling products from shelves and loading/unloading trucks in a timely and efficient manner to meet customer service expectations. **QUALIFICATIONS** 1 year of work experience 18 years of age Good memory and able to work accurately with lengthy part numbers Basic reading and math skills required Above average scanning accuracy Ability to follow directions and safe operating procedures Neat and well organized Ability to lift up to 80 pounds depending on the location, and work at heights of 20 feet on a regular basis Ability to push and/or roll tires up to 400 pounds Ability to be trained and use powered industrial trucks (forklifts) and high reach lifts Work on his/her feet for extended periods of time Willing to work overtime as needed

**Receptionist** Part Time Bob Brown Buick GMC - Ankeny, IA [www.indeed.com](http://www.indeed.com) Primary duties include answering incoming telephone calls, assisting and receiving customers, database entry, and other administrative tasks. If you have great customer service skills, a professional appearance, strong telephone experience, and good computer skills we want to hear from you. Required education: High school or equivalent Required language: English

**Personal Assistant** Part-time Whitfield's Lawn and Garden Specialist, LLC - Des Moines, IA [www.indeed.com](http://www.indeed.com) Maintaining and updating schedules. Make sure your assigned person is on time to their scheduled appointments. Must be able to move around have own vehicle. To



make necessary errands for assigned person. Must be able to process information coming in and out. Customer Service experience required. Typing Microsoft word, excel and power point capable. Must have completed high school with diploma or equivalent. Required experience: Customer Service: 1 year Required license or certification: Driver's License

**Parks Technician** - Part-Time City of Des Moines Des Moines, IA [www.indeed.com](http://www.indeed.com) Under general supervision, to do semi-skilled and unskilled work in assisting in the operation and maintenance of wading and swimming pools; in developing and maintaining high quality turf grass areas; and to do related work as required. Graduation from high school, and minimum one year of experience in the operation of pumps, motors, machinery, or similar equipment and minimum two years of experience in professional turf grass maintenance. Required Special Qualifications: Possession of a valid motor vehicle operator's license issued by the State of Iowa. Possession of valid Certified Pool Operator's certificate within six months of appointment and a valid Iowa Pesticide Applicator's license within one year of appointment to the classification.

**Tree and Nursery Sales Associate** Bentley Ridge Tree Farm & Nursery - Urbandale, IA [www.indeed.com](http://www.indeed.com) The main purpose of this staff member is to assist customers through the buying process and help care for the plants in the display area. Assist customers in choosing the right plants for their needs. Care for nursery stock, e.g. watering Inform customers about proper plant care and find solutions to landscaping problems. Provide genuine, outstanding customer service. Perform office tasks such as operating a cash register, scheduling planting services, re-stocking supplies, opening and closing procedure. Maintain a safe, clean, and organized work environment. Other Duties: Weeding, mulching, and miscellaneous tasks. Qualifications: MUST be responsible, punctual, and dependable and have reliable transportation. Have an interest in plants and ability to learn quickly. Self-motivated/able to find tasks on your own. Ability to learn and use point of sale software and be detailed when inputting data and ringing up sales. Work outdoors in all weather conditions. Perform repetitive physical tasks and be able to stand/walk for long periods of time and occasionally lift 25+ pound objects. Work both independently and with a team. Strong communication skills.

**Housekeeper** Environmental Services Methodist (JOB ID: 22891) Unity Point Health Des Moines, IA [www.indeed.com](http://www.indeed.com) Responsibilities: Perform routine housekeeping duties to include daily cleaning of patient rooms, restrooms, lounges, offices, classrooms and corridors in accordance with standard operating procedures of the department. Requirements: High school diploma or GED equivalent preferred. Six months of general housekeeping preferred but not necessary. Must be able to understand, read, and write fluent English. Must be able to communicate effectively with people and understand the diversity of the hospital environment. Ability to communicate effectively with customers, administrators, contractors, and company representatives.

**Steam Cleaner** Housby Des Moines, IA [www.indeed.com](http://www.indeed.com) PRIMARY PURPOSE: The primary purpose of this position is to steam and clean trucks, machinery and other vehicles in order to



prep them for painting. Steam and clean trucks, trailers, parts and miscellaneous items using high pressure steam hose to prep for painting. Drive trucks into and out of steam bay. Maintain and clean steam equipment and surrounding area. These are general duties. Duties can be changed at any time by management. High School Diploma or GED

**Front of House Staff** Part-time Miss NiNi's Desserterie West Des Moines, IA [www.indeed.com](http://www.indeed.com) Responsibilities include serving handcrafted, baked-on-site desserts and beverages (including wine), clear tables and wash dishes, and assume daily closing responsibilities. References Preferred.

**Optical Assistant** Des Moines Eye Care - Des Moines, IA [www.indeed.com](http://www.indeed.com) We are looking for an outgoing, friendly individual with a positive upbeat attitude to add to our existing team of excellence! We are a fast paced Optometric office that is rapidly growing and are in need of an optical assistant. This candidate must be a self-motivated, detail oriented individual willing to learn all aspects of an optical department by assisting our opticians, technicians, and doctors. Required education: High school or equivalent

**Food Service Worker** Nationwide-1100 Locust/Catering-Des Moines, IA [www.indeed.com](http://www.indeed.com)  
GENERAL RESPONSIBILITIES: Prepare a daily report that verifies transactions Be able to work quickly and concisely under pressure Understand what is inclusive of a reimbursable meal Ensure storage of food in a proper and sanitary manner Organize and assist in major cleaning of refrigerators, freezers, and cooking and serving equipment at the regularly scheduled intervals Ensure food items and supplies are checked in as they arrive Ensure daily cleaning and sterilization of all dishes, silverware, and cooking utensils Promote good public relations  
QUALIFICATIONS: Foodservice Sanitation Certificate as needed High School diploma/GED

**Custodian Worker** Part-time Spitshine Floors LLC - Ankeny, IA [www.indeed.com](http://www.indeed.com) No work experience required but must be reliable and able to pay attention to detail. Must have your transportation and be drug free and a non-smoker. Duties will include cleaning: Restrooms Toilets, fixtures, sinks, mirrors, sweep and mop floors, restock toiletries. Offices Dust shelves, furniture, baseboards and window sills. Classrooms Sanitize furniture, vacuum, empty trash, sweep and mop floors and steam clean carpets and rugs Other duties include window cleaning, stripping/waxing, scrubbing and burnishing floors. Required experience: Cleaning: 1 year

**Center Associate** Full-Time The UPS Store #1720 - West Des Moines, IA [www.indeed.com](http://www.indeed.com) The Center Associate delivers world-class customer service to retail customers by receiving, processing customer packages for courier shipment and packaging customer items, operating copiers, fax machines, binding equipment, laminating machines, fingerprinting, and point-of-sale devices. The Associate expertly advises our valued customers by providing accurate information on our array of products, services, and best-value options and exhibits confidence by knowing best practices related to the industry. The ideal candidate has previous retail sales experience, strong computer and internet skills, a high school diploma or GED, a friendly and



genuinely helpful demeanor, and a professional appearance. He or she must be a fast learner who makes an effort to learn all aspects of the business in the shortest possible time.

**Administrative Assistant** Janssen Pest Solutions, Inc. - Urbandale, IA [www.indeed.com](http://www.indeed.com) We are seeking a Full-Time Office Assistant for an immediate opening in our organization. This position assists the Office Manager with all duties the skills needed for this position are: Great phone personality with a positive outlook. Excellent computer skills, will be working with Word, Publisher, Excel and our routing software. Please do not apply, if you do not have computer experience.

**Teller** part time Affinity Credit Union - Des Moines, IA [www.indeed.com](http://www.indeed.com) Primary Duties and Responsibilities: Provide quality service to members and potential members in the office and over the phone. Performs routine member transactions to include deposits, withdrawals, cash advances, loan payments, and transfers in a courteous, accurate, and efficient manner. Balance daily. Other duties as assigned. Requirements \*High school education or equivalent\*Previous cash handling experience preferred\*Effective listening skills\*Basic computer and math skills Affinity Credit Union is an Equal Opportunity Employer \*Bilingual English/Spanish language skills a plus \*Excellent verbal communication skills Required education: High school or equivalent Required experience: Cash Handling: 1 year Customer Service: 1 year