



Sample Job List Week April 24 – April 28

***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. ***

Hotel Night Auditor Full- Time Fairfield Inn & Suites Hotel Urbandale, IA www.indeed.com The Night Auditor will work 5 days a week from 11pm-7am. This position requires great attention to detail, organizational skills, and problem resolution skills. The duties of this position includes but not limited to checking guest in/out, answering phones, backing up financial information, setting up the meeting space for events, preparing breakfast, cleaning, being accessible to the guest, making sure to follow Marriott's Standards, and any extra tasks handed by management. The Ideal candidate must be reliable, energetic, self-starter, and a quick learner. Please submit your resume or come in and fill out an application.

Hotel Night Auditor Part-time Fairfield Inn & Suites Hotel Urbandale, IA www.indeed.com The Night Audit position is every Friday and Saturday from 11pm-7am. This position requires great attention to detail, organizational skills, and problem resolution skills. The duties of this position includes but not limited to checking guest in/out, answering phones, backing up financial information, setting up the meeting space for events, properly preparing breakfast, cleaning, being accessible to the guest, following Marriott's Standards, creating reservations and any extra tasks handed by management

Health Market Clerk Part-time Hy-Vee, Inc. Des Moines, IA www.indeed.com Provides prompt, efficient and friendly customer service. Handles health items and food in a safe manner and ensures the work area is always clean and neat. Reviews the status and appearance of the merchandise for freshness. Education and Experience: High school diploma or equivalent preferred; Six months previous related work experience.

Executive Housekeeper Ramada Des Moines Airport - Des Moines, IA www.indeed.com The newly remodeled Ramada Airport is looking for an Executive Housekeeper. This position will lead & coordinate housekeeping crew. The position will be responsible for inspecting assigned rooms and all hotel areas to insure the high cleanliness standards are met. The Executive Housekeeper will also support staff as well as perform duties of a housekeeper when required. Weekends and holidays are required. Required experience: Housekeeping: 1 year

HSS Food & Nutrition Retail Supervisor - 2nd Shift - (48357) ABM Des Moines, IA www.indeed.com Responsible for management of all retail operations, including the cash operations. Provides leadership for the planning, training, reviewing and evaluating of all food production and customer service activities of the Nutrition Services retail areas consistent with the ABM Healthcare Support Services standard operating procedures. Education High School or GED



Kitchen Staff Part-time Chick-fil-A Mills Civic Parkway - West Des Moines, IA www.indeed.com
At Chick-fil-A, the kitchen staff role is more than just a job, it's an opportunity. In addition to working directly for the Owner instead of a Manager, team members gain life experience that goes far beyond just serving a great product in a friendly environment. Chick-fil-A is a great opportunity for people of all ages and backgrounds, and no experience is necessary.

Equipment Operator/Laborer Hallett Materials Des Moines, IA www.indeed.com
Key Responsibilities Operate heavy equipment of various sizes and weights, safely and efficiently. Follow all company policies and OSHA/MSHA regulations for safe working procedures and environment. Report any problems to the Foreman, Superintendent, Safety Manager, or Human Resources Manager. Assist construction/paving crew with various duties such as; shoveling and raking, running wheelbarrow, safely backing/dumping trucks into paver. Digs, spreads, and levels construction materials. Lifts, carries and holds material, tools and supplies. Assists in the placement, moving and dismantling of signs, barricades, cones and other traffic control devices. Help perform daily safety checks of all equipment and site operations. Assist in Continuous Site Improvement through use of performance standards. Follow direction of Foreman as to daily tasks and expectations for each specific project or jobsite. Perform minor servicing and maintenance of equipment; refer major problems to the supervisor. Perform daily pre-and-post inspections with appropriate documentation in compliance with company policies. Assist in training less-experienced employees on the proper operations, servicing, and repair of equipment to further their abilities. Regular and predictable attendance at assigned times is required. Other duties as may be assigned. Education/Experience High School diploma or general education degree (GED) preferred. 1-2 years related experience and/or training; or equivalent combination of education and experience. Must be 18 years in age or older. Must pass pre-employment physical, drug screen and criminal background check. Strict adherence to safety requirements and procedures as outlined in the Employee Handbook.

Receptionist/Administrative Assistant Stepping Stone Family Services - Des Moines, IA www.indeed.com
Maintain office supplies Responsible for greeting clients and visitors Answer phones and transfer to the appropriate person Maintains safe and clean reception area Data entry confirming insurance coverage for clients Perform general office duties to include but not limited to: photocopying, faxing, and electronic filing. Other duties as assigned Hours: Monday–Friday 8am – 5pm Minimum high school degree required Proficient in Microsoft Products Reporting skills, administrative writing skills, organization, detail oriented, professionalism, problem solving, verbal communication and multi-tasking. Must pass child abuse, dependent adult abuse, sex offender and criminal records checks

Merchandising Associate Part-time Cottage Ankeny, IA www.indeed.com
Part time seasonal positions assisting our retail partners in maximizing their sales of shrubs, trees, roses and perennials, by focusing on improving Garden Center merchandising, ensure corporate display standards, communication with store management, field supervisors and CGI Merchandising group. Prior merchandising experience and the ability to lift up to 50 lbs. Candidate must have



valid drivers license, reliable transportation, cell phone and internet service for communication from area supervisors. Required experience: Merchandising: 1 year

Animal Care Taker Part-time Family Pet Veterinary Center - West Des Moines, IA www.indeed.com Family Pet Veterinary Center is seeking a high motivated, hardworking individual for our Animal Care Taker position. This position involves caring for boarding animals feeding, watering, walking, giving medications, etc. and the general cleanliness of the hospital. Must be able to work evenings and weekends.

Dispatcher WIREONE - Des Moines, IA www.indeed.com The Dispatcher's primary responsibility is to ensure the efficient operation of the business while maintaining the highest level of customer satisfaction and loyalty. The critical responsibilities of this role include communicating with customers about the status of projects, managing the schedules of the service team, reviewing and processing technicians' service tickets, and performing basic bookkeeping functions including invoicing customers, managing company inventories and accounting for technician time tracking. EDUCATION: High school graduate, holder of G.E.D. or equivalent training EXPERIENCE: Not required

Receptionist Lifespace West Des Moines, IA www.indeed.com The Receptionist is responsible for answering and transferring incoming calls in a courteous and professional manner, giving information, direction and other assistance to residents, guests and team members. The Receptionist greets guests and completes a variety of administrative assignments. To apply: Excellent customer service skills. Must have the ability to follow written and oral instructions. A willingness to learn is needed. Ability to read, write and speak English sufficient to perform job duties and to interact and communicate with residents, vendors and team members. Knowledge and ability to use Microsoft office software and other office equipment. Ability to perform multiple tasks at the same time.

Customer Service - Apparel Part-time 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.

Kids Activities Team Member - Seasonal Life Time Des Moines IA www.indeed.com As a Kids Activities Team Member, you'll play an important role in providing a fun, entertaining, engaging educational and safe environment for our Life Time Junior Members. You'll assist with organizing kids programming, activities, and games for children between the ages of three months and 11 years. Qualifications working towards a high school diploma or GED Six months to one year of experience working with children (preferred) Licenses/Certifications/ Registrations: First Aid certification required within the first 60 days of hire Infant/Child and Adult CPR/AED certification required within the first 60 days of hire



Camp Counselor - Seasonal Life Time Des Moines IA www.indeed.com Job Description: As a Summer Camp Counselor, you'll play an important role in providing a fun, entertaining, engaging educational and safe environment for our Life Time Junior Members. You will lead children between 3 and 12 years of age during weekly themed camps throughout the summer. And greatly contribute to Life Time's ongoing efforts to grow healthy, happy kids. Continually keep campers active and engaged in fun and challenging activities while maintaining a safe environment Follow and execute activities according to pre-designed daily lesson plans Lead a group of up to 10 campers ages 3–12 with a fun, positive and outgoing attitude Act as a role model to all children attending camp Interact with children, parents/guardians and co-workers in a professional manner at all times. Understand and adhere to Standard Operating Procedures for camps. Immediately report suspicious or inappropriate behaviors or abuse relating to youth Qualifications High School Diploma or GED; or must be actively working towards a High School diploma One year working in a camp environment or coaching/teaching children preferred Licenses / Certifications / Registrations Attend and pass Life Time Summer Camp Counselor Certification

Heavy Equipment Operator Grading Ankeny, IA www.indeed.com Operators must have experience operating skid loader, mini backhoe, 953 loader & bulldozer. Spring, summer, fall hours range from 8 - 12 hours per day M-F, some Saturdays. Job Requirements: Must have Valid/Clean Driver's License (CDL Is a Plus) Must pass pre-employment drug testing and physical Must be willing to work 60+ hours in any given week

Construction/Field Workers Needed Apex Companies, LLC Urbandale, IA www.indeed.com. Would you like a full-time, non-seasonal job that offers above-average pay, opportunity for overtime, and company-paid training? We offer that, a company truck (during work hours), phone, per diem allowances, a gas card, a full benefits package, and a lot of independence (not to mention steady work, a great company culture, and growth opportunities). We're looking for people with experience in property maintenance, construction, storm water services, or landscaping. Here's what you'll do: Complete maintenance of storm water inlets, roof drains, and retention basins at commercial and multi-family residential properties. Identify, document, and complete repairs such as broken grates, sinkholes, and piping. Maintain storm water and wastewater lift station pumps and controls. Complete and submit field notes using company equipment.

Customer Service Rep - Laboratory - Part-time Mercy Medical Center Des Moines, IA GENERAL SUMMARY: Provides coverage for the Mercy Clinical Laboratory Call Center. Answers multiple phone lines, transfers calls, takes accurate messages, gives out test information and results. Uses Cerner, Atlas, Star, Gajema, Docuware, and Microsoft Office products to complete daily work. High school diploma or G.E.D. required. One-year experience in a client services/clerical position required. Previous laboratory experience preferred. Computer experience preferred.



Parts Clerk Full Time Seneca Tank Des Moines, IA www.indeed.com The primary duties of the Part Clerk are: maintaining the parts and materials inventory for the Service shop and fulfilling mechanics' requests for parts; unloading trucks; creating parts and equipment labels; and ensuring pulled parts returned for restocking are in appropriate condition for reuse. Qualifications: High school diploma or equivalent Valid Class C-Operator (Noncommercial) driver's license preferred

Guest Service Representative Part-time Quality Inn Des Moines, IA www.indeed.com Duties include checking in and checking out guests, taking reservations, offering exceptional guest service. Will include weekends.

Office Assistant (part-time) Alliance Chiropractic Center - Des Moines, IA www.indeed.com We are looking for a dependable detailed-oriented individual who likes interacting with people. As an assistant in our east Des Moines chiropractic clinic, you will be part of a wonderful staff providing exceptional service to our clientele. Our team members enjoy a blend of office duties, technology, and patient care. Our current opening is for an afternoon shift, which runs from 2:00 or 3:00 p.m. until 7:00 p.m. There is potential for additional part time hours. Computer experience is helpful. Training is provided. Please forward an up to date resume.

Veterinary Hospital Receptionist Jordan Creek Animal Hospital - West Des Moines, IA www.indeed.com Our receptionists are responsible for: Answering a multi-line phone. Scheduling appointments and surgical procedures. Greeting clients and patients in person and over the phone. Checking patients in for appointments. Invoicing clients and collecting payment. Maintaining and filing patient records. Following up on surgery patients and medical cases. Requirements: Previous experience in an animal hospital preferred, but not required. Basic computer skills and experience working with a multi-line phone. Must be friendly, outgoing, and possess strong communication skills. Must be flexible, dependable, and enjoy working in a team environment

In Home Care Givers HomeChoice Senior Care - Des Moines, IA www.indeed.com. We are looking for experienced caregivers, but compassion, empathy, and concern for others is very important and count in our book. Our Caregivers help seniors lead safe fulfilling lives in their own homes. Our Care Givers are compassionate, have a passion for helping people and want a job that leaves them feeling good at the end of the day. Our Caregivers cook, assist with personal cares like bathing and showering, run errands, provide companionship, keep people safe, perform housekeeping duties, make medication reminders, and whatever else it takes to help keep seniors safe where they call home. Our caregivers must have their own reliable transportation, a valid driver's license and vehicle insurance.

Adult Autism Associate – Full Time/Part Time Openings - Adult Community Services, The Homestead Des Moines, IA www.indeed.com Responsibilities include: Training and assisting persons served in various aspects of daily living. Ensuring compliance with regulatory requirements and company policies and procedures. Inspiring personal growth. Teaching self-



care. Teaching social development skills and in some cases, vocational skills. This position is also responsible for the health, safety and emotional support of the person being served, and electronically documenting the services and supports provided. Requirements: High school diploma or GED Driver's license and auto insurance

Night Stocker Part-time Hy-Vee, Inc. Urbandale, IA www.indeed.com Unloads product, opens containers, stocks shelves, and rotates product where necessary. Education and Experience: High school or equivalent experience. Six months or less of similar or related work experience.

Project Assistant Iowa Home Care Clive, IA www.indeed.com Some of the responsibilities include answering phones, meeting set up, supply management, calendar management, and taking of minutes at a variety of meetings. Assisting, organizing, and follow-up on special projects will be a large part of this position. Qualified candidates will have excellent communication skills, be highly organized, able to complete reports, have administrative writing skills, managing processes, GREAT interpersonal skills, analyze information, professionalism, problem solving, exceptional attention to detail, and have the drive to succeed. High proficiency in Microsoft Word, Excel, Outlook, PowerPoint, Microsoft 365, and Internet Explorer are required.

Fulfillment Associate - Entry, Global Solutions Delivery Job Number: J00040833 Equifax West Des Moines, IA www.indeed.com Responsibilities Completes data entry, verifies data or information using standard verification processes Performs clerical, phone, operational or manual work Validate/complete and document requested data through phone, fax or email contact Analyze and research more in-depth data of information requested, utilizing appropriate resources Perform document review and audit effectively process escalated or rushed tasks Competencies/Skills Strong emphasis on collaboration and team building Ability to perform multiple tasks at the same time Ability to respond quickly to unexpected changes Ability to deal with people in a professional and courteous manner Experienced with Microsoft Office platform (Word, Outlook, Excel, PowerPoint) Creative problem resolution skills Professionalism within the workplace Ability to interact in written and oral form with supervisors/management and peers