



Sample Job List Week March 13 – March 17

***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. ***

Family Peer Support Specialist Part-time Community Support Advocates - Des Moines, IA www.indeed.com serves as integral member of the Integrated Health Program team. Primary roles are to encourage family members to promote "whole health" by taking control of their own health and wellness. Person will facilitate engagement and participation of parents and families in their family member's care. Person will model hope, personal responsibility, self-advocacy, coping skill development and community connectedness. Must be 18 with a high school diploma/GED equivalent. Must be the parent/guardian or primary caregiver of a family member with a mental health diagnosis per State requirements. Valid driver's license required with a good driving record and reliable transportation. Person must be flexible, willing to work in a team environment and have strong communication skills. Some daytime hours are required.

Campus Custodian (Part-time Days) Vatterott College Des Moines, IA www.indeed.com Vatterott College has an excellent opportunity for a part-time Campus Custodian who is also able to do light maintenance / cosmetic work on the facility. In addition to the light maintenance the Custodian's primary responsibility will be cleaning and janitorial services our campus. This person will work 25-30 hours per week and the hours can be somewhat flexible. Clean campus floors to include all sweeping, mopping, scrubbing, steam cleaning, polishing or vacuuming Gather and empty trash throughout the campus Light maintenance duties to include but not limited to changing light bulbs, minor painting projects, light plumbing repair. Service, clean, and supply restrooms Clean and polish furniture and fixtures Clean windows, glass partitions, and mirrors, using necessary cleaners and equipment Dust furniture, walls, machines, and equipment Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures Notify managers concerning the need for major repairs or additions to building operating systems. Remove snow from sidewalks, walk ways, and outside gathering areas, snow blowers, snow shovels and spreading snow melting chemicals as necessary. Submit requisition requests for supplies and equipment needed for cleaning and maintenance duties Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events such as banquets and meetings Organizes maintenance supply room to maximize space and allow for timely inventory count Completes other projects as assigned by the Campus Director Regular and consistent attendance This position requires a High School Diploma or GED. In addition, this position requires working knowledge of commonly used equipment and chemicals used in the workplace. The ability to communicate in a courteous, tactful and concise manner is essential. In addition, must have basic knowledge of fundamental concepts, practices and procedures with ability to apply in routine situation.



Administrative Assistant Part-time Slumberland Furniture Clive, Iowa 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 or inventory. 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. Requirements High school diploma or GED or in process of obtaining. Post-secondary education preferred. Excellent computer skills -- Microsoft Word, Excel, Outlook. Point of Sale systems experience desired. Basic math skills. Excellent customer service skills.

Church Office Manager Part-time Heartland Presbyterian Church - Clive, IA www.indeed.com
Growing suburban, Des Moines, Iowa church is seeking a person with a positive attitude and strong integrity to fill a new position that combines the role of office manager and bookkeeper. The candidate should be comfortable speaking with people either over the phone or in person. The candidate should be a self-starter, demonstrate creative problem solving skills and work well with others. Proficiency in written and verbal communications is required. Hours are somewhat flexible to fit a parent with school children's schedule but will be during normal business hours. There is a preschool (not affiliated with the church) in the church for the convenience of a parent with young children. Hours will be 20-25 hours per week. Required experience: Bookkeeping Proficiency with computers Familiarity with Adobe computer programming

Appointment Clerk LTL Trucking Old Dominion Freight Line - Ankeny, IA www.indeed.com
Old Dominion is currently recruiting for an Appointment Clerk. This role will successfully schedule company appointments to current and potential customers or clients in a fast paced high call volume environment via phone, e-mail, and records time and date of appointments in the AS400 system database or other company/internal freight monitoring system used within the company. Job Responsibilities: Answer Incoming Calls and place Outgoing Calls relating to the service center Set appointments in the computer Perform general customer service by responding to emails, status of shipments, helping customer correctly fill out a Bill of Lading (BOL) and label freight, etc. Performs computer functions using Microsoft Office or other company/internal freight monitoring systems used within the company to type memos, uses Excel spreadsheets, types reports in Word, and e-mails. Creates, maintains, and enters information into databases SAP, AS400 or other company/internal freight monitoring system used within the company. Complete forms and reports in accordance with company procedures.



Responsible for maintaining open and concise communications operations on any special requests to ensure a pleasant customer service experience in order to facilitate repeat business. Eligibility Requirements: High School diploma or equivalent preferred Ability to type 40wpm and 10 key by touch preferred Ability to multi- task and be flexible.

Teller Wells Fargo Ankeny, Iowa www.indeed.com 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. Other Desired Qualifications Multilingual speakers are encouraged to apply

Bus Cleaner 170105-DM-CL Part-Time Arrow Stage Lines Des Moines, IA www.indeed.com May be assigned to clean both interior and exterior of vehicles to include: Use power sprayers to wash exterior of vehicle Clean complete lavatory area. Clean all windows and window frames Cleans Overhead Luggage Bins Clean Seats-Kick Panels-Footrest Sweep and mop floors of vehicle, clean driver compartment area, ensures miscellaneous finishing touches are completed i.e. wastebaskets are emptied and cleaned, place lost items in lost and found, spray air freshener etc. Performs end of shift procedures and other duties as maybe assigned from time to time by management Position Requirements: Read, write and speak English fluently and communicate well both verbally and in writing Current Valid Driver's License preferred Ability to lift 25-30lbs Ability to complete cleaner checklist for each vehicle cleaned Must be legal to work in the US A very physically demanding position, and on your feet constantly. Must have the ability to open bus bay doors. Will be working in hot and cold conditions in maintenance shop environment. May detail from 4 to 10 motor coaches/vehicles per night Ability to work with various cleaning soaps and chemicals Ability to pass drug test and physical exam

Janitor Progressive Retail Management Des Moines, IA www.indeed.com Janitors achieve success through being professional, friendly and detail oriented. Janitors provide clean, safe, inviting, and ready to use facilities for all guests. Janitors are the representatives of the visual appearance of the PRM brand to all guests entering the property. Through safe, and appropriate use of cleaning supplies, techniques and responsiveness, Janitors will ensure a high quality visit for all guests every time. Qualifications this is an entry level position. As long as the individual meets all required applicable laws regarding terms of employment there are no minimum qualifications for this position. Prefer 2 years janitorial experience Prefer 2 years floor maintenance experience Computer Literacy (Operating in a PC environment) SDS and Chemical Safety experience General mechanical maintenance, repair and operation Meet licensing requirements where applicable



Room/Laundry Attendant Prairie Meadows part time days Altoona, IA 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. Minimum Requirements: High school diploma or equivalent preferred. Previous housekeeping experience preferred. Must have the ability to use power cleaning equipment such as vacuums, floor scrubbers, shampooers, etc. Must pay close attention to detail. Must be able to communicate effectively both verbally and in writing with persons of diverse backgrounds. Indoor environment. Exposed to cleaning chemicals & to various types of waste. Standing and walking for 8-10 hour shifts. Smoking environment. Ability to lift 50 lbs. and push/pull up to 150 lbs. Must be able to work weekends and holidays.

Dietary Aide The Bridges at Ankeny, IA www.indeed.com Dietary Aides are responsible for assisting in the preparing and serving meals and snacks throughout the facility. Responsible for performing various duties in and around the kitchen, including preparation of various portions of meals, presentations of food and delivery of food. Responsible for sanitary condition of tableware and working area, delivering and collecting food in and around residents' rooms. Prepares and serves beverages per recipes. Performs food preparation, covering, storage, and labeling tasks as assigned. Arranges tray and or table settings with proper tableware, condiments, and tray card. Serves meals to residents in accordance with established schedules, dietary procedures and resident rights/quality of life principals. Delivers nourishments and supplements to the nurse station for distribution to specific residents. Assists in maintaining dry storage areas and handling the unpacking, dating, and rotating of food and non-food supplies as directed. Avoids waste of food items and dietary supplies. Clears tables and removes dishes, trays, and utensils from the dining room to the dishwashing area. Scrapes, empties soiled dishes, disposes of waste, properly loads dish machine, and operates automated dishwashing solution dispensing systems. Records wash and rinse temperatures as requested. Unloads dish machine and sorts clean dishes. Washes and sanitizes cooking equipment and utensils by hand as necessary. Maintains sanitation and cleanliness of all kitchen equipment, utensils, counters, and preparation and storage areas as directed and according to established schedules, and facility and departmental policies for routine cleaning. Education and Experience High School Diploma or equivalency (preferred). License/Certifications CPR Certification (preferred).

PM Warehouse Selector Doll Distributing LLC - Des Moines, IA www.indeed.com 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. Doll Distributing LLC is committed to investing in our team by providing a comprehensive benefits and retirement program which offers a generous matching contribution, paid time off, event tickets, and product discounts. Hours: Sunday - Wednesday; starting at 4:30PM 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. Equal Employment Opportunity Employer To apply visit www.dolldistributing.com/careers and complete an application Job Type: Full-time Order Picking: 1 year

Warehouser - 2nd Shift Job ID 2017-4606 Kemin Des Moines IA www.indeed.com The primary purpose of this position is to handle the shipping and receiving of all materials (bulk and packaged) physically and via computer while maintaining all Food Safety standards. This includes: Storage raw and finished goods (bulk and packaged) Order picking Staging and loading of shipments Inventory transactions (such as recording product) Filling containers and tankers Performing computer entry handling internal communications Responsibilities: Receive materials physically, as well as in the computer pick orders for customers Stage and load all shipments Perform timely, accurate inventory transactions Coordinate information between shipping/receiving and other departments within Kemin Wrap loads of finished goods Process UPS & FedEx shipments Load/unload trucks, containers, and tankers Qualifications: High school diploma or equivalent, some college preferred 1-3 yrs.' warehousing experience with Inventory Control experience required 1-3 yrs.' manufacturing experience (food-grade background desired) 1-3 yrs. forklift experience GMP background Computer knowledge ISO 9001 knowledge preferred Chemistry knowledge preferred Ability to move 55 lbs. Effective written and oral communication skills with a minimal English proficiency level of Intermediate Low as defined in the ACTFL Proficiency Guidelines

Dock Worker (Full-Time) Requisition Id: 21441 XPO LTL Des Moines, IA www.indeed.com Essential Functions: Available to work a variety of shifts, including days, evenings, nights and weekends due to varying freight volumes. Efficiently sort, handle, load and unload palletized and non-palletized freight using appropriate motorized and manual equipment, including pallet jack, forklift and by hand as needed. Utilize mobile hand held devices for tracking shipments. Safely climb in and out of trailers. Lift freight and other objects of various shapes, sizes and weights (up to 50 lbs. frequently and greater than 75 lbs. occasionally). Secure freight inside trailers using appropriate tools and supplies (e.g. pallets, straps, rope). Safely walk and stand for extended periods of time on a loading dock that is not climate-controlled and may be slippery. Safely walk, reach (including above your head), bend, climb, push, pull, twist, squat and kneel as necessary to perform the job duties. Verify and complete required documentation and reports. Ability to handle hazardous materials. Adhere to company safety policies. Frequent contact with service center personnel; fast-pace and deadline oriented. Safely work in adverse weather conditions. Perform other duties as assigned. Prompt, daily attendance at assigned work location. Knowledge, Skills and Abilities: Prior dock/warehouse experience in the transportation industry is a plus. Prior forklift experience in a freight / less than truckload environment preferred. Prior experience loading and unloading trailers preferred. At least 18 years of age. Highly motivated individual with attention to detail. Ability to count and perform basic math, with or without a calculator. Basic written and verbal communication skills (documentation, communication with peers, supervisors, etc.) Ability to bend, twist, squat,



pushing/pulling freight throughout shift. Ability to follow instructions and complete required training. Ability to work independently and/or as a team member. Must be able to perform the essential functions with or without an accommodation. Pass a company paid Post Offer Pre-Hire screen (physical essential functions) test.

Warehouse Specialist DuPont Pioneer Johnston, IA www.indeed.com In this role, the Warehouse Specialist will operate forklifts and perform heavy lifting of seed bags on a routine basis. In addition, this is a great opportunity that operates only on day shifts! Overall responsibilities include, but are not limited to: Process requests by the filling, packaging, and shipping of seed materials. Maintain standards in the areas of housekeeping, safety, attendance, operational discipline, process safety management, and scheduled and unscheduled maintenance. Provide input into, follow and train seasonal workers on ISO processes Follow guidelines for international phytosanitary, germplasm security, legal and other regulations. Ensure work is completed in accordance with production schedules. Job Qualifications The following are required: High School diploma and a minimum of 2-3 years of experience using computer database systems or inventory management systems Must be willing to obtain Commercial Pesticide Applicator Category 4 – Seed Treatment Certification Proficient PC skills, including Microsoft Office (Excel, Access and Word) Ability to learn and apply the regulations impacting the movement of multiple crops Ability to work effectively and cross-functionally with a variety of levels and personality types Strong attention to detail and problem solving skills Experience working in a team environment Ability to routinely and consistently lift 55 pounds

Forklift Operator Dee Zee, Inc. Des Moines, IA www.indeed.com Operate powered industrial vehicles such as lift trucks, high lifts, internal combustion or electric. Staging of baskets at machines and moving of WIP throughout buildings. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. ESSENTIAL FUNCTIONS Check equipment daily, fluid levels, tires, etc. and complete daily check sheet Load/unload trailers and scan all items Verify pallet/crate/boxes are correctly labeled and identified Operate pallet wrapper and floor scale Route and deliver goods to proper areas within the plant Maintain work area in a clean and orderly condition (sweep up debris on the floors) Stage Baskets at machines for operators as needed Occasionally operate cranes for moving and staging of coils Must know and follow safety procedures on forklift Know material hazards (MSDS) SKILLS & ABILITIES Ability to operate scan guns for movement of material and inventory/location check Ability to read and understand Bills of Materials Ability to operate shrink wrap machine and battery hoist Effective communication between line lead and area being serviced Ability to band pallets Must be watchful of others- pedestrian traffic Education: High School Graduate, GED, or HSDE preferred Experience: Six months to one year related experience must demonstrate computer literacy

Warehouse Associate/Mechanical Assembler Seneca Tank - Des Moines, IA www.indeed.com Seneca Tank, a global leader in the petroleum tank truck industry located in Des Moines, Iowa, has an immediate FT opening for a Warehouse Associate/Mechanical Assembler. Seneca Tank,



a global leader in the petroleum tank truck industry located in Des Moines, Iowa, has an immediate FT opening for a Warehouse Associate/Mechanical Assembler. Summary: Reporting to the Warehouse Manager – Parts Sales & Service, the incumbent builds, replaces, repairs and tests petroleum fluid delivery system components, performs shipping and receiving duties, maintains parts inventory records, organizes stock inventory, distributes parts internally, and maintains warehouse and grounds. Qualifications: 1 year of experience using hand, power, pneumatic, and measuring tools to build/repair mechanical components Valid Class-C Operator (noncommercial) driver's license High school diploma or equivalent

Inventory Auditor Iowa Beverage Systems - Des Moines, IA www.indeed.com Summary: The Inventory Counter is responsible for counting all product within warehouse on a daily basis. Shift responsibilities include accurately counting all product, making inventory adjustments using our WMS, loading of kegs onto trucks, picking add on orders, and miscellaneous orders as assigned. Position Responsibilities: Maintaining warehouse inventory counts and report discrepancies to warehouse manager Enter inventory counts into computer or handheld device Adhere to all company and warehouse operational procedures Any other duties as assigned by manager Requirements: Strong attention to detail Ability to lift up to 165 lbs Ability to obtain forklift certification. Iowa Beverage Systems - Des Moines, IA Hours: Sunday-Friday 10pm- 6am Required education: High school or equivalent Required experience: Warehouse: 1 year Required license or certification: Forklift Certified

Installer-in-Training (Construction Laborer) Seneca Companies, Inc. - Des Moines, IA www.indeed.com The Construction Laborers will be responsible for working in a team to construct and install petroleum equipment for our clients. This position will require frequent travel out of town with compensation to accommodate. Career growth opportunities within the construction department are attainable for the right candidate. Responsibilities include: Assist in installing and testing petroleum tanks, piping and other equipment Assist in removal and disposal of old petroleum equipment Follow safety procedures on each job Operate various power tools, skid loaders, air compressors, forklifts, and other related tools and equipment in performing described duties Traveling to out of town job sites and work out doors Qualified Education/Background: High school or GED level education preferred Experience in a construction related field A valid driver s license is required Ability to perform manual construction work and equipment operations Ability to work out of town and overnights on a frequent basis

Customer Service Representative Summit Products, Inc. - Altoona, IA www.indeed.com Job responsibilities: Customer phone calls Gather all required information for a customer order Assist customers with needs by helping them determine their needs and wants Ability to sell customers' Ability to converse with a customer easily Ability to build relationships with customers Ability to deal with difficult customers calmly and effectively Skill Requirements: Friendly, Confident, 3 years of customer service experience required, 2 years of sales experience (preferred Computer and Typing skills and willingness to work as a team High school diploma



Library Services Assistant Part-time City of Urbandale Urbandale, IA www.indeed.com The library assistant provides proactive and responsive customer support and service to individuals of all ages, abilities, and backgrounds. Work schedule will be 20 hours per week and will include evening and weekend hours. Routine Job Duties/Responsibilities Uses integrated library system, computer management, and meeting room booking software. Implements policies and procedures. Monitors and corrects customer behavior. Trains and assists volunteers. Compiles statistics. Attends department and full staff meetings. Participates in continuing education opportunities, staff in-service day, and safety trainings. Performs additional duties and projects as assigned. Answers directional, informational, and procedural questions. Assists with searching the collection, catalog, website, and databases. Provides reader's advisory assistance. Checks in, checks out, and renews library materials. Compiles and updates customer registration information required for issuing and renewing library cards. Addresses library account questions and problems. Collects fine and fee payments. Supports the use of library equipment, technology, and digital collections, answering questions and troubleshooting hardware/software issues. Processes internal and external interlibrary loan requests and materials. Bills for overdue, damaged, and lost materials. Submits delinquent accounts to a collection agency. Answers telephone inquiries and routes calls. Qualifications: High school diploma or equivalent One (1) year experience working in a library One (1) year experience working in customer service

Receptionist Pediatric Psych Services- PRN Part-time Requisition Number 2017-R0102755 Mercy Medical Center Des Moines www.indeed.com 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. Essential Duties: Perform patient check-in at the time of visit and completes all paperwork necessary to ensure the admitting process is efficient and all clinic and regulatory policies are in compliance. Answer phone calls and direct them appropriately. Schedule appointments according to office guideline. Obtain accurate patient and insurance information, collecting copays (TOS) and deductible amounts. High school diploma or equivalent required.