



## Sample Job List Week May 15 – May 19

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

**Fixed Route Operator** P/T DART Des Moines, IA [www.ridedart.com](http://www.ridedart.com) Fixed Route Operators Job Summary: To operate assigned diesel and gasoline powered buses and variety of DART vehicles safely and effectively; to follow established company policies and procedures regarding the transportation of passengers, vehicle safety and appearance and the reporting of mechanical, traffic or behavioral problems encountered; to assist passengers with physical disabilities; to maintain positive public relations with the passengers in the provision of ongoing transportation services. If you have a CDL (or CDL permit), airbrake and passenger endorsements (or permits), and customer service experience, you will be fast-tracked through our hiring process. If you don't have a CDL or bus operator experience, you are still encouraged to apply. DART will provide training to those who are a good fit, and we will pay you while you train. Job Qualifications: 21 years of age or older Must possess a High School Diploma/GED or equivalent. Possess (or be able to earn) a valid Iowa CDL w/Air Brake and Passenger endorsements. Physical exam is required. Must maintain driver insurability standards. Job related experience is preferred. Knowledge of city, suburbs and county streets and landmarks is essential.

**Service Agent** (Part-time) Hertz Urbandale IA [www.indeed.com](http://www.indeed.com) Duties include assisting with customer pick-up and delivery, cleaning the interior and exterior of the vehicle, checking and filling all necessary fluids under the hood, refueling the vehicle and checking tire pressure. Mandatory Requirements: Customer service experience is required Must be able to stand for long periods of time with continuous bending and twisting Must be available to work scheduled hours depending on the needs of the branch including Saturdays and Sundays Must be at least 20 years of age Valid Driver's License with clean motor vehicle record Periodic MVR checks will be performed if hired. Educational Background: High school diploma or equivalent education required.

**Housekeeper** Environmental Services Methodist (JOB ID: 25351) 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.



**Housekeeper** Environmental Services Methodist (JOB ID: 25260) Des Moines Methodist Hospital Responsibilities, Des Moines, IA [www.indeed.com](http://www.indeed.com) Performs cleaning functions in assigned areas following established procedures to achieve standards of cleanliness. Properly mix chemicals under safety procedures and do some light maintenance work. Other information: One year of floor care/carpet cleaning, general housekeeping skills required. Must be able to speak English and communicate effectively with others. Ability to lift up to 100lbs and stand or walk for long periods of time. Dept of Labor Level IV (Heavy) Work. Effective for all job offers made July 1, 2010 or after, candidates must successfully complete a post-offer, pre-employment strength and agility test at Heavy Level of Work.

**Dietary Aide** Healthcare Services Group Altoona, IA [www.indeed.com](http://www.indeed.com) Position Summary: The Dietary Aide assists the Cook in the preparation and service of meals. Places prepared food on plates/trays in accordance with tray tickets in line with our established policies and procedures, and, as may be directed by the Food Services Director/Manager or Cook, to ensure that quality food service is provided at all times. Prepares and delivers food and trays, washes dishes and cleans and sanitizes kitchen according to health standards. The Dietary Aide must be detail-oriented, well-groomed, act professionally and must be a team player who works well with others. Performs other duties as assigned by the Cook or Food Services Director/Manager. Qualifications: A high school diploma or equivalent is required. Specialized training in foodservice is desirable. May be required to successfully complete an approved sanitation and safety course. Ability to read, speak and understand English, follow directions and complete tasks. Ability to follow time schedules for meal preparation and serving. Maintains a neat, clean, well-groomed appearance. Dependable, with experience working in facilities utilizing quantity food production methods. Must provide a criminal background check. General knowledge and understanding of nutrition. Ability to read and accurately apply requirements of food tray cards. Ability to maintain records and complete reports as required.

**Restaurant Cook** On The Border Mexican Grill and Cantina West Des Moines, IA [www.indeed.com](http://www.indeed.com) RESPONSIBILITIES: Prepare high quality food to On The Border specifications Adhere to OTB safety and sanitation policies and procedures Communicate cook times, potential issues with Managers and Team Members Detailed knowledge of the menu, including all seasonal/promotional items Complete assigned prep work, set-up and breakdown of the kitchen Ensure proper rotation of all products; stocks to requirements Clean and sanitize throughout the shift-"clean as you go" Able to effectively communicate with other Team Members and Managers

**Office Assistant (part-time)** Alliance Chiropractic Center - Des Moines, IA Our office is looking for a dependable detailed-oriented individual who likes interacting with people. As an assistant in our 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, patient care, and technology. The current opening is for the afternoon shift. This is an excellent opportunity for an individual who is available 10-20 hours per week and desires secure part time employment with a well-established company (25 years in business) Computer experience is helpful. Training is



provided. If you love helping people, we encourage you to apply. We also require a cover letter specifying the following 4 items: 1. what hours you are available to work. 2. How many hours per week you are hoping to work. 3. Specific hourly wage expectations. 4. The best time of day to contact you for an interview

**Server** Perkins Restaurants Ankeny IA [www.indeed.com](http://www.indeed.com) Provides friendly and efficient service to guests according to company policies, procedures, programs and performance standards. Performs all duties to maximize guest satisfaction and a quality work environment as directed by General Manager or Manager on Duty. **KNOWLEDGE AND SKILL REQUIRED:** Basic skills such as sanitation, safety, and customer service can be taught through in-house training.

**Office Services Associate** C&W Services Urbandale, IA [www.indeed.com](http://www.indeed.com) Provides high level customer service in a large corporate environment for a global professional services firm client. Sort by station and deliver all incoming and outgoing mail, faxes, and copy projects. Receive and deliver all incoming packages (i.e. FedEx, UPS, Airborne, Eastern Connection, etc.). Pick up and deliver copy jobs, faxes, and packages. Keep daily records of all incoming and outgoing mail and packages. Sorting, look-up, proper marking, and direction of all U.S.P.S. mail, overnight, and interoffice mail. Advise user of mailroom procedures and mailing operations. Proper procedures will be set and updated, when necessary, and adhered to at all time. **JOB REQUIREMENTS & QUALIFICATIONS:** Able to lift 50-75 lbs. valid driver's license High school diploma or equivalent (GED) Copier/fax/FedEx/postage machine knowledge Basic computer skills

**Monitor Tech** Centralized Monitoring - Mercy Medical Center Des Moines, IA [www.indeed.com](http://www.indeed.com) **GENERAL SUMMARY:** Observes cardiac monitors for changes in cardiac rhythm and communicates this to the nurse caring for the patient of diverse ages. Documents cardiac status appropriately. **ESSENTIAL FUNCTIONS:** Monitors cardiac rhythms on telemetry units. Obtain and interpret rhythm strips reporting identified changes. Performs clerical duties (i.e., maintenance of rhythm strips in the patient record, answering phones, intercom, notify the assigned nurse). Maintains telemetry supplies (i.e., paper, batteries, patches, and pouches). Maintains knowledge of telemetry equipment set-up, maintenance and use. Works rotating shifts, weekends and holidays, as scheduled. **MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** High School Diploma or GED required and 18 years of age. Previous health care experience, including monitor experience, desired. Successful completion of monitor class. Proof of completion of Mandatory Reporter abuse training specific to population served within three (3) months of hire.

**Healthcare Billing/Payment Specialist** Orchard Place Des Moines, IA [www.indeed.com](http://www.indeed.com) Duties include: 1. maintaining financial/billing information on clients and providing support to internal and external customers. 2. Posting payment received from clients and third party payers. 3. Reconciling each day's payments to ensure accuracy. 4. Preparing claims to third party payers.



5. Processing claim denials received from payers. Position requires: 1. AA degree in accounting or comparable related work experience. 2. Excellent computer skills with experience with spreadsheet software. 3. Past experience in managing a variety of tasks, responsibilities and deadlines. 4. Strong attention to detail. Required experience: healthcare or medical office: 1 year

**Order Entry Technician** Martin Health Services - Johnston, IA [www.indeed.com](http://www.indeed.com) **OBJECTIVE** Assist Pharmacist in preparing and dispensing medication. Prepare dosage medications for dispensing into bottles and unit dose packaging. Collect patient information for prescription and billing. Select, prepare and stock medications. **DUTIES AND RESPONSIBILITIES** Answer phone calls from nursing homes and doctor office Receive faxes and call in orders Enter new orders, discontinued orders, order changes, and refills Communicate order clarifications with nursing staff Document all communication with the nursing staff. Follow up on clarifications on medication orders Perform other duties as assigned by management **Education Requirement:** High School Diploma or GED **Skills, License, certification or special training requirement:** Must obtain pharmacy Technician Certification within the first year of employment Retain proper pharmacy technician certification by completing required CEU's every 2 years

**Warehouse Associate** Wayne Dennis Supply Co - Des Moines, IA [www.indeed.com](http://www.indeed.com) Rapidly growing HVAC wholesaler needs motivated individual to join our team. We are looking for candidates with a positive attitude and strong work ethic. Must have a valid driver's license as well as the ability to lift and carry 70 lbs. Forklift certificate not required, but preferred. CDL not required but a plus. Benefits include health insurance, retirement package, paid vacation, holidays and a bonus plan. Position hours are 8:00 am until 5:00 pm Monday through Friday. Duties include: Loading/ Unloading trucks with forklift/ pallet jack/ etc. Pulling and packing orders. Receiving orders into the warehouse. Shipping and or delivering orders. Inventory and general maintenance. Required education: High school or equivalent Required license or certification: Driver's License

**Customer Service Representative** Miller Pest & Termite - Des Moines, IA [www.indeed.com](http://www.indeed.com) Main responsibilities would be answering incoming phone calls, calling/communicating with new and current customers, miscellaneous administrative tasks, and working closely with 1-3 individuals of our office staff. Has basic computer operations and data entry skills including experience with spread sheets and word processing Performs administrative duties as instructed and any other related duties as assigned Displays proper etiquette in handling and resolving customer questions/concerns including the occasional "difficult" customer **Additional Information:** A clean criminal record is required (no misdemeanors or felonies) A drug test and background check will be performed on all new hires. Random drug testing once hired. Required experience: Customer Service: 1 year Required education: High school or equivalent

**Business Development Call Center Representative** Shottenkirk Chevrolet Waukee - Des Moines, IA [www.indeed.com](http://www.indeed.com) Job Responsibilities: Set appointments for prospective clients to



either purchase or service with us Follow up with client visits to ensure customer satisfaction  
Prospect our client base with updates on sales and service opportunities  
Produce in a team environment geared toward maintaining positive customer relationships  
Skills/Qualifications Excellent Verbal/Written Communication skills Excellent telephone skills  
Confidence in overcoming objections Strong organizational skills Ability to multi task Basic  
computer awareness and typing ability Job Requirements High School Diploma/GED  
Prior BDC experience is preferred but not required Prior Sales experience is a plus Prior Call  
Center experience is a plus

**General Warehouse** (Full Time) Factory Motor Parts Clive, IA [www.indeed.com](http://www.indeed.com) Job  
Responsibilities: Accurately pull customer orders Participate in inventory cycle counts Stock  
shelves as inventory arrives Maintain warehouse organization Professional communication  
with customers' Ability to write customer returns accurately Must be able to handle hazardous  
materials In addition to the Warehouse duties, this position may be responsible for the safe,  
timely and accurate delivery of customer's automotive parts to their location using a company  
provided vehicle; per location needs. Job Requirements: Previous warehouse experience  
High School Diploma or GED equivalent Ability to lift up to 75 lbs. Positive work ethic  
High attention to detail Ability to interact with various levels of management and customers  
Valid Class C or D license; Class A or B is a plus Previous forklift experience is a plus  
Clean Driving Record High school diploma or GED 21 years of age or older. Willingness to  
submit to and pass background check and drug screening test

**Inventory Control Specialist** Sportsman's Warehouse Ankeny, IA [www.indeed.com](http://www.indeed.com) Duties and  
Responsibilities Manage department inventory by maintaining cycle counts in specified  
departments Research inventory discrepancies with the assistance of department and receiving  
managers Research negatives Continuously communicate with department, store and office  
manager regarding count accuracy Perform other tasks as necessary and assigned by  
management. Education and Training A high school diploma or high school equivalency diploma  
are recommended. Sales training provided by Sportsman's Warehouse is required

**Front Desk Receptionist/Optician** Altoona EyeCare Altoona, IA [www.indeed.com](http://www.indeed.com) Duties  
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. Lead patients through the selection  
and fitting for new frames or sunglasses. Utilize effective questioning to understand function as  
well as budget in order to maximize time investment. Convey value of the quality of practice  
frame and lens standards to ensure satisfaction and ongoing patient retention. Handle repairs  
and adjustments as needed. Ideal candidates will have experience in an office setting with  
strong computer and telephone skills. The Front Desk Receptionist/Optician must be able to  
work a varying schedule that includes days and some evenings. Related experience is preferred  
but we are willing to train the right individual.



**Merchandising Specialist** Part Time Best Buy West Des Moines IA [www.indeed.com](http://www.indeed.com) Following weekly merchandising packet instructions, merchandises designated areas: Checks in drop shipments, truck shipments, and GEO shuttles. Confirms products are put on sales floor properly and in a timely manner. Arranges product according to planogram specifications. Performs ad set, price change, clean & bright, functionality and farming duties. Insure check-out lanes are set with proper product in each line. Monitors floor merchandise: Upstocks overstock product when necessary. Downstocks product when necessary. Moves all product off of the sales floor prior to opening Confirms Raincheck Follow up is completed. Confirms functionality checks are complete and problems reported to the manager. Brings "lock-up" product to front checkout lanes for customer purchases. Confirms closeout and open item program guidelines are followed. Greets customer and assists with locating product Preferred Qualifications: High School Diploma or equivalent 3 months experience in retail or customer service Lift or maneuver 50 pounds, and team lift up to 100 pounds

**Warehouse / Delivery** M-F 8-5! SouthernCarlson - Des Moines, IA [www.indeed.com](http://www.indeed.com) SouthernCarlson, Inc. is seeking a warehouse associate/delivery driver to join our small team of successful employees in our Northwest Des Moines area branch. Ability to lift up to 100 pounds and a good driving record is needed. Ability to operate a forklift is preferable but not necessary as training can be provided. Shift is daytime hours Monday through Friday. Bilingual English/Spanish is a plus, but not necessary. Required license or certification: Driver's License

**Warehouse Team Member** Purfoods, LLC - Ankeny, IA [www.indeed.com](http://www.indeed.com) Responsible for performing various duties in the warehouse in a fast paced lean environment to include, Receiving and put-away of all inbound receipts, Shipping, and Replenishment(stocking) of products to pick locations via forklift or by cart moves. Maintaining inventory accuracy. Monitoring coolers/freezer temperatures. Responsible for keeping warehouse area organized. Must have both stand-up and sit-down forklift experience and RF Scan gun experience. DUTIES AND RESPONSIBILITIES (\*Essential Function) Unload trucks per receiving schedule or as they arrive to the facility if time permits. Pull purchase order and/or bill of lading to ensure product received matches order requirements Place both in folder to be collected by inventory / buyer complete receiving. Record # of pieces received Record temperatures as indicated Capture all required information and receive in RF scan gun into system Ensure product is labeled correctly with required labels. Store products in the designated warehouse and/or cooler location Complete walk-through to ensure warehouse products returned are re-stocked into appropriate areas Complete inventories based on schedules required Ensure product at end of each shift is at minimum quantity close to zero as possible in forward pick locations in the cooler. Ensure pick locations in Freezer are filled and product staged and ready for next shift operation Watch product use-by dates and freeze-by dates and inform Manager of any items that need to be of concern Monitor and evaluate the quality of the towers leaving/going to pick room. Bring any issues of concern to the attention of the supervisor. Keep warehouse organized and clean Sweep out areas at the end of each shift. Ensure all pallet locations are clean of trash and extra empty pallets etc. Other projects / duties as assigned High school degree or comparable equivalency (GED) Prior loading/unloading experience Computer skills:



Basic computer skills in Microsoft Office Suite (mainly word/excel) Must have RF scan gun experience Forklift certified with experience in both Sit-down and Reach (Stand-up) Forklifts.

**Environmental Field Laborer** Clean Harbors Des Moines IA [www.indeed.com](http://www.indeed.com)

Our Environmental Field Laborers (Environmental Technicians) are responsible for the performance of tasks associated with tank cleaning, high pressure water blasting, emergency response clean-up, hazardous waste clean-up and the handling of hazardous materials. Key Responsibilities: Ensures Health and Safety is the number one goal by following policies, processes, and acting in a safe manner at all time Performs non-emergency and emergency response activities that deal with biological, chemical and etiological materials Performs labor intensive activities in all weather conditions throughout the shift Works in atmospheres with low clearances, confined spaces and at heights Operates light and heavy equipment including: skid steers, forklifts, pressure washer What does it take to work for Clean Harbors? High School Diploma or equivalency 6 months construction or general labor experience Valid Driver's License and Clean Motor Vehicle Record Safety oriented mindset with the determination to follow all procedures and policies Ability and willingness to travel for extended periods of time and to work on an on-call basis.

**Forklift Operators** WestWind Logistics, LLC Des Moines, IA [www.indeed.com](http://www.indeed.com) Duties and

Responsibilities: A forklift operator needs to load or unload trucks or be asked to supply production areas with product or remove finished goods to a warehouse storage area He/she is also responsible for inspecting the lifts before usage He/she must participate in training sessions He/she must be able to fill out unload / load documentation A forklift operator has to check inventory, do product counts or weigh and tag the product Must be able to sweep trailers of any debris before reloading trailer. Sometimes he may also be asked to check the equipment and clean the warehouse Operators at times also need to do data entry and bill of lading for goods going out May be required to stack pallets that have fallen during transport. Job Requirements Must be a motivated self-starter that can take minimal instruction and complete tasks needed. Must be able to lift min of 60lbs. Must have attention to detail Bilingual (Spanish/English) a plus, but not required.