



Sample Job List Week May 8 – May 12

***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. ***

General Warehouse Worker Loffredo Fresh Produce Des Moines, IA www.indeed.com Loffredo currently has an opening for a warehouse worker on its day shift at its Des Moines, IA location. This position has split days off and works the 6:30am - 3pm shift. Some of the basic responsibilities include: Pick and pull orders to be delivered to customer Unload incoming trucks and put product away Use stand up pallet jack to move product 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

Service Person DART Des Moines, IA www.ridedart.com Essential Duties: Drive buses from storage barns to service lane, and returns buses to storage when services are completed Clean interior of DART vehicles by sweeping, mopping, emptying trash, cleaning windows, vacuuming and dusting as needed. Clean exterior of DART vehicles by running them through mechanical washer Probe vehicle fare boxes and remove cashboxes Fuel DART vehicles; check fluids and fill as needed Assists with road service calls whenever needed Check performance of lights, windshield wipers, and other electrical or mechanical controls Essential Qualifications: High school education, GED, or equivalent foreign education Ability to obtain a valid Iowa CDL with Air Brake and Passenger endorsements. Significant physical requirements including ability to lift 150 pounds. Work outdoors in all weather. Subject to pre-employment drug test & physical examination. All DART maintenance employees are subject to ongoing DOT random alcohol & drug testing. Special Requirements:

Summer Warehouse Associate - Entry Level /Part Time Allied Building Products Des Moines, IA www.indeed.com Job Description Fill orders quickly and accurately. Notify Purchasing and Sales when orders can't be filled and/or notify Lead Warehouse Associate when inventory levels appear low Initial Pick Tickets as orders are loaded and then ensure secondary verification Call customers in a professional and timely manner Inspect condition and quantity of received materials before placing them in the warehouse Properly place received materials in correct bin locations Communicate deviations with the Receiving Coordinator (in advance) to facilitate proper changes in the inventory control system Label and store all non-stock items Complete cycle counts and inventory checks in a timely and accurate manner. Load and unload vehicles in a safe and professional manner Verify product descriptions, condition, amounts, and nomenclature Reconcile printed tickets to stock accurately complete paperwork (Pick Tickets, Inventory Count Sheets, etc.) Moving materials in yard and warehouse as needed Maintain cleanliness and neatness of warehouse Adhere to and understand safety policies and regulations perform other duties as assigned Requirements Ability to drive a forklift



Experience working directly with the customer Ability to communicate with co-workers, vendors, and customers Must be able to work both indoors and outdoors under adverse weather conditions Ability to handle all types of building products Ability to lift 75+ lbs. repeatedly throughout the day

Warehouse Material Handler/Express Driver U.S. AutoForce Des Moines IA www.indeed.com
Material Handler 2/Backup Driver is an intermediate position, full-time. Associate can resolve most questions and problems, and refers more complex issues to the team, supervisor or manager. Will include back-up driver duties, may increase during busy season. Qualifications: 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 80lbs depending on the location, and work at heights of 20 feet on a regular basis Ability to push and/or roll tires up to pounds Ability to be trained and use powered industrial trucks (forklifts) and high reach lifts Demonstrated ability to provide quality customer service Work on his/her feet for extended periods of time Willing to work overtime as needed 1 year of work experience and satisfactory completion of company road test 19 years of age for Express Backup Driver, 21 years of age for Non CDL 1 or 2 Driver A valid driver's license and good driving record

Dock Worker Estes Express Lines Des Moines IA www.indeed.com Job Summary
Properly load and unload freight using a forklift, pallet jack, hand truck or by hand Strap, brace and pad freight to prevent damage or shifting Responsible for accurately recording the condition of freight as it arrives at the terminal Perform pre-shift and post-shift inspection of dock equipment Regular attendance is required This is not an all-inclusive list of job requirements and/or duties and may not contain all capabilities necessary to perform the job at all times due to circumstances; Operational, safety and other needs may require the employee to perform any and all other duties as assigned; Employees are expected, and must be able to perform all such duties and tasks Qualifications High School Diploma or General Educational Degree (GED), or any combination of education and experience, which would provide an equivalent background. 18+ years of age Experience in the transportation industry preferred Stable employment history preferred Prior operation of a forklift or previous forklift certification preferred. Must be able to push or pull a loaded pallet jack and/or hand truck with a minimum load of 70 lbs. Physical activities include: standing, walking, lifting, twisting, turning, etc. Must have the ability to work all shifts, including overtime and weekends; must be dependable. Must be able to comply with all company policies, rules, procedures and Code of Conduct. Must be able to interact well with others Must be able to work independently, or in a team setting. Must be capable of working under tight time constraints in a high volume environment with multiple priorities Must be capable of lifting a minimum of 70 lbs. Responds well to questions; Ability to read, interpret and comply with written information and documents such as safety rules, operations / procedure manuals and maintenance instructions with a high comprehension and concentration level to include the ability to meet deadlines Must pass a pre-employment drug screen, random drug and/or alcohol tests, and will be subject to a criminal history background check Must be authorized to work in the United States



Warehouse Midwest Roofing Supply Johnston, IA www.indeed.com Essential Duties: The Warehouse person will properly and safely stock our roofing materials in our warehouse, pull inventory for customer pick-ups, use a forklift to unload inventory from incoming delivery trucks and load our trucks for jobsite deliveries. You will insure accurate counts of inventory as it comes in and goes out, rotate stock and properly handle any damaged materials. Work as a team, because we have a "team-first" attitude. Requirements Experience working in a warehouse, distribution center, shipping and receiving department or similar environment Driving a forklift in this type of setting is a plus Must have basic math skills for inventory counts; and English verbal and written skills to be able to read purchase orders and communicate with team members Able to lift up to 100 lbs. repeatedly each day High School degree or GED Driver's License

Front Desk Town Financial - Des Moines, IA www.indeed.com Bilingual in English and Spanish would be considered a plus. The main responsibilities are balancing our cash drawer, typing our daily report, making deposits at the bank, taking lease applications, help make lease decisions, soliciting our retail partner network, visiting with customers about their accounts, and other various responsibilities. The individual working the Front Desk should be able to do anything in the office and is a very important job within our company. Required education: High school or equivalent required experience: Customer Service: 1 year Cash Handling: 1 year. Required language: Spanish

Customer Service Representative Lorenz and Jones Urbandale, IA www.indeed.com this position will be part of a growing call center team. We operate in a distribution environment with high customer service standards; soft skills are highly important to us. Primary function for this role is assisting customers via phone and email in a pleasant, professional and efficient manner. As such, the ability to work amicably in difficult situations, meet tight time frames, and exhibit a high attention to detail is required. We are very interested in your self-starter skills! Specific knowledge, skills and abilities: High school diploma or equivalent Minimum of one year sales and customer service experience Previous experience with marine or power sports is a plus Exceptional attention to detail and accuracy Ability to communicate well both verbally and in writing, internally and with customers Self-starter requiring limited supervision Ability to function in a team atmosphere Intermediate knowledge and experience with MS Office (Excel, Word) Cross-functional teamwork assisting with people of different disciplines

Front Desk Agent Part-time Country Inn & Suites by Carlson West Des Moines - Clive, IA www.indeed.com Hotel Guest Service Associates are responsible for anticipating guest needs, exceeding expectations and implementing creative solutions to provide exceptional service. This position is responsible for processing check-ins/outs, securing payment, verifying and adjusting billing, and assisting guests with reservations and requests in a friendly, professional and timely manner, while following CSM high standards of quality to ensure guest satisfaction. Complying with quality assurance and expectations. REQUIRED SKILLS AND EXPERIENCE Education: High school diploma or GED required. Experience/Knowledge/Skills/Abilities: 1+



years prior guest service experience required preferably in a hospitality setting. Excellent verbal communication skills needed. Attention to detail, customer focused and the ability to perform job duties in a fast paced environment. Physical: Ability to lift, push and pull up to 75 pounds on an occasional basis.

Data Entry Specialist National Pharmaceutical Returns - Urbandale, IA www.indeed.com
National Pharmaceutical Returns (NPR) is currently looking to fill a full-time position in the Order Processing/Data Entry Department of their Urbandale processing center. You will be working in a fast paced, warehousing environment. The position is an entry level position that can lead into other great opportunities within NPR. Qualifications and job description: Excellent 10 key data entry skills High attention to detail Ability to demonstrate organizational and time management skills Ability to be adaptable and flexible to work in a changing environment Results oriented Dependable Scanning bar codes into computer system. Sorting and lifting packages up to 50 lbs. Inventory skills, required education: High school or equivalent Required experience: Data Entry: 2 years

Merchandise Folder/Recovery Specialist Part Time Scheels Des Moines, IA www.indeed.com.
This individual is responsible for making sure the store is straightened, organized and maintained to SCHEELS' housekeeping standards. Provide assistance to fellow associates and customers in retrieving freight, displaying merchandise on the floor and providing world class customer service. Requirements: Excellent customer service and communication skills Demonstrate strong organization and attention to detail Be professional in appearance and attitude, contribute to a positive team atmosphere and treat others with respect and consideration while following SCHEELS' policies and procedures. With or without accommodations, be able to sit, and/or stand, for extended periods of time. Able to reach, balance, walk or crawl Able to lift or move up to 50 lbs. Ability to work assigned scheduled which may include varied hours, evening, weekends, and holidays Education and Experience: Ideal candidate will have one to three months of related experience or train

Receptionist Family Medicine Requisition Number 2017-R0110853 Catholic Health Initiatives Indianola, IA 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. 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. Education HSD:

Administrative Assistant Schuring, Uitermarkt, Sims, McCleish, Ver Meer P.C. - Urbandale, IA www.indeed.com Receive and route visiting and calling clients according to approved protocol. Process incoming and outgoing postal mail according to approved protocol. Process incoming correspondence received via email and fax. Schedule appointments for designated account managers. Provide Public Notary services. Maintain front reception and Kitchenette areas



according to approved standards and processes. Position Qualifications Education and Experience Administrative Assistant or Receptionist experience with a career history of accurately completing work and other assignments in a timely manner. Knowledge, Skills and Abilities Customer Service Judgment and Decision Making Communication Technology Economics and Accounting Attendance

Receptionist Part Time America's Best Contacts & Eyeglasses W Des Moines IA www.indeed.com The ideal candidates will possess: Knowledge of modern office practices, procedures and alphabetical file set up and maintenance Excellent communication, spelling and grammar skills Ability to follow oral and written instructions, and perform detailed clerical work in a methodical, independent and thorough manner with speed and accuracy Typing, computer, and windows based software experience Exceptional customer service skills. Responsibilities: Open and close front office Help keep doctor on schedule and maintain efficient patient flow Maintain patient file jackets and medical records Maintain neat and orderly front desk and waiting room Interface with doctors and maintain appropriate professional relations Schedule and confirm appointments, follow-up visits and classes Call patients to inform them that their order is available for pick up

Landscape Crew Member Seasonal Full Time Wright Outdoor Solutions West Des Moines, IA www.indeed.com Responsibilities: Install residential and commercial design-build projects varying in size and scope as directed Follow safety and technical standards Perform equipment maintenance Perform tasks of snow and ice management positions in winter season Perform tasks as needed in all service areas of Wright Outdoor Solutions Requirements: 3 years of experience in landscape and hardscape installation a plus Proficiency in operating commercial landscape equipment Strong communication and organizational skills Ability to read and complete daily paperwork Ability to work independently and on a team in a fast-paced environment Valid Iowa driver s license and a good driving record We are willing to train motivated individuals

Landscape Foreman Full Time, Year Round position A+ Lawn & Landscape - Des Moines, IA www.indeed.com Primary Duties Responsible for supervision of crew performance and daily job instruction Maintains accurate records of crew time, equipment, scheduled time, etc. and reports information to the landscape manager on a timely basis. To be available for work Monday through Saturday, as scheduled, and be flexible with hours worked as required by seasonal schedule and weather conditions Reviews and understands drawing, bids, and details with a designer in advance to determine job requirements. Responsible for the loading and unloading of trucks to ensure proper materials, supplies, and equipment for the job area available and onsite. Must have a valid DL.

Merchandising Associate Part-time Cottage West Des Moines, 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. POSITION WILL START NOW THRU DEC 23, 2017

Garden Center Associate Plant Essentials, INC West Des Moines, IA www.indeed.com Our general laborers assist nursery personnel by: Merchandising plants and seasonal products organized by category Unloading, moving and consolidating plants Setting retail displays and executing special projects and resets The position requires: The ability to lift 50lbs repeatedly during any shift Walking, standing, bending, pushing and pulling Working outdoors Reliable transportation Consenting to a background check

Laundry Attendant Part-time Hampton Inn and Suites by Hilton Altoona, IA www.indeed.com
DUTIES AND RESPONSIBILITIES: Assist Room Attendants in gathering linen, terry from the guestrooms for laundering Separates linen, terry and pre-treats any visible stains with proper stain remover Ensures each load of laundry is coded appropriately on the washer and the chemical dispenser Allocates and program appropriate drying time for each type of linen or terry. Folds and iron, if necessary, linen and terry Ensures proper chemical levels. Alerts Supervisor if any chemical is running out Keeps the laundry room clean and free from lint, debris, and organized. Empties the dryer lint trap after each use. Keep assigned cart clean and free of debris.

Housekeeper Full-Time Extended Stay America Hotels West Des Moines, IA www.indeed.com
Knowledge, Skills, Abilities and Competencies: Ability to read and speak English and or Spanish and comprehend simple instructions, short correspondence, and memos. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply good judgment at all times. Ability to understand and follow guidelines, procedures and company standards. Minimum Qualifications: No prior experience or training necessary. Other duties: Assisting to clean any areas of the hotel as assigned by the manager when needed to include but not limited to associate break room, guest laundry, fitness room, vending areas, stairwells and common areas. Responsible for maintaining overall hotel cleanliness. And any other duties as requested by the management team.

Cleaner FT/AM Kimko Services West Des Moines, IA www.indeed.com Job Skills / Requirements
Duties include: Sweeping, Mopping, Dusting, Vacuuming, Emptying Trash Bins
Cleaning Restrooms, Maintaining Supplies for Restrooms, Floor Maintenance, and Other Duties as required. Must be able to stand, bend, stoop, climb and use repetitive motions to perform job duties. Previous janitorial experience preferred. Screening Requirements: Drug Screen, Criminal Background Check, Other

Housekeeping Houseman Hampton Inn and Suites by Hilton Altoona, IA www.indeed.com
Cleans all public areas assists laundry attendant



General Utility Worker - MON-FRI - John Deere Financial Johnston, IA www.indeed.com

Description: Job Summary: The purpose of this job is to help ensure guest satisfaction by maintaining all dishes, pots, pans, silverware, glasses, equipment, and kitchen utensils in a clean and sanitized condition. In addition, this job requires that the employee keep the dishwashing machine station, three compartment sink, and related areas clean. Tasks & Responsibilities: Able to follow directions Work in an environment that at times can be hot and humid Maintain a neat and orderly work station Know and comply with all company policies and procedures regarding safety, security, emergencies and energy Report to work on time and in complete uniform. Other duties as assigned Qualifications: Minimum of one year experience Understanding of basic kitchen sanitation. Must be able to work holidays, weekends, and varied shifts Must be able to perform repetitive tasks and stand for extended periods of time

Shop Utility Person Ziegler Cat Altoona IA www.indeed.com Responsibilities may include:

Maintaining cleanliness of all shops at our Altoona location Operating the Zamboni Keeping will-call areas clean and organized Maintaining wash basin area, and daily cleaning of the Mart Washer Transferring components to and from departments Assisting in the Component/Hydraulic loading bay Maintaining the trash, dumpsters, barrels and pallets in the shop and yard Cleaning of components received for service Assisting with shipping requirements. Assisting the tool crib Performing forklift maintenance and weekly inspections of cooling tower and the Bead Blaster Qualifications: High School Diploma or GED required Dependable, self-starter, and hardworking Good communication and customer service skills Team player and willing to help wherever needed Clean driving record Minimum physical requirements: Push/pull up to 50lbs Lift/carry up to 50lbs Lift bulky objects