



## Sample Job List Week February 13 – February 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. \*\*\*

**Drywall Stocker** Kinzler Construction Services - Ankeny, IA [www.indeed.com](http://www.indeed.com) The Drywall Stocker is responsible for the safe and efficient delivery of drywall materials, steel framing materials, insulation and acoustical ceiling systems to residential and commercial jobsites. Other duties include, but not limited to: Perform site walk-thru upon arrival (and greet our customer if available) to determine the best and safest placement of truck for unloading delivery, as well as best entry point into building for delivering the construction materials. Safely set up and prepare truck and building at jobsite for delivery of drywall and other construction supplies. Ensures precautionary measures are taken to protect co-workers, other construction tradesmen, vehicles, equipment, building structure and jobsite during delivery process. Required skills, experience and talents: High school diploma or GED. Knowledge of construction business helpful but not necessary. Experience with operation of forklifts and cranes (Boom truck) is helpful but not necessary.

**Cook** Genesis Healthcare Des Moines, IA [www.indeed.com](http://www.indeed.com) Position Summary: The Cook is responsible for preparing and cooking a wide variety of food for customers, employees and visitors. He/she prepares food according to recipes and plans cooking schedules to meet mealtime schedules. In addition, the Cook performs related duties and cleaning duties, as assigned. The Cook directs other dietary employees in the absence of the Food Service Director and the Assistant Food Service Director. C005 "Specific Educational/Vocational Requirements: 1. Ability to read, write, speak and follow written and oral directions in the English language. 2. High school diploma or equivalent. 3. Experience in institutional food handling is preferred.

**Dispatcher** Service Legends - Des Moines, IA [www.indeed.com](http://www.indeed.com) Our Dispatchers work closely with our technicians and customers to ensure that we continue to provide world class service. To ensure 100% Client Satisfaction by owning each client and ensuring they are served. The Dispatcher is responsible for assigning service calls to corresponding service team members to ensure the right technician is assigned to the right call. In addition, this position is required to make outbound calls for dispatch and client satisfaction calls to all clients serviced during the day. This role is responsible for recording accurate debriefs of all service calls completed. Education and Experience High School diploma or equivalent required 1 year of administrative experience preferred 1-year customer service experience preferred Previous experience in a dispatch role preferred. Computer Skills: Must be proficient in Microsoft Excel and Microsoft Word; experience with Citrix software preferred

**Production** Mister Car Wash Des Moines, IA [www.indeed.com](http://www.indeed.com) Prepare vehicles before they enter the wash tunnel ensuring hard to clean areas are given special attention Comply with all Mister Car Wash Safety procedures and policies Perform spot drying ensuring the delivery of a



high quality service to the customer Deliver an exceptional customer experience by handling vehicles with extreme care Promptly report any prior or new damage to a customer's vehicle to management. Outstanding Customer Service skills and an outgoing attitude

**Valet Attendant** HealthPark Valet Des Moines, IA [www.indeed.com](http://www.indeed.com) At our company, we spend our days outside staying active. We believe that helping people matters. To become a difference-maker at HealthPark Valet, you will need: A valid driver's license for at least 3 years. A clean background screening and driving record. Excellent communication skills and a passion for customer service. The ability to stand for long periods of time and jog in short bursts over a 4-hour to 10-hour shift. A good working knowledge of most cars; manual transmission (stick-shift) experience preferred the flexibility to work holidays and weekends is preferred. Must be able to run or light jog to valet parking lot 10 to 15 times per shift

**Preschool Assistant Teacher** Tuition Reimbursement and Free CDA Program Available (1700023Q) KinderCare Education Des Moines, IA [www.indeed.com](http://www.indeed.com) as an Assistant Teacher you will: Assist teachers with the implementation of KCE's curriculum in a way that is consistent with the unique needs of each child Create a safe, nurturing environment where children can play and learn. Partner with parents with a shared desire to provide the best care and education for their children Support your center's success by partnering with center staff and leadership to achieve goals around enrollment, accreditation, and engagement. Cultivate positive relationships with families, teachers, state licensing authorities, community contacts and corporate partners A love for children and a strong desire to make a difference every day Ability to build relationships with families and coworkers and create a dynamic environment where play and discovery go hand-in-hand Outstanding customer service skills. CPR and First Aid Certification or willingness to obtain must meet state specific guidelines for the role Must be physically able to use a computer with basic proficiency, lift a minimum of 40 pounds, and work indoors or outdoors. Must be able to assume postures in low levels to allow physical and visual contact with children, see and hear well enough to keep children safe, and engage in physical activity with children. Ability to speak, read, and write English.

**Clerical Specialist** (Operations Admin Assistant) Barr-Nunn Transportation Inc. Granger, IA [www.indeed.com](http://www.indeed.com) Main Job Responsibilities Pickup/Delivery Appointment Scheduling Provide information in a timely manner to Operations Personnel Resolve Appointment Issues Daily Trailer Management Education and Experience High School Diploma 1-year general office experience (preferred) Computer skills

**Warehouse Associate** Poolcorp Des Moines, IA [www.indeed.com](http://www.indeed.com) Responsibilities: Accurately pulls, fills, packs and sets up orders for delivery or pickup. Organizes shipment priorities, such as UPS, commercial carrier, daily, job site and will call and stages the orders in uniform fashion for ease of loading and verification. Assists in loading the delivery truck. Receives shipments, logs into inventory, maintains inventory through audits. Locates manufacturer's packing list, verifies receipt of each item listed, signs and attaches packing list to each bill of lading. REQUIREMENTS: High school diploma or GED. Prior experience in distribution or warehousing preferred. Ability



to maneuver heavy objects, some weighing up to 100 pounds. Good communication skills, both written and verbal. Follow and carry out instructions with minimal supervision. Good interpersonal skills. Prior forklift experience.

**Traffic Control** Bonnie's Barricades - Des Moines, IA This is a Full-time position- Year Round position. Job Description: As one of our Drivers you will be responsible for setting up, managing and removing temporary traffic control devices for work zones. The job requires regular physical manual effort, regardless of weather conditions. Qualifications for the Job: Overtime during periods of high demand. Must be at least 18 years old Possess a valid driver s license and Clean Driving Record Ability to read, follow and comprehend road traffic diagrams, regulations and instructions in English Must demonstrate an ability to clearly communicate, by radio, in English. Ability to work last minute, unplanned overtime. Lift up to 50 pounds frequently and 100 pounds occasionally Ability to pass an IDOT physical and physical capacity profile.

**Dental Office Coordinator** Part-time Methodist Plaza Dental Group - Des Moines, IA [www.indeed.com](http://www.indeed.com) Methodist Plaza Dental Group is seeking a front desk position in our Des Moines practice. This is a part-time position working Mon and Tues 8 am – 4 pm and Wed 6:30 am - 2 pm. This person must possess a positive attitude, strong organizational, analytical, communication and people skills. This is not a position to sit back and wait for things to happen but rather an opportunity to help make great things happen! Dental experience is preferred and has CPR certification. Candidates must have a high school diploma or equivalent. Required education: High school or equivalent Required experience: Administrative: 1-year Dental assisting: 1 year

**Warehouse Clerk** Option Care Urbandale, IA [www.indeed.com](http://www.indeed.com) Job Description Summary: Is responsible for the packaging, shipping and storing of pharmaceutical products and supplies under the supervision of a Staff Pharmacist and/or Warehouse Coordinator. Performs for warehouse related functions and collaborates with other members of the health care team to assist with other warehouse duties as assigned. Basic Education and/or Experience: High School graduate or Equivalent Basic Qualifications & Interests: Working knowledge of Medical Technology Keyboarding skills basic level (for example: operate by touch the letter, number, and symbol keys with minimal errors). Basic email skills, internet explorer (sending, receiving, and organizing communications). Working knowledge of copiers. Experience developing ways of accomplishing goals with little or no supervision, depending on oneself to complete objectives and determining when escalation of issues is necessary. Preferred Qualifications & Interests: At least 6 months of warehouse experience

**Telemarketing Representative** Part time ID: 9929 Mediacom Communications West Des Moines, IA [www.indeed.com](http://www.indeed.com) General Responsibilities: To sell cable television products and services to new or existing customers by telephone solicitation. Responsible for possessing a basic level of product knowledge of all programming offered to our customers, including knowledge of existing programming content, pricing, packaging and channel line-up. Conduct



reminder calls for service and installation appointments. Post installation calls are made as prescribed along with downgrade and disconnect retention calls. Pay-per-view acquisition calls. Upgrade and improve sales presentation, knowledge of products, service and rates, as required. Preferred Experience/Skills: High School Diploma or equivalent. Previous telemarketing/sales experience preferred. Good verbal and written communication skills required. Must be proficient with computers. Ability to work in a fast-paced environment. Ability to work flexible hours, including evenings.

**Direct Support Professional (DSP)** Part-time Progress Industries Des Moines, IA

[www.indeed.com](http://www.indeed.com) The basic function of the direct support professional is to assist in developing, training, maintaining the physical, mental, and emotional well-being of each person served. To provide support to persons served, then documenting any pertinent information regarding the same and report to the manager. Implement individualized skill training to assist the person served in attaining levels of independence in their current living arrangement. Report any behavioral issues to the Program Manager or Manager. This position requires one to be a self-motivator, always urgent in pursuing the most independent outcome for all persons served. Responsible to immediately notify manager regarding emergency situations. Maintain housekeeping standards and vehicle maintenance schedule, as required. Never leave persons served unattended unless stated in their ISP. Participate in staff meetings and in-services as assigned. Have adequate computer skills to complete job duties as assigned. Required education: High school or equivalent

**Receptionist** Charles Gabus Ford (Des Moines) Ankeny, IA [www.indeed.com](http://www.indeed.com) Charles Gabus Ford has an opening for a full time Receptionist, this is a fast paced positioning requiring excellent customer service and administrative abilities. Skills required: Managing a busy multi line phone system. Strong PC computer skills with MS Office experience. Outstanding organizational abilities. A positive and pleasant demeanor with our guests and your co-workers. ADP experience is a plus. The ability to multi task and interact with a wide variety of people and personalities. Able to deliver a superior customer service experience to our guests.

**Receptionist** Block Advisors H&R Block JOHNSTON IA [www.indeed.com](http://www.indeed.com)

Tax Season Receptionist duties include: Greeting clients in a personalized, friendly, and inviting manner matching clients with the best suited tax advisor for their needs Scheduling clients how they would like to be scheduled Handling client exits by assuring all current and future needs are met Maintaining office cleanliness and organization of resources with team members. Other duties as assigned Required Skills & Experience: High School Diploma or equivalent Strong customer service skills Ability to perform well under stress while working in a fast-paced environment Ability to multi-task Strong organizational and time-management skills Knowledge of cash registration operations is helpful Knowledge and experience with a Windows based computer system preferred Bilingual candidates strongly encouraged to apply!

**Housekeeping Aide** Arbor Springs of West Des Moines - West Des Moines, IA [www.indeed.com](http://www.indeed.com) Responsibilities of this position include but not limited to: Performing /general cleaning tasks



such as sweeping, dusting, washing windows, vacuuming and shampooing carpets, cleaning upholstery, cleaning light fixtures and bathroom fixtures, emptying trash containers, etc. This position will operate housekeeping equipment, perform cleaning tasks, and perform waste disposal in accordance with facility policy. This position requires compliance with HIPAA rules and requires that the confidentiality of the residents and facility be maintained. EEO Required Skills/Knowledge/Qualifications: This position requires functional literacy in written and spoken English, good interpersonal and communication skills, the ability to follow written and oral instructions, and the ability to complete assignments timely, completely, and accurately.

**Laborer** McAninch Corporation Des Moines, IA [www.indeed.com](http://www.indeed.com) Job Description

Laborers may be skilled or unskilled workers with duties as varied as clearing timber and brush, removing demolished materials from a job site, placing and vibrating concrete, landscaping, installing pipe, handling the materials for other trades workers or using explosives to demolish buildings. Laborers are needed on all types of construction projects such as highways, bridges, tunnels, large buildings, sanitation, and residential and perform work for the duration of the project. A laborer must know how to work with his or her hands and with power tools run by gasoline, electricity and compressed air. Other tools used include pavement breakers, rammers, pumps, compressors, lasers and vibrators.

**Records Management Assistant** DuPont Pioneer Johnston, IA [www.indeed.com](http://www.indeed.com)

DuPont Pioneer is seeking a Records Management Assistant to assist with retention duties and projects associated with company-wide records. May include a moderate level of administration, clerical or operational services duties, including but not limited to: scanning, naming, filing, auditing, retrievals, microfilm preparation, etc. The following are required: High School diploma or GED 1-3 years of business/administrative experience Attention to detail and quality Ability to keep information confidential Knowledge of computer and general software applications. Ability to anticipate needs Problem solving capabilities and ability to make decisions on daily activities Ability to work as a team, collaborate and build sustainable relationships Written and oral communication skills

**Image Support/ Data Entry Operator** CDS Global West Des Moines, IA [www.indeed.com](http://www.indeed.com)

Description Keys a variety of information from imaged documents such as name and addresses, email addresses, check amounts, scan lines, credit cards, micr lines, mark sense and handprint keying. Prints reject reports, locates batches, pulls rejected items from batch and flags batch on system for cutoff. Ensures all rejected transactions are sent to the proper area for processing. Ensures accurate updating of subscriber records and maintains client turnaround time. Maintains confidentiality of CDS Global and its clients' proprietary information. Reacts professionally to change and remains productive. Continually performs and meets performance standards of this position. Interacts in a cooperative and professional manner, with all levels of employees, vendors and clients, in a team environment. Adheres to CDS Global policies. Job includes lifting, standing, sitting, bending, and moving Opening mail by hand and by machine. Required Skills Minimum typing requirement of 35 WPM. (Typing assessment required) Average knowledge of PC. 10-key experience preferred. Ability to analyze, interpret



and process data. Ability to repetitively key and sit for extended periods of time. Ability to problem solve. Good attention to detail. Average organizational skills. Ability to make independent decisions. Average communication skills. Average ability to read, write and speak English. Stable work history. Must be at least 16 years of age.

**Cleaning Person** Job Code: 2017-FILD-001 Ankeny, IA [www.indeed.com](http://www.indeed.com) Job Responsibilities: Are you an energetic and responsible person who enjoys keeping things clean and orderly? Are you a motivated self-starter, who takes pride in the work you do? If you answered yes to both of these questions, then we have an excellent opportunity for you! The Cleaning Person promotes the community and the rental of apartments by attending to the cleaning of the hallways and common areas on a scheduled basis. This cleaning enhances the living space in the community making it an inviting place to live. Through a willingness to work as a team member, the Cleaning person assists the Manager as needed, as well as our residents, in a polite and professional manner. Responsibilities include: Maintaining a professional appearance as a company representative, demonstrating sound judgment and conduct. Cleaning the hallways and common areas to keep the community looking its best; preventing accidents and providing a safe environment to residents. Collecting and removing trash as needed. Additional duties as assigned by the Manager. Employees are required to be honest and trustworthy with a satisfactory background. A valid driver's license and reliable transportation will be required as this position will entail the operation of a personal and potentially a company vehicle.

**Dietary Aide** at The Bridges Ankeny, IA [www.indeed.com](http://www.indeed.com) Openings for full and part time positions, days and evenings. Waiter/waitressing experience preferred. This is an excellent opportunity to work in a great team environment while providing exceptional service to our senior population. 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. Education and Experience High School Diploma or equivalency (preferred). License/Certifications CPR Certification (preferred).

**Make Ready Technician** BH Management Urbandale, IA [www.indeed.com](http://www.indeed.com) Assists with monitoring of resident satisfaction and ensures follow up on the results by property maintenance staff. Inspects the condition of all interior units prior to starting repairs to include, but not limited to; walls, appliances, electrical, plumbing, windows/doors and filters. Performs repairs/upkeep to vacant units prior to move-in and within company standards/guidelines; completes required paperwork on service needs and submits to the Maintenance Supervisor and Property Manager. Reviews daily work order priorities with the Maintenance Supervisor at the beginning and end of each day. On a regular basis must use independent judgment (following prescribed procedures) to determine actions to be taken, priorities, emergencies, etc. Must be able to deal with moderate to high levels of stress due to meeting deadlines, reprioritizing activities and supervising employees. Responsible for the daily upkeep of the grounds and appearance of the property. Repairs/replaces light bulbs, globes or fixtures





Repairs/replaces windows, latches, screens, hinges, sliding glass doors, shelves, baseboards, mirrors and closets. Assists in the repair/replacement/removal of appliances. Repairs/replaces faucets, sink plugs, washers. Repairs/replaces curtains, mini-blinds, ceiling fans. Repairs plaster; paints as necessary. Repairs/replaces sinks, bathtubs, showers. Repairs/replaces flooring materials. Picks up exterior & interior litter; empties and sanitizes trash containers. Assists with maintaining the exterior grounds and common areas of the property. Repairs/replaces any apartment material/maintenance requests within scope of management responsibility. Certifications/Knowledge: HVAC certification preferred (most industry certifications accepted) or ability to obtain E.P.A Certification preferred (Type II – domestic HVAC systems) or ability to obtain E.P.A 410A certification preferred or ability to obtain CPO (Certified Pool Operator) preferred or ability to obtain Working knowledge of Microbial Growth preferred Working knowledge of building maintenance, repair, and preventative maintenance programs, irrigation and pool systems, large and small appliance repair. Job Qualifications: High School or GED (General Education Diploma) preferred Regular attendance, punctuality and dependability required General maintenance and safety experience strongly preferred General knowledge/experience with all major types of heating and air conditioning preferred Required to provide own (industry specific) hand tools

**Custodian**-Evening Shift Part-Time, Job ID 2015-1133 John R. Grubb YMCA Des Moines, IA [www.indeed.com](http://www.indeed.com) Responsibilities: Perform general cleaning duties as assigned. Clean floors in assigned areas (vacuum, dust, dry mop/wet mop, carpet cleaning, and carpet stain removal). Remove trash and clean trash receptacles. Clean and sanitize restroom facilities. Communicate with supervisor to identify facility issues, concerns, and plans of action. Perform additional duties as assigned by supervisor or designated staff person. Demonstrate and support the objectives of the Association as embodied in the mission statement and values. Qualifications Education/Experience requirements: Ability to read, write, and perform simple mathematical functions American Red Cross CPR-PR/AED/First Aid Certifications or equivalent certifications approved by the YMCA American Red Cross Blood Borne Pathogens Training or equivalent training approved by the YMCA Y Leaders Orientation Session Y Emergency Procedures Training Online New Employee Safety Orientation (available in the YMCA Training Program)

**House Cleaner / Housekeeper / Maid** MaidPro Des Moines, IA [www.indeed.com](http://www.indeed.com) Paid training Paid Gas No nights, no weekends Important Criteria for our House Cleaner / Housekeeper / Maid: Must be legally authorized to work in the United States. Must be willing to submit to a Criminal Background Check Sharp eye for small details. Must have a valid driver's license and current auto insurance with reliable transportation. Willing and able to work in homes that have pets Must be able to lift up to 25lbs as needed

**Housekeeper** The Bridges at Ankeny, Ankeny, IA [www.indeed.com](http://www.indeed.com) The HOUSEKEEPER performs day-to-day housekeeping services ensuring a clean, attractive facility in accordance with all laws, regulations and Company standards. Reports to Director of Environmental Services. Must be able to perform day-to-day housekeeping duties including dusting, vacuuming, disinfecting, polishing, emptying wastebaskets, cleaning, replenishing and mopping Must be able to lift 30lbs



floor to waist; lift 10lbs waist to shoulder; lift and carry 30lbs; and push/pull 40 lbs. Must practice dependable, regular attendance

**Barista/Café Server** – Part-Time Barnes & Noble West Des Moines IA [www.indeed.com](http://www.indeed.com) As a Cafe Server, you sell our products and deliver world-class customer service through your commitment to our four core service principles. You have a passion for what you do and enrich the customer's experience by sharing your knowledge to determine the customer's needs. You assist in the daily operations of the cafe, and make the store experience interactive and engaging. Requirements/Qualifications: You sell and share your knowledge with customers and other cafe servers, contributing to the overall success of your store. You relate easily to others, building rapport and collaborative relationships with the store team and customers. You acknowledge, greet, and listen effectively to customers to ensure courteous and quick service. You take the initiative to expand your knowledge and understanding of the business. You are comfortable in a changing environment, with multitasking, with learning new systems and processes, and with assisting in all areas of the store. You comply at all times with the Standards, Policies, and Code of Business Conduct and Ethics set out in the Bookseller Handbook. You work in the cafe and on the selling floor as needed, which requires physical activity, including maneuvering around the store including back rooms, prolonged standing, repetitive bending, climbing, and lifting. Our stores are open daily, which requires early morning, evening, weekend, and holiday availability. You should be capable of using a computer and cash register.

**Server Assistant** – Triple Crown Prairie Meadows Altoona, IA [www.indeed.com](http://www.indeed.com) Duties: Responsible for assisting waitrons with the set-up and cleaning of serving areas. Maintains good working knowledge of restaurant layout, table numbers, and serving areas. Opens work stations, stocks condiments, garnishments and sauces for each shift. Responsible for properly closing work stations and dining room. Ensures that all products are wrapped, dated and stored properly. Responsible for cleaning the work station. Requirements: Experience in food service preferred. Must have proven customer service skills. Standing and walking for an 8-hour shift. Ability to lift up to 50 lbs. and push a cart up to 150 lbs. Ability to work weekends, holidays and varied hours.