



Sample Job List Week May 29 – June 2, 2017

***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. ***

Material Handler/Forklift Operator Capital City Fruit - Norwalk, IA www.indeed.com The Production Material Handler will retrieve, store and manage pallets of produce, packaging supplies, and materials efficiently in the Production department. This will include frequent operation of hand jacks and Stand up forklifts to enable material movement and transferring in three high selective racking and three high push back racking setups. As well as other misc. tasks as directed by a supervisor such as packing specialty items, manipulating custom software, cleaning coolers, or general housekeeping, etc. They will also work as a Packer or Line feeder in the absence of Material Handler duties. Qualifications Experience with pallet jacks and standup forklifts — at least 6 months must have certification or be able to pass for certification within 1 week of hire. Experience with selective and or push back racking with heights up to three levels.

Front Desk Associate Sheraton West Des Moines Hotel West Des Moines, IA www.indeed.com To greet guests in a pleasant, professional and efficient manner, process check-ins and check-outs, issues room keys, answers questions, and resolves guest requests. Responsibilities: Set the tone for the guest experience, greet guests in a warm and friendly manner Check-in and check-out guests Resolve guest requests Answer inquires pertaining to hotel services, registration, shopping, dining and travel directions Handle cash and credit card transactions, process guest accounts upon checkout in an efficient and accurate manner Ability to read, write and communicate effectively in English Performs any other job related duties as assigned. Minimum requirements: One year of previous customer service experience required, prior front desk experience preferred Must be flexible to working days, early mornings, evenings, weekends and holidays High school diploma or equivalent preferred Excellent communication skills, both written and verbal Displays good customer relations skills and takes initiative to greet guests in a friendly manner

Floor Care Technician Calvin Community - Des Moines, IA www.indeed.com Requirements: Perform cleaning and maintenance of all floors (tile, carpet and other surfaces). Utilize appropriate chemicals and supplies according to established procedures Use and maintain equipment properly and safely Observe safety precautions at all times and report safety hazards as appropriate Complete work assignments in a timely manner Be available to work overtime when needed. Demonstrate behaviors consistent with Calvin Community values Able to work independently with minimal supervision Attention to detail required Must be able to work effectively in a diverse, collaborative and team-oriented culture Fluent in written and spoken English Basic computer skills required Must possess a strong customer service focus



Must demonstrate tact, patience, enthusiasm and a cheerful disposition when working with other employees, residents and family members Ability to maintain resident and employee confidentiality consistent with all applicable government regulations including HIPAA. Must be able to pass a criminal background check, drug test, pre-employment physical and tuberculosis screen

CNA/Caregiver/Universal Worker full Time Evenings the Shores at Pleasant Hill Senior Living Community Des Moines, IA www.indeed.com As a Care Attendant, you are so much more than just a CNA. You are a part of our resident's lives. A Care Attendant is responsible for providing personal care and other designated health related services. A Care Attendant assists residents with various different things: Bathing/Showering Foot and Fingernail Care Assist with treatments per individualized care plan Administer medication and treatments as directed by the Registered Nurse Takes and records temperature, blood pressure, pulse and respiration Performs specified home services which include laundry and cleaning Observe residents and reports status to appropriate staff Offers pertinent observations and input

Engineer / Maintenance Sheraton West Des Moines Hotel West Des Moines, IA Responsible primarily for general maintenance and repairs in guest rooms and public spaces. Responsibilities: Perform preventative maintenance assignments on a scheduled basis (room care). Complete work orders from guests and hotel associates and record in log. Assist in checking electrical systems such as air conditioning controls, television sets, lighting systems, and make minor repairs and/or replacement. Make routine repairs on all hotel equipment including small appliances, kitchen equipment, laundry equipment, boilers, pool equipment, HVAC, hand and power tools and general plumbing systems such as pipe lines, toilets and sinks Service the hotel's pool, including adjusting chemicals and cleaning filters. Refurbish furniture and fixtures within guest rooms such as cabinets, tables, chairs, doors windows and counters. Paint and finish furniture and fixtures if needed. Respond in a courteous manner to all guest questions, complaints, and/or requests to ensure strong guest satisfaction. Perform any other job related duties as assigned. MINIMUM REQUIREMENTS: Prior maintenance experience preferred High school diploma or equivalent preferred Must be able to work a varying scheduled to include mornings, evenings, weekend and holidays

Warehouse & Forklift Driver Midwest Tile, Marble and Granite, Inc - Des Moines, IA www.indeed.com This position is responsible for performing a variety of warehouse duties which require loading and unloading material within a warehouse and storage facility while utilizing forklifts and other handling equipment to move material. Essential Responsibilities: Move materials and items from receiving or storage areas to shipping or to other designated areas Load and unload both inbound and outbound material Tag and identify material using appropriate method Oversee and maintain forklift; including maintenance of log book Verify all equipment and material used in loading and unloading meets/exceeds company standards, and report any problems or needs to the manager Make sure proper straps are kept secured on all outside material at end of day Ensure inventory area is accessible and safe for employees and customer traffic Perform other job related duties as assigned to or as



operational needs dictate Regular reliable attendance is an essential requirement for the job
Qualifications: Possession of a diploma and six months of warehouse experience and/or training, or equivalent combination of education and experience preferred Ability to safely operate material handling equipment such as forklifts and other equipment as required Must be motivated, hardworking, team player and have a positive attitude Ability to understand Company operations and procedures Valid driver's license and ability to travel

Warehouse Associate II Part-time UPS DES MOINES, IA www.indeed.com These positions may require lifting of at least 70 pounds and working at heights of up to 28 feet while using Powered Equipment. Responsibilities will include loading and unloading, packing and unpacking, auditing, general housekeeping, kitting, inbound processing, scanning orders, shipping and receiving, put-a-way, data entry into computerized inventory control systems and inventory control. In addition, most positions will require you to operate powered equipment such as a forklift or hydraulic jack lift to perform duties. Requirements: General knowledge warehouse terminology and tasks is required Must be able to use computers and scanning equipment. Forklift experience is preferred. Must be able to use computers and scanning equipment. Must be able to read and speak English. High School diploma or equivalent certification preferred.

Production Worker Requisition ID 2016-102346 Bridgestone Americas, Inc. DES MOINES IA www.indeed.com Position Summary: This position is in Des Moines, IA. Production labor duties include machine operation, forklift truck driving, many different types of machines and job positions. Labor work such as lifting, pushing, pulling. Work condition are hot, heavy, sweaty, and dirty and some of it consists of rubber work. Must be able to read and understand English. Benefits after 90 days. Lifting is occasional to frequent. Qualifications: 5 plus years of industry Experience preferred. 5 plus years of Work Experience preferred

Lomar Warehouse Generalist, Part-time Hy-Vee, Inc. Des Moines, IA Responsible for the selection and stacking of merchandise on pallets to be shipped to retail locations. Prepares orders including accurately selecting order items via a voice automated selection system and palletizes them for shipment. Primary Responsibilities Provides customer service by accurately and timely selecting orders via a voice automated selection system and safely palletize merchandise for shipment to assigned stores. Applies pallet ID and accurately stages selected order to be loaded on assigned trailer for delivery. Accurately receives freight by verifying the shipment and matching the bill of lading and matching the product to our purchase order, inspecting for damages, correct height, and checking the tag for staging. Reports any damage and problems to a supervisor. (Must verify temperature on refrigerated merchandise) Upon certification, safely operates both single and double pallet jacks, forklift, stock picker, loader, turret truck, reach truck. Reports to work when scheduled and on time.

Returns Associate (Entry Level / Warehouse / General Labor) Homemakers Furniture Des Moines IA www.indeed.com Job Responsibilities As a returns associate, you will be responsible for providing customer assistance for returned or exchanged products, ensuring outstanding customer service by processing all returns and exchanges quickly, accurately, and efficiently—



and with a smile. It will also be up to you to assemble products and move them to and from our clearance center. Specific duties include: Assist customers quickly and efficiently with returns or exchanges Assist with moving product to clearance center and rearrange as needed Handle product properly while moving it from one location to another Communicate with supervisor, team members, and with other departments in a professional manner Tag product accurately Maintain awareness of what needs to be accomplished for the day and assisting others in the department Provide feedback to management regarding efficiencies, safety and productivity Follow all operational and safety procedures Perform additional duties and functions as required Job Requirements High school diploma or GED Working knowledge of operating heavy machinery (i.e., forklift) and operating hand tools Ability to work long hours as required Ability to work well as part of a team Computer proficiency Ability to work well under pressure Strong follow-through abilities Track record of longevity with previous employers. Warehouse experience a plus Forklift certification a plus

Warehouse Worker Seasonal-1709998 Dr Pepper Snapple Group Des Moines, IA www.indeed.com Position Responsibilities Load route trucks and semi-trailers with propane or battery-operated forklift and/or pallet jack, moving product in and out of the warehouse. Move product to storage areas using the proper equipment. Stack and store merchandise in the appropriate area according to established sequences and procedures. Document all material transfers, shipments and movements electronically and/or on appropriate forms. Ensure items are stored in an orderly and accessible manner. Review orders for shipment and assemble the correct types of merchandise to be shipped. Maintain cleanliness in assigned area. Qualifications High school diploma or general equivalency diploma (GED) Experience with operating a forklift. Lift up to 50 lbs repeatedly Push and pull up to 100 lbs repeatedly

Day Stocking Store Seasonal Employee - Job ID 1207526BR Lowe's West Des Moines, IA www.indeed.com Responsible for distributing and stocking merchandise throughout the store including caring for store equipment and cleaning hazardous materials spills. Also responsible for providing excellent customer service by greeting customers and assisting customers in locating, selecting, demonstrating, and loading of merchandise. Requires morning and daytime availability Mon-Fri. Physical ability to move large, bulky and/or heavy merchandise. Physical ability to perform tasks that may require prolonged standing, sitting, and other activities necessary to perform job duties. Preferred Qualifications 3 months experience operating forklift/power equipment such as lifts, order pickers, and similar equipment. 6 months experience in a warehouse performing inventory handling and stocking.

Warehouse / Delivery M-F 8-5 SouthernCarlson - Des Moines, IA 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 experience: warehouse: 1 year Required license or certification: Driver's License



Legal Administrative Assistant/Data Entry Specialist (Entry-Level) Gurstel Law Firm P.C. - West Des Moines, IA www.indeed.com Our Firm is currently looking to hire an entry-level Legal Administrative Assistant/Data Entry Specialist - (Entry-Level) in our West Des Moines, IA Office. The successful candidate will be a team-player, have a high level of attention to detail, and help direct and coordinate the Nebraska legal process Job Description: Logging returned mail Data. Entry reviewing outgoing letters Printing/Reviewing debtor letters. Scanning, photocopying, collating, and faxing All other duties as assigned Qualifications: Must be a mature individual who is able to work both independently and in a team environment. Competency in Microsoft applications including Word, Excel and Outlook. Organizational. Verbal and written communication skills a must. Experience with basic office hardware a must; scanners, fax machine, copiers, etc. 50+ words-per-minute typing. Attention to detail and ability to multi-task is required. Understanding of the Iowa legal process and documents a plus. Legal Assistant knowledge is helpful. Must be a quick learner with good written and problem solving skills. A dependable work ethic and commitment to providing quality service is an absolute

Receptionist/Administrative Assistant BH Management Des Moines, IA www.indeed.com As an Administrative Assistant/Receptionist you would work hands-on supporting multiple departments on projects, along with assisting our clients with a variety of telephone inquiries. You would be responsible for preparing correspondence, processing incoming/outgoing mail, supply inventory and assisting with coordinating internal meeting planning needs. Job Qualifications: Professional and optimistic demeanor Strong computer skills; MS Outlook, Word, Excel Excellent attitude, customer service & interpersonal skills. Excellent attention to details, organizational/multi-tasking skills Dependable team member. A valid driver's license may be required Strong written and oral communication skills Ability to thrive in a fast-paced environment

Receptionist Part-time Candeco Johnston, IA www.indeed.com Under the general supervision of the Executive Assistant, the Receptionist will handle all incoming phone lines, greet visitors and perform other clerical tasks as assigned in a timely and efficient manner. Functions independently within the constraints of organizational policy and procedure to assure that stakeholders receive the highest quality services possible. Education/Training Requirements High School Diploma or equivalency. One (1) plus years administrative experience Valid Iowa Driver's License Proof of 50/100/50K Automobile Insurance Valid Address and telephone Required education: High school or equivalent Required experience: Receptionist: 1 year

Receptionist/Customer Service Shaw Chiropractic & Sports Injury Center - Clive, IA www.indeed.com Part-time receptionist needed for Chiropractic office in Clive/Waukee area. Hours are 2:45-6:00 pm. Tuesday, and Wednesday. The position requires a professional, friendly, and energetic personality. Primary duties include greeting patients, answering phones, and scheduling appointments. Customer service, computer skills and phone skills are essential.



Interior Cleaner DART Des Moines, IA www.ridedart.com Under general supervision, walks to storage barns to designated areas where the interior is hand vacuumed, then swept clean, ceiling is washed down, wall panels are washed down, seats shampooed and backs cleaned, windows and window channels are cleaned, floors mopped, dash cleaned, trash container emptied. Performs emergency clean up on buses on an as-needed basis. Maintains an inventory of necessary cleaning supplies on hand. Advises supervisor of any repairs found. Minimum Qualifications – Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Prior Experience: One-year experience performing janitorial, bus/car/facility service and cleanup Prior Education: High school diploma or equivalent Possession of a valid IOWA driver license is required. A drug test and pre-employment examination is required.

Universal Worker (FT Nights) Village Assisted Living Des Moines, IA www.indeed.com Duties: Provide residents with desired services in a caring, safe and timely manner. Provide redirection, reassurance, emotional and psychological support to residents and family members Ensure residents have a pleasant dining experience in our restaurant style dining room. Assist residents with personal care with dignity and grace Skills / Requirements Able to communicate effectively with residents, staff and families Clear documentation skills Excellent customer service and care skills

Cook Healthcare Services Group Altoona, IA www.indeed.com POSITION SUMMARY: The Cook prepares and serves food including texture modified and therapeutic diets according to the facility menu. Prepares food in accordance with current applicable federal, state, and local standards, guidelines and regulations, in line with our established policies and procedures, and, as may be directed by the Dining Services Director or Chef, to ensure that quality food service is provided at all times. The Cook assists in assuring proper receiving, storage, preparation, serving, sanitation, and cleaning procedures are followed. 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. Must provide a criminal background check.

Certified Medication Administrator (CMA) FT Nights Valley View Village Des Moines, IA www.indeed.com As a CMA at Valley View Village, you will: Administer medications according to Valley View Village's policy using the latest computerized medication administration and charting system (eMAR) Collaborate with the Charge Nurse to administer PRN medications Interact with our residents with assisting them with personal care. Perform other duties as requested Skills / Requirements Current, valid license to practice as a Nursing Assistant in the State of Iowa Completion of Medication Aide course required. Regular attendance is required Important Notes

Resident Assistant Ankeny Duplex, Full Time PM ChildServe Johnston, IA www.indeed.com Qualifications Experience: Previous work with children or adults with disabilities preferred Must



be 18 years of age or older. Must be willing/able to become an approved driver for ChildServe. CNA, CMA, and Med Manager certifications helpful.

Administrative Assistant Living Waters Ministry - Des Moines, IA www.indeed.com We are seeking an Administrative Assistant to join our team. You will perform clerical and administrative functions in order to drive company success. Responsibilities: Offer administrative support as needed, including (but not limited to) managing calendars, scheduling meetings, answering phones and taking detailed messages. Expense reports, Recording meeting minutes, Creating proposals, Data Entry, Filing, Discretion and confidentiality, Driven to achieve goals. Highest level of honesty and integrity. Previous experience in office administration or other related fields. Proficiency with Microsoft Excel. Experience with Quickbooks, Familiarity with Google Drive/Documents. Ability to prioritize and multitask. Excellent written and verbal communication skills. Strong attention to detail Strong organizational skills

Front Desk Receptionist- Nights & Weekends Part-time Aspen Athletic Clubs Des Moines, IA
Essential Duties & Responsibilities : Front Desk Greets, checks-in, and services all members, and registers all guests. Answers the phones and obtains appropriate information and transfers calls as necessary Maintains the Guest Registers, Fitness Profiles, Telephone Inquiries, and Group X schedules and reservation records Supervises Point of Sales (POS) operations and files daily and weekly club revenue reports Keeps the front desk and surrounding areas orderly and clean
Qualifications : Experience with multiple phone lines preferred Strong interpersonal and communication skills, including proper telephone etiquette. Able to generate, maintain and demonstrate a friendly, enthusiastic and positive attitude Possess a strong customer service focus. Responds professionally to requests and inquiries from guests, members and staff Understands and follow oral and written instructions. Communicates clearly and concisely possesses strong organizational skills Understands basic record keeping practices and procedures Able to file both alphabetically and numerically. Demonstrates the ability to organize and prioritize multiple tasks. Required experience: Customer Service Skills: 1 year

Entry-Level Accounts Receivable Clerk Professional Property Management, Inc. - West Des Moines, IA www.indeed.com Essential Duties and Responsibilities: Assist the Accounts Receivable Specialist in: Processing rent checks. Delivering 3-day notices. Reviewing electricity billings for accuracy and assigning fiscal responsibility. Reviewing small balance letters for accuracy. Preparing renewal letters. Completing lease renewals. Documenting renters insurance Scanning FAS files in a timely manner. Other duties as assigned. Requirements: Prior experience with multi-family housing helpful, but not required. Outstanding attention to detail. Excellent verbal and written communication skills. Ability to provide top-notch customer service. Basic computer skills, including MS Office experience. Yardi software experience helpful, but not required. Must have a fully-insured, reliable means of transportation and a valid driver's license. Clean background and driving record. Pre-employment drug screen required.



Required education: High school or equivalent Required experience: Accounts Receivable: 1 year Customer Service: 1 year Required license or certification: Current Driver's License of a valid IOWA driver license is required. A drug test and pre-employment examination is required.

Evening Receptionist Part-time Gregg Young Chevrolet Norwalk - Norwalk, IA www.indeed.com
Responsibilities: Answering, screening and forwarding any incoming phone calls while providing basic information when needed Perform other clerical receptionist duties such as data entry, filing, scanning and other accounting office support Serving visitors by greeting, welcoming, directing and announcing them appropriately Qualifications Ability to be resourceful and proactive in dealing with issues that may arise Ability to organize, multitask, prioritize and work under pressure High school degree Solid communication skills both written and verbal Proven working experience in a front office handling receptionist responsibilities Professional appearance

Receptionist Ear, Nose and Throat Mercy West Clive, IA www.indeed.com Job Summary: 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. Copy/scan patient access related hardcopy materials (e.g. ID, referrals, insurance cards, etc.) into the correct location in the electronic medical record. Prepare charts for patient appointments making sure all necessary information is complete. Conduct all functions associated with patient check-out including pricing services, collecting patient responsibility payments and scheduling follow-up appointments. Perform duties involving record filing and retrieval and assisting with the filing of registration documentation in electronic medical records. Confirm next day appointments and alerts patients as to what documentation is needed, including details associated with time-of-service payment. Follow up with patients regarding the Missed Appointment Policy and send out the appropriate communications. Perform other duties as assigned. Education HSD:

Receptionist- Family Practice Mercy Clinics Family Medicine Johnston, IA www.indeed.com
Summary: 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. Copy/scan patient access related hardcopy materials (e.g. ID, referrals, insurance cards, etc.) into the correct location in the electronic medical record. Prepare charts for patient appointments making sure all necessary information



is complete. Conduct all functions associated with patient check-out including pricing services, collecting patient responsibility payments and scheduling follow-up appointments. Perform duties involving record filing and retrieval and assisting with the filing of registration documentation in electronic medical records. Confirm next day appointments and alerts patients as to what documentation is needed, including details associated with time-of-service payment. Follow up with patients regarding the Missed Appointment Policy and send out the appropriate communications. Perform other duties as assigned. Education HSD:

Front Desk Receptionist/Optician Family Eyehealth Center - Des Moines, IA www.indeed.com
Family Eyehealth Center is a locally owned and longstanding practice with a sincere commitment to our patients and the community. We are looking for an outgoing and team oriented individual to join our staff as a Front Desk Receptionist/Optician. Duties Include: scheduling and confirmation of patient appointments, greeting patients on arrival and guiding them through the check in and out process, obtaining and verifying insurance, answering the telephone and ensuring patient needs are addressed, dispensing/repair of glasses. Ideal candidates will have experience in an office/optical setting with strong computer and customer service skills. Knowledge of insurance and compulink software is a plus.

Patient Access Rep Full Time Days Job ID 1705023142Mercy Hospital Des Moines, IA www.indeed.com
Job summary: Responsible for duties in support of departmental efficiencies which may include: but not limited to performing scheduling, registration, patient pre-admission and admission, reception and discharge functions. Must obtain complete and accurate patient demographic information. Patient Access representatives also must employ proper, compliant patient liability collection techniques before, during & after date of service. Knowledge, Skills, Abilities: Minimum typing skills of 35 wpm Demonstrated working knowledge of PC/CRT/printer Knowledge of function and relationships within a hospital environment preferred Customer service skills and experience Ability to work in a fast paced environment Ability to receive and express detailed information through oral and written communications Course in Medical Terminology preferred Understanding of Third Party Payor requirements preferred Understanding of Compliance standards preferred Must be able to perform essential job duties in at least two Patient Access service areas including, Education and experience: Include minimum education, technical training, and/or experience preferred to perform the job. High School Diploma or GED required 0 – 1 year in a Customer Service role. 0 – 1 year administrative experience in medical facility, health insurance, or related area preferred some college coursework is preferred

Dental Front Office Prairie View - Altoona, IA www.indeed.com
The Dental Business Office Assistant will handle various administrative tasks in our front office area. The Dental Business Office Assistant role plays an important part in communicating effectively with patients and maintaining an organized administrative schedule.

Office Assistant (part-time) Alliance Chiropractic Center - Des Moines, IA www.indeed.com
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. Computer experience is helpful. Training is provided.

Warehouse / Driver Des Moines Stetson Building Products, LLC - Des Moines, IA
www.indeed.com JOB SUMMARY: Assist Warehouse Supervisor in the movement of materials through the warehouse with exemplary customer service, accuracy in delivery, and adherence to all safety standards. Act as back up driver when required. JOB QUALIFICATIONS: Must possess or be able to obtain, valid State Class B CDL license with Haz/Mat and air brake. Tact and diplomacy required in dealing with customer personnel at delivery points. Report any customer disputes or like incidents to the GM. Basic computer skills, ability to communicate verbally and written. Must meet Department of Transportation physical and medical requirements and pass substance abuse screening; as a safety sensitive employee subject to random substance abuse screening under company policy. Regular attendance is required for this position.

Housekeeper Marriott Downtown Des Moines IA www.indeed.com Job Summary Respond promptly to requests from guests and other departments. Fill cart with supplies and transport cart to assigned area. Enter guest rooms following procedures for gaining access and ensuring vacancy before entering. Replace guest amenities and supplies in rooms. Replace dirty linens and terry with clean items. Make beds and fold terry. Clean bathrooms. Remove trash, dirty linen, and room service items. Check that all appliances are present in the room and in working order. Straighten desk items, furniture, and appliances. Dust, polish, and remove marks from walls and furnishings. Vacuum carpets and perform floor care duties (e.g., in guest rooms and hallway).

Housekeeping Aide Marriott Downtown Des Moines IA www.indeed.com Job Summary Respond promptly to requests from guests and other departments. Identify and report preventative or other maintenance issues in public areas or guest rooms. Post caution signs. Contact other departments directly for urgent repairs. Deliver guest requests and set up furniture items in guest rooms as requested. Remove items from hallways and transport to service areas, including debris, room service food and beverage trays, unread newspapers, soiled linens, and trash placed near Housekeeper carts. Clean, maintain, and store cleaning equipment.

Natural Living Clerk Requisition ID 2017-7384 Fresh Thyme Farmers Market West Des Moines IA www.indeed.com The Natural Living Clerk is responsible for keeping all store natural living shelves stocked and clean during business hours. They are required to assist customers as needed and maintain a friendly, energetic demeanor. This position requires adhering to all procedural guidelines set by the Natural Living Department. Education and Experience High school diploma or equivalency degree. Preferred 1 -2 years grocery retail experience in Natural Living department processes and procedures. Previous experience in a natural foods industry is a plus.



Dry Cleaning Presser Victoria Cleaners Inc. Clive, IA www.indeed.com Victoria Cleaners is looking for pressers in their dry cleaning department. Pressing experience is a plus but we are willing to train qualified candidates.

Des Moines Airport G2 Secure Staff Des Moines, IA www.indeed.com OPS Agent/ Service Representative (Ticket Agent): The Ops Agent/ PSR/Ticket Agent will check in / greet customers traveling with charter flights courteously and efficiently; assist with the ticketing sales and pre-boarding process as needed. Cross utilized at ticket counter, pre-boarding gate, baggage service, and self-service kiosks areas. RAMP AGENT: responsible for providing ground support for inbound and outbound aircraft. Including baggage handling, mail and freight handling, aircraft servicing, driving motorized equipment, and cleaning of aircraft interiors. Employees work outside in inclement weather conditions, must be able to continuously lift up to 50 pounds, bend, stoop, lift, twist, climb and work at heights) Must have a valid Driver's license Wheelchair Agent: Meet inbound and outbound flights to provide services with wheelchairs, aisle chairs and gurneys to passengers needing special assistance. Employees will lift up to 75 pounds. Employees will push and pull up, on inclines and declines while assisting passengers in wheelchairs. Education and experience: High school diploma or equivalent preferred. Previous service industry experience preferred. Must be 18 years or older. Must have a home telephone. Must have reliable transportation.

Assistant Teacher/Floater Part-time Little Friends of Living Faith - Clive, IA www.indeed.com Assistant Teacher hours are from 8:45 AM until 2:00 on Monday's and 8:45 to 1:30 on Tuesday thru Thursday. Assistants will work with Teacher to implement lesson plans and support Lead Teacher. Duties include: instruction, guidance, help with personal needs and classroom clean up. Ideal candidate will be a Christian, have experience working with young children and understand family support and ministry. Background checks and training are required. Required experience: Child Care: 1 year