

Current Listing of Job Openings – Week of February 23rd, 2015

Valley View Village, Dietary Aide – Job #1091717 on www.iowaworkforce.org or send resume to Shelly B. Valley View Village 2571 Guthrie Avenue 50317 or call (515)299-1700 for more information

Part-time hours available, includes evenings & weekends

- Seeking motivated individuals to join us in serving our residents
- General kitchen duties & restaurant-style serving responsibilities required
- Healthcare & dietary experience preferred, positive communication & excellent customer service skills

Certified Nursing Assistant in WDM – Job #1089591 on www.iowaworkforce.org

Full-time & part-time available

- Will assist with activities of daily living, meal preparation, errands, & transportation to appointments
- Will work in private home setting or with single individual living in a care facility or assisted living facility
- Most clients will be in the greater Des Moines & surrounding areas

Remedy Staffing, Customer Service Rep in WDM – Job #1089581 on www.iowaworkforce.org

Full-time available, Monday-Friday 8am-5pm hours

- Responsibilities: receive & process incoming phone requests, provide information or explanation of products, provide information of individual policies, provide brief explanations related to the company's products, ensure & document appropriate response to each question
- Qualifications: 1-3 years of customer service experience preferred (call center not required), knowledge of life insurance preferred but not required, must be able to communicate effectively, basic use of MS Office especially Word, high school diploma/HiSET

Night Auditor in West Des Moines – Job #1091899 on www.iowaworkforce.org or www.jqhhotels.com/careers/

Full-time available, evening & overnight hours

- Understand & use math concepts to design a financial or economic system, interpret technical information presented in mathematical or diagram form, work math problems quickly & accurately, understand & use computers & related equipment, speak & write clearly to report financial information
- Make decisions about the value of real estate & personal property based on inspection of the property, how you think its location will be affected by future plans of the community, as well as established facts like past tax values
- Plan & direct the work of accounting clerks & other workers

Guest Services Representative in WDM – Job #1091898 on www.iowaworkforce.org or www.jqhhotels.com/careers/

Part-time available; day, evening, & night hours

- Greet, register, & assign rooms to guests; issue room key & escort instructions to bell person
- Date-stamp, sort, & rack incoming mail & messages; transmit & receive messages using equipment such as phone, fax, & switchboard
- Answer inquiries pertaining to hotel services, registration of guests, & shopping, dining, entertainment, & travel directions
- May deposit valuables in hotel safe or safe-deposit box, account for all cash & make deposits
- Communicate effectively with other front office & hotel departments, report to work for scheduled shift

Arby's, Hiring – www.drmarbys.com

Hiring for Shift Managers, Assistant Managers, & Restaurant Managers

- We offer great benefits including health, dental, & vision insurance; meal discounts/free combo meals; & 401k for those that qualify

Altoona Nursing & Rehabilitation Center, CNAs – Apply at 200 7th Avenue SW or email Kristine Erickson at Kristine.erickson@pcitexas.net

Sign-on bonus on 4 positions, 6am-2pm or 2pm-10pm shifts available

- All positions require Iowa licensure

Guardsmark LLC, Security – Contact (515)243-3155 for more information

Full-time positions available

- Accepting applications for unarmed security officers, \$10.75 starting pay rate, 12-hour shifts with overtime available
- Applicants must be 21 years of age or older, high school diploma/HiSET, drug-free & crime-free background required
- Fire training or experience a plus for higher positions

Ramsey Village, CNAs & Dietary Aide – Apply at 1611 27th Street or email resume to elizabethschultz@ramseyvillage.org

Full-time opportunities available

- CNA: 2pm-10pm hours
- Dietary Aide: full-time
- CMA/CNA: full-time, 10pm-6am shift
- We offer a great benefits package & competitive wages

ABM, Hiring – Apply at 1509 Michigan Street or call (515)697-0350 or www.abm.com/careers

We are currently searching for qualified, motivated people for immediate positions, full-time & part-time

- Cleaners, Floor/Carpet Crew, Utility Workers, & Supervisors

The Village, Housekeeping Supervisor – Call (515)961-0875 for more information, email resume to tbingham@wesleylife.org, or visit www.wesleylife.org to fill out an application

Full-time available, Monday-Friday 8am-5pm hours

- Responsibilities: assure that the day-to-day activities of the housekeeping & laundry departments operate in accordance with standards, guidelines, & regulations governing our facility
- Ensure the needs of residents we serve are met at all times, a passion for working with older adults is essential, competitive pay & complete benefits package
- Qualifications: high school diploma/HiSET, advanced degree in management or engineering systems preferred, minimum of 2 years of experience in housekeeping &/or laundry services is required, experience in a lead role working in healthcare or hospitality services preferred

O'Reilly Auto Parts, Drivers & Warehouse – www.oreillyauto.com/careers or contact the HR office at (515)263-8479

Drivers: class A CDL with Hazmat endorsement, home every day with short work weeks, no weekends, excellent pay & benefits, experience required, 1 year of safe driving in a tractor trailer

- We offer W2 wage, bonus program, guaranteed route pay, electric jack & lift gate

Cambridge Court in WDM, Hiring – Apply at 1225 11th Street in WDM, fax resume to (515)225-6497, or email resume to hayloftreg2@gmail.com

- Outgoing & sales-oriented Leasing Specialists, skilled Maintenance Technicians, & organized Housekeepers
- Excellent benefits package & competitive wages

Country Inn & Suites in Ankeny, Housekeepers – Apply at 2510 SE Tones Drive

Accepting applications for immediate openings, apply in person

Hiring Positions for New, Fast, Casual Restaurant in Ankeny – Visit the hiring trailer at 2510 SW White Birch Drive #1 in Ankeny, stop by & see Bryan or John from 9am-5pm daily

Currently looking for some top-notch teammates to help us launch our new restaurant concept in Ankeny

- Looking for Baristas, Line Cooks, Prep Cooks, Bakers, Dish Machine Operators, & Front of the House Attendants
- Looking for both full-time & part-time people to join the team

Mill Pond in Ankeny, CNA Job Fair – Apply on Wednesday, February 25th from 10am-6pm at 1201 SE Mill Pond Court, Ankeny

We are inviting you to Mill Pond Senior Living Community to consider a career where you can make a difference & create smiles in the eyes of our residents

- Full-time & part-time available, complete application onsite, open interviews, prize drawings for attendance, \$500 sign-on bonus for new employees
- CNA certification preferred, long-term care experience preferred but not required

Seneca Companies, Sales Support Specialist – Apply at 4140 East 14th Street or <https://www.senecaco.com/about/careers/default.aspx>

Full-time available

- Responsibilities: assist customers over the phone & in-person with needs related to industrial paint & coating systems, take orders & sell parts, prepare customer orders & other paperwork, quote product prices, provide advice & assistance, refer to & maintain knowledge of current parts catalog & books, input information into the computer, trace back orders & expedite delivery for customers, monitor stock inventory for proper levels, assist with periodic inventory counts, inform customers of stock items available
- Requirements: high school diploma/HiSET with college degree preferred, minimum of 3 years of experience of inside sales or customer service, excellent communication skills, strong attention to detail, ability to perform physical work

Accountemps, Data Entry Accounting Clerk – Contact (515)282-8367 for consideration

Large transportation company seeking Data Entry Accounting Clerk to assist with invoices for payment & contact the outside carrier to resolve any discrepancies

- Ideal candidate will have experience with processing invoices & general accounting knowledge

OfficeTeam, Scanning Clerk – Contact (515)244-2500 for consideration

This Scanning Clerk will have an exceptional attention to detail, experience in imaging & scanning

- The candidate for this position will have the ability to multi-task, navigate between two screen computer, manage an industrial scanner, & proficient in MS Suite
- Other duties include mail distribution, office organization, & filing

Aerotek, Customer Service Representative – www.aerotek.com or contact (515)657-5433

Full-time available, flexible to work between 10am-9pm, ability to work weekends as needed

- Responsibilities: answer inbound calls to assist customers, occasionally make outbound calls for follow-ups only, will be taking about 50 calls per day, answer support line questions
- Qualifications: 1+ year of customer service experience, retail experience, fluent in Spanish/English preferred but not required, excellent computer skills, ability to multitask

Zombie Burger, Café Clerk – Apply at 300 East Grand Avenue #100 or www.ohospitality.com

Full-time & part-time available, must be able to work weekends

- Members of our quick service café work to ensure excellent customer service, consistent food preparation & service, & responsible alcohol service
- Must have efficient cash handling & POS computer skills, assist with the organization & cleanliness of the café

Noodles & Company, Team Member – www.noodles.com/jobs

Full-time available; ability to work nights, weekends, & holidays

- Responsibilities: greet guests, take guest orders, handle cash & credit transactions, demonstrate knowledge of the brand & menu items, serve food to guests in a courteous & timely manner, prepare food items quickly & accurately, check food quality & temperatures, follow sanitation & safety procedures, maintain cleanliness & organization, handle guest concerns & complaints, work as a team to prepare for each shift, maintain regular & consistent attendance & punctuality
- Qualifications: excellent guest service skills, ability to work in a fast-paced environment, team-oriented, adaptable, dependable, strong work ethic, ability to communicate effectively

Midwest Professional Staffing, Data Entry Specialist – www.midwestprofessionalstaffing.com

Full-time available, Monday-Friday 8am-5pm, West Des Moines location

- Responsibilities: 10-15 calls per day, receive & process account information, data system checks, enter applications, resolve information deficiencies, assist with questions regarding status/qualifications, other duties as assigned
- Qualifications: excellent customer service skills, strong data entry skills, attention to detail, well-organized, ability to multitask, strong attendance is crucial, associate's degree preferred

Midwest Professional Staffing, Verification of Income – www.midwestprofessionalstaffing.com

Full-time available, 10am-7pm, overtime may be required, training with last for 2 weeks

- Responsibilities: key data for specific forms with a high degree of accuracy, identify & match mortgage documents, review processed documents to ensure accuracy, cross-train on several processes, utilize a computer to look for slight discrepancies
- Qualifications: cannot be afraid to ask questions when they arise, must have a positive attitude, must be open to working in a very quiet environment all day long

Holiday Inn Express & Suites in Altoona, Front Desk Clerk – *Apply at 165 Adventureland Drive or www.ohospitality.com*

Part-time available, requires flexible hours, must have availability on weekends & holidays

- Looking for customer service driven individuals, help guests in our beautiful hotel
- The right candidate will have some computer experience, cash handling skills, professional appearance, & the ability to multitask
- Provide a welcoming check-in experience for guests, provide excellent customer service during their stay, & leave an unforgettable impression on guests so they can't wait to come back

Malo, Server – *Apply at 900 Mulberry Street or www.ohospitality.com*

Seeking servers to provide exceptional service to guests

- Previous serving experience, of at least 1 year in a full service & preferably fine dining setting, is necessary to apply

Gateway Market, Deli Clerk – *Apply at 2002 Woodland Avenue or www.ohospitality.com*

Requires a flexible schedule

- Interact with guests in our fun deli while ensuring a pleasant & efficient experience
- Requires the desire to help people while maintaining a safe, clean, & friendly environment

Famous Dave's WDM, Hiring – *Apply at westdesmoines@famousdaves.com*

Looking for a few famous people to join our team, must love to work with the public & have a famous smile

- We are looking for Line Cooks & Prep Cooks as well, experience is a plus

Randstad Open House – Thursday, February 26th from 7:30am-2:00pm at 1450 Westown Parkway #101, West Des Moines

Randstad's Office & Administration Career Expo, meet our team during the career expo

- Bring a copy of your resume, 2 forms of ID, & dress to impress
- Positions include Loan Servicer, Inbound/Outbound Customer Service Specialist, Loan Analyst
- For a complete list of opportunities, go to www.randstadstaffing.com

Mickey's Irish Pub in Waukee, Line Cook – Apply at 50 SE Laurel, Waukee

Full-time available, Sunday availability is required

- An ideal applicant will have previous line cooking experience & understand the need for speed & quality
- We want someone who can hit the ground running & enjoys having fun while at work

Pro Staff, Yardman/Warehouse – www.prostaff.com

This is a direct-hire employment opportunity

- Responsibilities: learn & perform maintenance tasks, learn the application of equipment to load/unload & deliver equipment, deliver/pickup equipment as needed, continually self-train & upgrade your personal knowledge, ensure all safety procedures are followed
- Qualifications: truck driving & delivery experience preferred, good mechanical aptitude, ability to lift 100 pounds, ability to work long hours, class A CDL with good driving record

Holiday Inn & Suites in WDM, Front Desk Associate – Apply at 6075 Mills Civic Parkway, WDM

Our West Des Moines hotel is looking for a friendly & professional Guest Service Associate to join our team; the ideal candidate will have a flexible schedule with night, weekend, & holiday availability

- Accommodate hotel guests by registering & assigning rooms, issuing room keys, transmitting & receiving messages, keeping records of occupied rooms & guest accounts, making & confirming reservations, & presenting statements to & collecting payments from guests
- Demonstrate exemplary customer service to every guest at every interaction
- Looking for people who are genuine, friendly, thoughtful, & resourceful

Remedy Staffing, Production Associate – www.remedystaff.com

Temp-to-hire opportunities, 2nd shift production workers, Monday-Friday 3pm-11pm hours

- Basic math skills required, ability to weigh & measure quantities, solid pallet jack experience required
- Must pass color sighted/vision evaluation, pre-employment drug screen, 7-year criminal background check required

Remedy Staffing, Assembly – www.remedystaff.com

Hours are Monday-Friday 8am-4:30pm, temp-to-hire opportunities

- This client offers a clean, positive, & team-oriented environment
- Maximum lifting of 50 pounds, average lifting of 35 pounds; individual will be standing & walking for an 8-hour shift; will be required to push/pull 10-25 pounds on a frequent basis
- Smoke-free environment, pre-employment drug screen & criminal background verification required, basic computer skills, strong math skills

Hotel Fort Des Moines, Front Desk – Apply at 1000 Walnut Street, Downtown DM

Must have flexible availability including nights, possible overnights, holidays, & weekends

- A passion for guest service is required, make reservations, greet & check guests in & out, maintain hotel lobby cleanliness, refer guests to dinner or events in the area, up-sell guest rooms, field inquiries from groups & corporations, make daily deposits, answer phone calls with friendliness & etiquette
- Applicant must have basic computer & math skills, ability to multitask, organized, detail-oriented, ability to work under pressure, ability to solve problems in a professional manner, perform other duties as assigned

Express, Now Hiring – Contact (515)224-9644

Being one of the world's best retail fashion brands takes innovation, creativity, passion, & commitment

- We're looking for people with individual style, energy, a love for fashion, a passion for great customer service, fast-paced, & people who want an Express associate discount
- Our Stylists have the ability to wardrobe & style customers in addition to ensuring each customer has a terrific in-store experience; stylists have an elevated selling approach, product knowledge, & styling abilities
- A Stock Expert leads merchandise flow processes to ensure products are floor-ready & available for customers to purchase, assist customers to support a positive shopping experience
- We hire talented, passionate, & fashion-eager Sales Associates; ensure all customers have a quick & efficient cash wrap experience, offer assistance when needed; stock, clean, & fold merchandise
- Visual Experts execute floor set & seasonal updates in order to drive a positive experience

AmericInn, Front Desk – Apply at 1920 Hackley Avenue

Shifts are 7am-3pm, 3pm-11pm, & 11pm-7am (overnight); must be able to work weekends

- Must have good customer service skills, valid driver's license, ability to work on your feet for 8 hours, & willing to help out with shifts at any time

AmericInn, Housekeeping – Apply at 1920 Hackley Avenue

Looking for qualified individuals, requires cleaning guest rooms & working weekends, part-time available

- Customer service skills are necessary & expected, high school diploma/HiSET preferred, must pass background check, valid driver's license & reliable transportation preferred

Panera Bread, Hourly Associates – www.panera-iowa.com/careers

Full-time & part-time available, flexible schedule required

- Must be able to work up to a 10-hour shift while standing/walking, will be required to lift up to 40 pounds, must be able to communicate effectively
- We run background checks on all applicants before final offer, no late nights, we promote from within

Iowa Jewish Life Senior Center, Dietary Aide – Apply at 900 Polk Boulevard

Part-time hours, 3:30pm-7:30pm every other weekend

Martinizing Dry Cleaning in Ankeny, Customer Service – Apply at 207 NE Delaware Avenue, Ankeny

This job will be 3-4 evenings per week 3pm-8pm & some Saturdays from 9am-3pm

- Looking for a friendly, reliable, energetic person to work our check-in counter
- Duties: take in clothing, tag & enter invoices into the computer, take payments, give clothing to customers, some light cleaning

The Continental, Servers – Apply at 428 East Locust Street, East Village between 11am-5pm

Seeking qualified candidates for multiple part-time positions

- Ideal candidates will have a professional appearance & demeanor, & be available weekends

Childcare Specialist in WDM – Contact Julie (515)225-6252

- Assist with activities in accordance with curriculum objectives, maintain daily open communication with parents, maintain confidentiality, arrange a classroom environment in accordance to program goals & philosophy, maintain a safe & healthy environment, attend in-service & staff meetings, keep all appropriate records, keep accident reports, coordinate field trips, meet all applicable licensing regulations, ability to attain a CDL to transport children to schools & field trips
- Previous childcare experience preferred, candidate must be able to pass a background check

Sears Holdings, Inbound Customer Service & Sales Rep – Job #1095067 on www.iowaworkforce.org or www.searsholdings.com/careers

Full-time hours

- We are looking for the right people to be our customers' trusted advisors that will create WOW experiences for our customers
- This position is the front line care representative for our customer; assist in the processing of orders to include internet, catalog, or specialty merchandising; address customer questions & concerns via email & phone

American Eagle Outfitters at Jordan Creek, Stock Associate – Apply at Jordan Creek Mall

Flexible availability based on the needs of the business, potentially up to 30 hours per week

- Provide leadership in the stockroom on all aspects of backroom operations, implement stockroom standards & procedures, understand & execute productivity goals, seek personal learning & development opportunities, ensure customer service standards are upheld when on the sales floor
- Understand AEO's visual & brand standards, ensure all backroom areas are clean & maintained, partner with management on performing stock transfers & shipment receiving
- Qualifications: previous experience in retail preferred, ability to communicate effectively with others, ability to work in a fast-paced & deadline-oriented environment

P.F. Chang's in WDM, Back Waiters & Hosts/Hostesses – Apply at 110 South Jordan Creek Parkway in West Des Moines Monday-Friday from 2pm-5pm

We have a variety of shifts available, some morning availability is required; most team members work 25-40 hours per week including some weekends, flexibility is key

- Attitude: fresh, optimistic, enthusiastic, & service-laced; you are here to serve our guests & provide them with an exceptional dining experience
- Aptitude: you need to be able to think quickly on your feet, make smart decisions, & learn our menu inside & out
- Adaptability: you won't be successful flying solo, you will be a functioning member of a team, you need to be willing to lend a helping hand to any team member at any time

Cozy Café in Waukee, Cooks & Servers – Apply at 280 Hickman Road, Waukee

Looking for an exciting, great-paying job? Want to be part of a busy & growing company?

- Submit resume in person; we offer very competitive pay

Wendy's in Ankeny, Hiring – Apply at 2421 SE Delaware Avenue, Ankeny

All shifts available including nights, weekends, & short lunch & dinner shifts in our newly remodeled restaurant

- Hiring friendly, energetic, & outgoing individuals; the ideal candidates must be able to interact with guests in a fast-paced environment
- Good listening skills & attention to detail are essential

Buffalo Wild Wings, Hiring – <http://www.buffalowildwings.com/en/careers/>

Hiring Kitchen Team Members

- We offer great pay, schedules that fit your life, awesome managers, & other excellent benefits & opportunities
- Slicing, dicing, cooking, grilling, & saucing gives you all kinds of opportunities to utilize your skills
- Team members are instrumental in making exciting menu items craveable & contribute to what we believe is the highest calling of all: delivering the ultimate food experience for sports fans

Whole Foods in WDM, Prepared Foods Service Team Member – www.wholefoodsmarket.com/careers

Available for flexible scheduling to meet the needs of the department

- Duties: give every customer immediate & undivided attention, ensure a fresh & appealing display, check & ensure freshness & quality of products, prepare foods behind the counter for customers, maintain accurate department signage & pricing
- Qualifications: previous kitchen, culinary, deli, restaurant, kitchen management, cooking, or customer service experience preferred; excellent communication skills & willingness to work as part of a team, effective communication skills, ability to follow instructions, sell proactively, learn basic knowledge of all products, visually examine products for quality & freshness, effective time management skills