

Current Listing of Job Openings – Week of March 9th, 2015

Principal Financial Group, Mail Processor – Job #5015761 on www.iowaworkforce.org or www.principal.com/careers/index.htm

Full-time available, occasional overtime could be required

- Looking for an energetic & hardworking individual who will be an important part of the scanning & distribution team
- Duties: sort & process outgoing mail, help monitor dock activities, may also back up the receiving function
- Qualifications: high school diploma/HiSET, 1+ years of work experience preferred, ability to maintain a high degree of confidentiality & accuracy, attention to detail, problem-solving, communication skills, basic computer skills, ability to lift & carry 70 pounds

Customer Service Associate in Johnston – Job #5015703 on www.iowaworkforce.org

Enterprise Solutions delivers innovative document & communications management solutions that help companies around the world drive business process efficiencies, increase productivity, reduce costs, & improve customer satisfaction

- The right candidate will be an integral part of the team & support our continued growth
- Duties: perform various mail center activities, lift heavy boxes or files when needed, operate an inserter machine, maintain the highest levels of customer care while demonstrating a friendly attitude, flexibility in meeting high volume, adhere to business procedures & safety procedures

Centro, Busser – Apply at 1003 Locust Street between 2pm-4pm or www.ohospitality.com

Part-time position, weekend availability required

- Assist servers & provide exceptional service to all our guests
- Professional appearance & positive attitude are a must in this fine dining, high volume restaurant
- Previous experience is not required but is helpful

Gateway Market, Line Cook – Apply at 2002 Woodland Avenue or www.ohospitality.com

Full-time available, PM shifts, weekend availability is required

- Gateway Market offers exceptional products in our grocery & café to all our guests
- Experienced Line Cook with at least 2 years of recent experience working on a high volume line & a team player is needed

Gateway Market, Dishwasher – Apply at 2002 Woodland Avenue or www.ohospitality.com

Part-time position, hours are varying based on business needs, must be available weekends

- Looking for someone to maintain our kitchen & keep the dishes clean while working at a fast but safe pace

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

Part-time position, requires flexible hours, must be available weekends & holidays

- Looking for customer service driven individuals to 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

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

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

- Ensure excellent customer service with consistent food preparation & service, & responsible alcohol service
- Must have efficient cash handling & POS computer skills, assist with the organization & cleanliness of the café, previous restaurant experience preferred

Centro, Host – Apply at 1003 Locust Street between 2pm-4pm or www.ohospitality.com

Part-time position, weekend availability required

- Assist guests & make their 1st impression of Centro great
- Excellent communication skills, professional appearance, & guest-first approach are a must

Zombie Burger, Assistant Manager – Apply at 300 East Locust Street #100 or www.ohospitality.com

Full-time available, requires a flexible schedule & previous restaurant experience

- Must be able to perform under pressure & maintain professionalism in a very busy atmosphere
- Lead the quick service counter & shake production, manage & motivate staff while delivering the highest degree of customer service

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

Eatery A, Host/Hostess – Apply at 2932 Ingersoll Avenue Tuesday-Sunday 3pm-close

Must have a flexible schedule, outgoing personality, & the ability to multitask

- You will be the 1st person the customer will see & remember, we are looking for the special person to handle the task

Alba Restaurant, Server – Apply Monday-Saturday between 2pm-5pm at 524 East 6th Street with resume

Must have lunch service availability, & the desire to grow into full-time employment

- Seeking one highly motivated individual with professional attitude & strong work history
- Experience preferred but not required

On The Border in WDM, Hiring – Apply at www.workatob.com

Now accepting applications for Servers & Hosts

- We value quality, cultivate creativity, & continually evolve our brand so our unique ‘flavor’ is fresh

Courtyard by Marriott in WDM, Bistro Servers & Bartenders – Email Kelsey at knannenga@thmc.biz for an application or apply at 410 South 68th Street

Hiring for energetic, motivated bartenders & servers

- Fun environment serving beverages to patrons as regulated by state & federal age requirements
- Brew Starbuck’s branded beverages, mix drinks, light cooking duties

Sandwich Makers & Counter Help in WDM – Apply at 4800 Mills Civic Parkway, West Des Moines

Looking to hire a Team Leader; someone to become a Shift Manager/Manager/Team Leader

- Experience in the food industry a plus, reliable & solid work history
- Hardworking, friendly, attention to detail, & customer service oriented are among the key attributes required; willing to train for part-time & possibly move to full-time if enthusiastic & shows potential

Check n Go, Customer Service Representative – <https://www.checkngo.com/about-us/careers>

Full-time available

- If you are interested in working with a strong leadership team, evolving financial products, & a team that feels more like a family than coworkers, this is the place for you
- You will enjoy a business casual work environment, with fun & rewarding career advancement opportunities
- Duties: greet customers, process loan applications, answer inquiries, assist in the daily upkeep of the store, open/close store as scheduled, participate in roadside marketing as needed
- Qualifications: personal transportation & valid driver's license, enthusiastic attitude, strong work ethic, excellent customer service skills, basic computer literacy, high school diploma/HiSET
 - o Retail, cash handling, &/or collections experience a plus

Iowa Jewish Senior Life Center, Dietary Aide – Download application at www.seniorlifecenter.org & fax to (515)277-8898 or drop off in person at 900 Polk Boulevard, Des Moines IA

Part-time available, day shift is 6:15am-2:00pm, evening shift is 3:00pm-7:00pm

- Prior experience preferred, hours will fluctuate between the shifts, work every other weekend
- Ability to work in a fast-paced environment, learn quickly, maintain a clean & sanitary work environment, self-motivated

Wesley Acres, CNA – www.wesleylife.org/employment.aspx or contact Becky Like at (515)271-6784

Full-time available

- As a CNA, you will assist residents with all aspects of physical care & daily living activities, ensure residents function at maximum capabilities
- CNAs communicate with residents in a respectful & empathetic manner, embrace resident choice & honor each resident's life, provide direct nursing care to meet the physical & emotional needs of residents
- A pre-employment health assessment & drug screen will be required

Trinity Center at Luther Park, Housekeeper – Apply between 8am-4:30pm at 1555 East Hull Avenue

Full-time available

- Duties: cleaning for a 120-bed health care facility, strong customer service skills, ability to work with people with diverse backgrounds
- Must be able to pass a criminal/adult abuse background check, must be able to work some weekends

Accessible Staffing, Nurses & CNAs – Contact Mindy Butler at (515)221-0500 or fax resume to (515)221-0049

Full-time available, CNAs earn up to \$16 per hour

- Seeking staff for temporary positions in nursing homes, assisted living facilities, hospitals, physician offices, clinics, & home health environments
- We offer great shifts with wonderful clients, flexibility, & top pay/benefits
- CNAs: must be certified in Iowa, have 6 months of experience, & provide current physical & TB test, CPR certification is a plus, dependability & ability to adjust to new environments is key

Aerotek, Utility Clerk – www.aerotek.com or contact Kevin Hugen (515)657-5430

Full-time available; hiring for both manufacturing employees as well as forklift operators

- Must have 6 months of manufacturing/warehouse experience, high school diploma/HiSET

Aerotek, Service Representative – www.aerotek.com or contact Drew Wilson (515)657-5416

Full-time available, contract will go through at least September

- Duties: take inbound calls relating to insurance policies, navigate between 2 computer screens, most of the calls are standard customer service calls, contact senior representatives to assist with advanced questions or concerns
- Qualifications: 6 months of call center experience, degree preferred but not necessary with work experience, training will be provided so no insurance background is required

Aerotek, Customer Service Associate – www.aerotek.com or contact Mason Garcia (515)657-5434

Full-time available

- Duties: answer multiple inbound phone calls, process insurance claims, provide excellent customer service, no telemarketing or selling anything over the phone required

Aerotek, Contact Center Representative – www.aerotek.com or contact Erika Goodrich (515)657-5428

Full-time available

- Receive & process incoming phone requests from agents, policy owners, & 3rd parties
- Provide information or explanation of products, provide brief explanations & answer questions
- Document appropriate response to questions, process transactions as needed

Prairie Meadows in Altoona, Seasonal Help – prairiemedows.com

Exceptional wages & benefits

- Security Officer: \$13 per hour
- Pari-Mutuel Teller: \$11.40 per hour
- Camera Operator: \$12.80 per hour
- Dish Machine Operator: \$11.40 per hour
- Line Cook: \$12.40 per hour
- Concessionaire: \$11.40 per hour + tips
- Server Assistant: \$9.15 per hour + tips
- Waitron: \$8.90 per hour + tips

Altoona Nursing & Rehabilitation, Hospitality Assistant – Apply at 200 7th Avenue SW or email resume to Becky Booth at becky.booth@pcitexas.net

Provide practical & emotional support to residents under the direction of the charge nurse

- Must possess a friendly personality, ability to listen as well as speak professionally, desire to care for people, capable of following instructions, pleasant & courteous manner required

Altoona Nursing & Rehabilitation, CNAs – Apply at 200 7th Avenue SW or email resume to Becky Booth at becky.booth@pcitexas.net

Sign-on bonus available on four positions, 6am-2pm & 2pm-10pm shifts available

- All positions require Iowa CNA certification
- Our employees are committed to caring for residents, quality is reflected in our attitude & it shows

Olive Garden in WDM, Servers & Hosts – olivegarden.com

We offer extensive training & self-development, flexible schedules, & great benefits package

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

Full-time & part-time available, currently looking for qualified & motivated people

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

Mediacom in WDM, Hiring – mediacomcable.com/careers

Looking for outstanding, dependable, & flexible people in the following areas:

- Internet Technical Support: walk customers through hardware/software configurations to maximize product functionality, troubleshoot basic network & modem functionality
 - o Full benefits provided
- Customer Service: base hourly wage, plus commission, plus benefits

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

Accepting applications for full-time unarmed security officers, 12-hour shifts, overtime available

- Applicants must be 21 years of age or older, possess high school diploma/HiSET, be drug-free & have a crime-free background, fire training or experience a plus for higher positions
 - o \$10.75 starting pay rate

Des Moines Golf & Country Club in WDM, Servers & Bartenders – www.dmgcc.org

Minimum age is 16 years for all positions

- Always looking to add to our top-notch staff, hiring experienced servers & bartenders
- If you have a positive attitude, dependable conscientious work ethic, a commitment to excellence, strong customer service, & a professional demeanor, we want to work with you

LightEdge Solutions, Customer Service Representative – www.lightedge.com/about/careers

We need individuals who are enthusiastic about current technologies, have exceptional customer service skills, & who are motivated to learn & grow as a technology professional

- Duties: handle non-technical customer support, open technical support requests, assist with a variety of projects & audits
- Qualifications: basic understanding of the technologies that make up the LightEdge Product Suite, excellent attention to detail & multitasking abilities, excellent communication skills, proficient in MS Office, typing of 40+ words per minute

Spartan Staffing, Dietary Aide in Altoona – www.spartanstaffing.com or apply at 2478 East Euclid Avenue or call (515)254-9026

Currently hiring dietary aides for one of our customers in Altoona, perform designated work & cleaning routines for the dietary department

- Duties: provide assistance to the cook, prepare & serve meals, meet scheduled meal & snack times, follow federal & state long-term care regulations, follow cleaning schedules & perform cleaning duties, assisting arranging tray cards & loading food carts, set up dining room & serve residents, wash & store dishes
- Candidates must be willing to submit to a formal criminal background check & drug screen

Wakonda Club Job Fair – Saturday, March 14th from 11am-3pm at 3915 Fleur Drive

Full-time, part-time, & seasonal positions available

- We offer a fun, challenging, & rewarding work environment
- Positions include: Servers, Bartenders, Snack Bar Attendants, Life Guards, Bag Room Attendants, Beverage Cart Attendants, Locker Room Attendants, Line Cooks, Tennis Staff, & Aquatics Staff
- If you love to work hard & have fun while you're doing it, you won't want to miss this exciting opportunity

Hurricane Grill & Wings in WDM, Now Hiring – Send resume to tara.smiley@barmuda.com with three professional references

Currently accepting resumes for General Manager, Kitchen Manager, Assistant General Manager, & Assistant Managers

- For General Manager, Kitchen Manager, & Assistant General Manager, qualified candidates must have a minimum of 2 years of management experience in a full-service restaurant; these are full-time salaried positions that require a minimum of 50 hours per week
 - o Must be willing to train in Waterloo or Cedar Rapids for 4 weeks before opening; travel & lodging will be paid for during this time
- For Assistant Manager, qualified candidates must have a minimum of 1 year of management experience in a full-service restaurant
- All candidates must have experience with cost management, scheduling, ordering, inventory, & basic computer skills using programs such as MS Office; must have excellent communication & problem-solving skills as well as a strong desire to lead

Wobbly Boots BBQ in Clive, Servers – Apply at 1301 NW 114th Street, Clive

Now accepting applications for Servers, anyone interested in applying should stop in

- Experience is always nice but not necessary for the right person, we work hard & play hard
- Nights, days, & weekends are part of our profession; open availability will help you make money
- Our servers make above-average tips & wages so we only hire above average, friendly, outgoing, & hardworking people

Angels in the Home, CNA – Call (515)645-9117 to schedule an interview

Hiring full-time CNAs to care for our clients in the Des Moines area

- Duties: personal cares, medication reminders, housekeeping, meal preparation, transportation, & companionship to ensure our clients are safe & happy in their home
- Must have previous experience, CNA certification, clean background, reliable vehicle, cell phone, & valid Iowa driver's license

EZ Money, Tellers in WDM – Apply at 1722 Grand Avenue, WDM or fax resume to (515)274-5210

Full-time available, Monday-Friday 10am-6pm & Saturday 10am-3pm hours

- Must be energetic, dependable with excellent customer service skills & interpersonal abilities