

Current Listing of Job Openings – Week of May 12th, 2014

Direct Support Professional in DM – Job #9568861 on www.iowaworkforce.org

Full-time available, hours between 8:30am-4:30pm available.

- Provide living skills training to individuals with intellectual disabilities
- Must have valid driver's license & auto insurance that meets state requirements
- Must either be a medication manager or willing to attend a course through DMACC

Customer Service Associate I in WDM – Job #9568683 on www.iowaworkforce.org

Full-time available. This position is a frontline service position communicating to members & providers about programs, policies, & procedures. High school diploma/GED required.

- Answer incoming calls on eligibility, benefits, claims, & authorization of services
- Must be a proficient typist & able to maneuver through various computer platforms while verifying demographic information on all calls

Parkridge Specialty Care in Pleasant Hill, CNA – Job #9568612 on www.iowaworkforce.org

Full-time available, hiring caring & compassionate CNAs with strong work ethic to join our team. Call (515)265-5348 to inquire about available shifts.

- We invest in CNA professional development by providing NAHCA membership benefits as well as online training from Silverchair. The mission of NAHCA is to support CNAs and elevate the professional standing & performance of caregivers through recognition, advocacy, education, & empowerment.

Ranallo's on 3rd, Positions – Apply after 4pm Tuesday-Friday & ask for Mike (417 SW 3rd Street, Downtown)

- Looking for experienced Saute Cook with leadership qualities & organizational skills. Tuesday-Saturday 4pm-9pm or 10pm hours available. Average of 30 hours per week.
- Host/Hostess position, hours are 4pm-9pm Fridays, starting at \$8.00 per hour.
- Server position includes wine presentation skills & fine dining, \$4.60 per hour + tips, Tuesday-Saturday 4pm-9pm or 10pm hours.
- All positions require a good attitude & teamwork-type personality.

Sears Holdings, Career Fair – May 14th from 9am-2pm at 7100 Westown Parkway, West Des Moines

Spend time with hiring managers in a fun environment; can also apply at <http://searsholdings.com/careers/>

- Inbound Sales & Service Reps are responsible for providing customer support to customers, retail store associates, & techs
- Looking for unique, enthusiastic team players to join our fun & casual work environment

Superior Staffing, Shipping/Receiving Forklift Operator – Call (515)255-9675 ext. 24 for an interview

Full-time available, Monday-Friday 6:30am-2:30pm hours. Handle shipping of materials & products.

- Use scanning gun & computer to record materials being shipped, work with sales staff.
- Track shipments to ensure they arrive in a timely manner, operate pallet jack &/or forklift.
- Requires some use of windows-based software, & moderate lifting up to 50 pounds.
- Prior forklift experience a plus, must have clean criminal background, solid work history.

Centro, Host – www.ohospitality.com or apply at 1007 Locust Street, Downtown Des Moines

Part-time available, need AM & PM availability, weekends are required.

- Interact with guests in a professional manner, excellent communication skills, professional appearance

Gateway Market, Dishwasher – www.ohospitality.com or apply at 2002 Woodland Avenue, Des Moines

Part-time available, hours are varying based on business needs.

- Maintain kitchen & keep dishes clean while working at a fast but safe pace

Gateway Market, Café Clerk – www.ohospitality.com or apply at 2002 Woodland Avenue, Des Moines

Part-time available, requires a flexible schedule

- Interact with guests in the café, ensure a pleasant & efficient experience, maintain a safe & clean environment

Malo, Servers – www.ohospitality.com or apply at 900 Mulberry Street (in the Des Moines Social Club location)

The new restaurant, Malo, will be opening up soon at the Des Moines Social Club's new location.

- We have a solid management team in place & need to find qualified applicants who believe they can help make Malo the best new restaurant in Des Moines.

Django, Host – www.ohospitality.com or apply at 210 10th Street, Des Moines

Part-time available, primarily the lunch shift

- This is a fine-dining, high-volume restaurant, requires a professional appearance & exceptional communication

Raccoon River Brewing Co., Bartender – www.ohospitality.com or apply at 200 10th Street, Des Moines

Looking for an experienced bartender to make drinks for our guests. Previous bartending experience required.

- Providing excellent customer service while working fast & safe is job #1

Gateway Market, Bakery Prep – www.ohospitality.com or apply at 2002 Woodland Avenue, Des Moines

Full-time available, hours are from 2:30am-10am

- Requires standing on your feet for long periods of time, bending, lifting, & twisting
- Must be able to lift, push, & pull up to 75 pounds; must be dependable

Django, Servers – www.ohospitality.com or apply at 210 10th Street, Des Moines

Must be available during the day & weekends. Previous serving experience required & in a fine dining environment preferred. Provide exceptional service to guests.

Malo, Bussers – www.ohospitality.com or apply at 900 Mulberry Street, Des Moines

Lunch busser positions are open now. Previous experience helpful but not required.

- Support servers while providing exceptional service to guests.

Iowa Staffing, General Labor – Apply at 9235 Swanson Blvd. in Clive or call (515)465-1930

Seeking qualified candidates for immediate career opportunities. We offer temp-to-hire, long-term placements, & short-term placements.

- Electrical Assembly, Production, Packaging, Forklift, Warehouse, Loading/Unloading
- Must pass E-verify, drug screen, & background check

Tavern in Valley Junction, Position – Apply at 205 5th Street, West Des Moines

Looking to hire Cooks, Servers, & Hosts; must have reliable transportation & be open to work nights & possibly days.

Nobbies in Clive, Cashier/Merchandiser – Apply at 9999 University Avenue, Clive

Part-time available, evenings & weekends hours. Looking for someone that is creative & likes to build displays.

- Can you engage customers with a smile? Can you listen to their needs with intent & interest? Can you recognize customer wants & needs? Can you act to meet their needs by helping them plan their event?

Family Dollar, Customer Service Representative – corporate.familydollar.com/pages/careers.aspx

Full-time & part-time available, provide exceptional service to customers.

- Greet customers, assist with selection of merchandise, complete transactions, answer questions
- Assist in maintaining a clean & well-stocked store, help unload merchandise, move products from stockroom to sales floor, stock shelves & recover merchandise, maintain an effective & profitable store operation
- Handle customer funds & process transactions using the POS System

Dunkin Donuts in Ankeny, Positions – www.doubledsquared.com

Full-time & part-time available. Looking for hardworking, friendly, team-oriented people who thrive with a fast pace.

- Work in a fun environment while learning & developing skills to fuel your future, develop & grow
- The possibilities for continued learning & career advancement are endless

Kmart & Sears, Both Hiring – www.searsholdings.com/careers/

Hiring for several part-time positions:

- Softlines Merchandiser: process inbound freight, organize & move merchandise
- Sales Associates: sell & service customers, assist & educate customers, provide assistance, deliver a positive shopping experience, some of the positions are commission-based jobs

Hy-Vee Stores, Hiring at Various Locations – www.hy-vee.com/company/careers/

Mostly part-time positions, but some full-time positions available as well; multiple positions, multiple locations.

- Chinese Express, Health Market, Italian Express, Delicatessen, Salad Bar, Gas Station Clerk, Restaurant Manager
- Checker/Stocker, Night Stocker, Courtesy Clerk, Dishwasher, Server, Service Meat, Seafood/Meat Manager
- Produce Clerk, Sushi Clerk, Line Cook, Coffee Shop Barista, Bakery Clerk, Donut Finisher, Busser, Wine & Spirits

Randstad Staffing in WDM, Office Positions – www.randstadusa.com

Most positions temporary to hire available, full-time hours; positions require varying levels of education/experience.

- Collections Representative – Monday-Friday 8am-4:30pm, Bachelor's Degree required
- Accounts Payable Clerk – 8am-5pm hours available, Associate's Degree required
- Accounts Receivable Clerk – 8am-5pm hours available, Associate's Degree required
- Claims Specialist – 8am-4:30pm or 3:30pm-midnight hours available, Bachelor's Degree required
- Customer Service Representative (Urbandale Location) – 4 month assignment, high school diploma/GED
- Production Workers (Des Moines Location) – various shifts, 6 months experience, high school diploma/GED
- Call Center Rep (Des Moines Location) – 8am-5pm hours, 1-2 years call center/retail experience, GED
- Forklift Driver (Des Moines Location) – 2nd & 3rd shift hours, minimum 1 year experience within the last 2 years, must have work boots, reliable transportation, high school diploma/GED

For more information, qualifications, & to apply, go online.

OfficeTeam, Receptionist – Call (515)244-2500 for immediate consideration

Full-time available

- Answer all incoming calls, greet customers & clients, data entry tasks
- Requires high data entry knowledge, strong typing skills, high attention to detail, excellent customer service

Starbucks, Openings – www.starbucks.com/careers

Hiring for Baristas & Shift Supervisors for various locations

- Barista: provide legendary customer service, provide quality beverages & products, maintain a clean store
- Shift Supervisor: assist management in executing store operations, delegate tasks, model & act in accordance with Starbucks guiding principles

For more information, qualifications, & to apply, go online.

Dollar General, Hiring – jobs.dollargeneral.com/

Hiring Sales Associates & Lead Sales Associates for various locations

- Sales Associate: effective interpersonal & communication skills, ability to read & follow plan-o-gram & merchandise presentation guidance, basic math skills, ability to perform cash register functions
- Lead Sales Associate: keyholder responsibilities, basic math skills, cash handling procedures including cashier accountability & deposit control, knowledge of facility & safety control policies, effective communication & interpersonal skills, ability to follow plan-o-gram & merchandise presentation guide

For more information, qualifications, & to apply, go online.

Old Chicago in Ankeny, Cooks & Dishwashers – Apply at 2732 SE Delaware Avenue #101, Ankeny

Full-time & part-time available, weekend availability necessary. Ask to speak to the manager when applying.

Menard's on Hickman Road, Positions – www.menards.com/careers

Each store location may offer the following positions:

- Sales, Morning Stocking, Cashier, Shipping/Receiving, Commercial Contractor Sales, Human Resources, Manager Trainee

Full-time & part-time opportunities may be available in the following departments:

- Building Materials, Hardware, Electrical, Cabinets & Appliances, Millwork, Wall Coverings, Plumbing, Floor Coverings, Front End, Yard/Shipping/Receiving
- Because we promote from within, we are looking for career-oriented team players seeking a rewarding & challenging career with exceptional advancement opportunities

B-Bop's in Windsor Heights, Assistant Managers – Fax a brief cover letter & resume to (515)221-3202

Looking for qualified people with a solid background in the fast food profession. Looking for success-oriented people.

- Energetic professionals possessing the qualities required to inspire leadership to fellow employees
- Weekly paycheck, positive & secure work environment, no early mornings

Burger King, Hourly Shift Coordinator – www.bkcareers.com/

Looking for bold, energetic people to join our team. Be the leader of the shift & help direct the team toward achieving excellence in restaurant operations & customer service. Help guide, motivate, & mentor others in the restaurant.

- Ensure the delivery of excellent customer service, implement shift plan, ensure smooth production
- Motivate team & assist with all duties; customer service mentality & leadership capabilities
- High school diploma/GED required, 1 year experience working a customer service industry

Pizza Hut, Shift Manager – jobs.pizzahut.com/

Training provided that will teach you everything you need to know to succeed on the job. Looking for a few skills:

- Honest, energetic, & approachable; ability to get along & communicate easily with people at all levels
- Serve as a natural leader, value customers & champion teamwork, teach new things & motivate the team
- Must be at least 18 years old with a valid driver's license, reliable transportation, & a desire to learn & grow

Jacobson Staffing, Immediate Openings – Apply at 1321 East Euclid Avenue, Des Moines or email resume to nancy.bettters@jacobsonco.com

Pre-employment drug screen & background check required:

- Overhead Door Installer – must be able to tread a tape measurer
- Forklift/Order Picking – hand scanner experience a plus
- Forklift Mechanic & Tire Mounting
- General Laborer – 75 pounds heavy lifting

JCPenney at Valley West, Support Specialist & Customer Service – jobs.jcp.com/content/location/ or apply in-store

Part-time hours from 6am-10pm; day, night, & weekend availability preferred.

- Do you like serving customers & doing everything you can to make them happy? Do you like working in a fast & ever-changing environment, with new fashion & new technology?
- 25% store discount, leadership development & promotional opportunities available.

Marketlink, Telephone Sales Reps – www.marketlinkinc.com or apply at 4313 Fleur Drive, Des Moines

Criminal background check required

Arby's Restaurant, Hiring Shift & Assistant Managers – www.drmarbys.com or email resume to jobs@drmarbys.com

Currently hiring for the restaurant in Ankeny

Village Inn on Army Post Road, Dishwashers & Servers – villageinn.jobs/

We offer flexible work schedules, a great work environment, & excellent opportunities for advancement.

- Take advantage of numerous training opportunities, hone your restaurant experience, build your people skills

Rock Bottom in WDM, Hosts & Servers – www.rockbottom.com/careers/overview

Currently interviewing professionals who will proudly represent the brand with a positive, high-energy attitude.

- Help the team provide an exceptional dining experience to our guests, every guest every time
- Strong work ethic & full commitment to guest satisfaction, 100% commitment to teamwork, knowledge of Aloha & craft beer preferred, ServSafe Alcohol & Food certification preferred

Culver's in Des Moines, Entry-Level Manager – www.culvers.com/inside-culvers/careers/

Ability to foster & encourage open communication, teamwork, & cooperation. Results-driven with 1-2 years of leadership experience or equivalent combination of education & experience.

- Run shifts effectively, follow & implement policies & procedures, hold team members accountable
- Ensure accurate food safety practices, demonstrate positive & effective role modeling for team members
- Opening & closing procedures as scheduled, understand managerial functions on the POS system
- Responsible for cash management, monitor inventory levels, hold team accountable, other job duties as needed

Bakers Square in Clive, Servers & Dishwashers – bakerssquare.jobs/

We offer flexible work schedules, a great work environment, excellent opportunities for advancement.

- We hire people who are enthusiastic & have the drive to succeed; we believe in promoting from within

Red Robin in WDM, Servers & Hosts – www.redrobin.jobs/

Flexible hours, fun & exciting workplace, advancement opportunities.

- Must be a strong team player, good communicator, organized with a great attention to detail.

BeavEx, Customer Service Representative – beavex.com/

- Oversee day-to-day operations, provide excellent customer service, address questions & requests for service
- Keep customers notified of changes with route schedules, maintain appropriate customer data, correspond with management to rectify problems as needed, various administrative tasks as needed
- Must have excellent communication skills, problem-solving skills, computer skills, routing software, interpersonal skills, knowledge of principles & processes, knowledge of business & management principles
- Experience with O, S&D reports a plus; experience with a Distribution Network a plus

Must be able to pass a pre-employment background check & drug test.

Wells Fargo, Customer Service Representative – <https://www.wellsfargo.com/careers/>

Full-time available, 9:30am-6pm. Must have 2+ years customer service experience. The main function is to handle inbound customer calls which include lessee, vendor, & internal.

- First call resolution, quality, & adherence to schedule are important responsibilities
- CSRs are provided 45 seconds of after-call work time for account modifications, documentation, & other tasks
- CSRs are empowered to make decisions based on each customer situation
- Excellent communication & interpersonal skills, experience in processing complex transactions & performing extensive research, advanced PC skills including a working knowledge of MS Office Programs
- Preferred work experience in the financial service industry, preferred experience in the commercial leasing industry &/or previous leasing knowledge

Baymont Inn & Suites, Housekeeper – *Apply at 6221 SW Army Post Road, Des Moines*

Part-time available. High school diploma/GED required, ability to work independently.

- Sort, count, fold, mark, & carry linens; make guest beds, replenish supplies in rooms, move & arrange furniture, turn mattresses; clean lobbies, lounges, restrooms, corridors, elevators, & stairways

CNA, Wesley Acres – www.wesleylife.org/employment.aspx

Assist residents we serve with all aspects of physical care & daily living activities, ensure residents function at maximum capabilities. Communicate with residents in a respectful & empathetic manner so that resident dignity is maintained.

- Previous LTC experience & Iowa Nurse Aide Registry required, must have high school diploma/GED
- Must have acceptable background check & no record of adult abuse, must have caring & compassion
- Must be willing to work in & support a teamwork environment, ability to multi-task under stress
- Must be able to push, pull, move, &/or lift up to 50 pounds on a routine basis

Quality Inn & Suites, Guest Service Associate – Apply at 929 3rd Street, Downtown Des Moines

Flexibility to work mornings, evenings, & weekends

- Positive & enthusiastic attitude, engage with guests & staff, excellent communication skills & manners, excellent phone & computer skills, make reservations & handle guest needs, handle cash payments for reservations
- Accurate accounting of arrivals & departures, help maintain a clean & hospitable atmosphere
- Reliable transportation & valid driver's license to operate the shuttle van

Marriott Downtown, Steward – www.marriott.com/careers/

- Operate & maintain cleaning equipment, wash & disinfect kitchen & store room areas, receive deliveries
- Store perishables properly, rotate stock, ensure clean wares are stored appropriately
- Break down dirty bus tubs, empty & maintain trash cans, clean & mop all areas, protect company assets
- Develop & maintain positive working relationships, support team to reach common goals

Marriott Downtown, Server – www.marriott.com/careers/

- Serve food & beverages to guests, set tables according to type of event, answer questions on menu items
- Communicate with the kitchen, communicate additional meal requirements, record transactions in system
- Check in with guests, pick up trays & clean tables, maintain cleanliness of work area, collect guest payment
- Welcome & acknowledge all guests, speak with others using clear & professional language, develop & maintain positive working relationships, listen & respond appropriately

Caring Hearts Home Care, CNA – caringheartshomecare.com or call (515)283-8300 from 9am-5pm Monday-Friday

Immediate shifts available daily from 6:30am-3:30pm & Saturdays with overnights & Sundays.

- We are dedicated to providing professional & compassionate care that improves quality of life & promotes the physical, mental, & emotional well-being of our clients, while allowing them the chance to remain in their homes
- Must be kind, caring, compassionate, & dependable; minimum of 6 months caregiving experience required.

Palmer Group, Production Supervisor – Call Chris Lorenz at (515)225-7000 or email resume to

clorenz@thepalmergroup.com

Hours are overnight shifts 7pm-7am Monday-Wednesday or Thursday-Saturday.

- Help coordinate the activities of the workers, lead by example, help ensure products are manufactured to customer & quality standards, focus on continuous improvement & streamlining operations
- Prioritize & revise production schedules as needed, develop & write SOPs
- 2+ years supervisory experience; strong ability to lead, direct, train, & influence others
- Strong communication skills, ability to multitask, stamina to work a 12-hour shift

Sterling Hotel & Suites in Clive, Hotel Housekeeping/Room Attendants – Apply at 11428 Forest Avenue, Clive

Full-time & part-time available. Previous housekeeping experience a plus but not required.

Sterling Hotel & Suites in Clive, Front Desk Representatives – Apply at 11428 Forest Avenue, Clive

Full-time & part-time available. Previous hotel experience a plus but not required.

Loffredo, Warehouse – http://www.loffredo.com/careers/apply_now or apply at 4001 SW 63rd Street, Des Moines
Permanent position, full-time hours. After 60 days, we offer a competitive wage & benefits package.

- Requires experience with pallet jack &/or forklift, ability to lift 50-75 pounds repetitively, & industrial environment work experience a plus

Raine Recruiting in WDM, Stock Clerk – Call (515)421-4368

Monday-Friday 9am-5pm hours. Responsible for receiving, storing, & moving merchandise from the stockroom to shelves, racks, or tables. May also be need to place price labels on merchandise or set up displays.

- Take inventory, clean shelves & aisles, ensure correct shipments are received, merchandising activities
- Must be able to lift up to 40 pounds; must be able to bend, stretch, & twist