

## Current Listings of Job Openings – Week of September 8<sup>th</sup>, 2014

### **Banquet Set Up in West Des Moines – Job #9789556 on [www.iowaworkforce.org](http://www.iowaworkforce.org)**

Part-time available, various hours

- Ensure all water, amenities, audio-visual, & breaks are in room at least 15 minutes prior to start of event
- Comply with all needs for additional equipment & supplies, display good customer relation skills
- Set up & clean all meeting & meal function rooms in accordance with standards, freshen all meeting rooms during breaks, assist with meal service & breakdown as needed

### **Assistant Event Manager in West Des Moines – Job #9789555 on [www.iowaworkforce.org](http://www.iowaworkforce.org)**

Full-time available

- Supervise & coordinate activities of personnel engaged in preparing facilities for banquets & conventions
- Instruct workers in collection, assembly, & arrangement of articles for convention or banquet hall & conference rooms including furnishings, decorations, displays, microphones, & tableware
- Supervise others, assign specific duties, maintain harmonious relations, promote efficiency

Skills Needed: solve practical problems & interpret instructions, learn simple procedures & techniques, perform routine work & tasks, coordinate data, determine time & sequence of operations or actions to be taken

### **Banquet Captain in West Des Moines – Job #9789553 on [www.iowaworkforce.org](http://www.iowaworkforce.org)**

Full-time available

- Meet with function group leaders to determine last minute changes & discuss various set-up arrangements
- Ensure proper service to clients during the banquet, ensure proper cleaning of all equipment
- Supervise assigned banquet personnel: hire, terminate, train, & develop as needed
- Schedule banquets, parties, etc.; assist in setting up a function room to the desired specifications

### **Guest Services Representative in WDM – Job #9455207 on [www.iowaworkforce.org](http://www.iowaworkforce.org)**

Part-time available

- Greet, register, & assign rooms to guests; issue room keys; sort & rack incoming mail & messages
- Transmit & receive messages using equipment, answer inquiries of guests
- Account for all cash & make deposits in accordance with company policies
- Communicate effectively with others, report to work on time & in uniform

### **Sears on Merle Hay Road, Backroom Associate – Job #9792524 on [www.iowaworkforce.org](http://www.iowaworkforce.org) or [www.searsholdings.com/careers/](http://www.searsholdings.com/careers/)**

Part-time available

- Responsible for the execution of all receiving activities including unloading merchandise, merchandise preparation & staging, outbound shipments, & daily stockroom activities
- Assist in maintaining a neat, orderly, & safe stockroom; serve customers at merchandise pick-up, sort merchandise, & use all material handling & safety equipment as needed
- Unload delivery trucks, move merchandise to appropriate staging locations, & perform fill floor process

### **Wet Seal at Jordan Creek, Assistant Manager – Job #9791464 on [www.iowaworkforce.org](http://www.iowaworkforce.org) or [wetsealcareers.com/](http://wetsealcareers.com/)**

Full-time available, ability to work a flexible schedule including nights & weekends

- Assist management in maximizing sales, provide a great shopping experience, manage the store as needed
- Supervise staff in absence of manager, meet & exceed store goals, ensure selling standards are met
- Model excellent sales & customer service skills, maximize sales through strong floor supervision
- Ensure associates are trained on product knowledge, selling skills, customer service, & operations
- Control company assets & promote shrink awareness, help execute floor-set & promotional directives

Qualifications: must be at least 18 years of age, 2 years of retail experience, high school diploma/GED

**Wet Seal at Jordan Creek, Sales Associate – Job #9791463 on [www.iowaworkforce.org](http://www.iowaworkforce.org) or [wetsealcareers.com/](http://wetsealcareers.com/)**

Part-time available, ability to work a flexible schedule including nights & weekends

- Assist customers with their shopping needs, provide them with a great shopping experience
- Must have knowledge about merchandise, understand current fashion trends, & convey fashion & style
- Process transactions, perform store visual merchandising responsibilities, achieve selling standards & goals
- Return merchandise from fitting room to selling floor, maintain cleanliness of store & backroom
- Process merchandise shipments as needed, follow all policies & procedures

Qualifications: minimum of 18 years of age, service & selling related experience/exposure

**OfficeTeam in WDM, Customer Service Representative – Job #9791239 on [www.iowaworkforce.org](http://www.iowaworkforce.org) or [www.officeteam.org](http://www.officeteam.org) or call (515)244-2500**

- Answer inbound calls regarding client annuities & insurance policies
- Ideal candidates will have previous call center experience, insurance industry experience preferred
- A strong customer service representative will be able to handle large call volumes in a professional manner

Qualifications: a working knowledge of MS Word & Excel is expected

**OfficeTeam in DM, Data Entry Clerk – Job #9791238 on [www.iowaworkforce.org](http://www.iowaworkforce.org) or [www.officeteam.com](http://www.officeteam.com)**

Part-time available; Sunday 9am-3:30pm, Monday 8am-4:30pm, Friday 8am-12pm

- Looking for employees who want to grow professionally & personally within a company
- The company's goal is to move forward in global innovation in banking & financial services
- Gather & enter information, review statements, research & input data into system, research data statistics, review data for deficiencies

**Accountemps on WDM, Midshift Multitasker – Job #9791228 on [www.iowaworkforce.org](http://www.iowaworkforce.org) or contact [Courtney.yearous@accountemps.com](mailto:Courtney.yearous@accountemps.com) for more information**

- Looking to hire immediately for a talented multitasker
- If you have the ability to provide excellent customer service while entering customer information into the computer system, this is the job for you

Qualifications: proficient data entry skills are necessary, previous phone experience a plus

**Kelly Services, WDM Call Center – Job #9791192 on [www.iowaworkforce.org](http://www.iowaworkforce.org) or [www.kellyservices.us/US/Careers/](http://www.kellyservices.us/US/Careers/)**

- We are having an off-peak open enrollment period, openings for mid-shift hours, must be flexible to work overtime & some weekends
- Inbound call center with intense 3-week paid training

**Starbuck's, Baristas & Shift Supervisors – [www.starbucks.com/careers](http://www.starbucks.com/careers)**

Hiring for various stores throughout the Des Moines metro & surrounding areas

- Available to work flexible hours that may include early mornings, evenings, weekends, nights, & holidays
- Assist in executing store operations during shifts, anticipate customer & store needs
- Contribute to a positive team environment, create a positive learning environment, deliver legendary service
- Develop positive relationships with customers & team members, follow all cash management & register policies
- Provide quality products consistently, adhere to all recipe & presentation standards

Qualifications for Shift Supervisor: 1 year of customer service experience in retail or restaurant environment, at least 6 months of delegating tasks to other employees &/or coordinating the tasks of 2+ employees

**Hy-Vee, Hiring – [www.hy-vee.com/company/careers/](http://www.hy-vee.com/company/careers/)**

Hy-Vee is hiring for many different positions at various locations throughout the Des Moines metro & surrounding areas

- Most positions are part-time positions, but apply online for more details
- Produce Clerk, Restaurant Host/Hostess, Kitchen Clerk, Server, Health Market Clerk, Salad Bar Clerk, Health Market Manager, Service Meat Clerk, Bakery Clerk, Sous Chef, Bartender, Coffee Shop Barista, Italian Express Clerk, HBC Manager, Assistant Meat Specialist, Line Cook, Dishwasher, Frozen Foods Clerk, Sushi Clerk, etc.

**Kum & Go, Food Service Associate – [www.kumandgo.com/careers/](http://www.kumandgo.com/careers/)**

Hiring for various locations throughout the Des Moines metro & surrounding areas; part-time available

- Provide fast & friendly customer service, greet & interact with customers, assess customer needs
- Display a positive attitude, promote teamwork, adhere to food safety & sanitation standards
- Prepare food items, ensure correct signage for products, build product displays, promote food products
- Demonstrate an understanding of the entire product line, stock & price products, face & front products
- Manage inventory, operate kitchen machines & POS system, maintain store cleanliness & appearance

**Kum & Go, Sales Associate II – [www.kumandgo.com/careers/](http://www.kumandgo.com/careers/)**

Hiring for various locations throughout the Des Moines metro & surrounding areas; part-time available

- Provide general customer service, assess customer needs, operate machines, perform basic math calculations
- Order inventory, stock & price products, maintain cleanliness, build displays, be a team player
- Retain information, self-motivated, possess a good attitude

**Menards in Clive, Team Members – *Apply at 12000 Hickman Road (Ask for Grant, Cameron, Dan, Brandon, or Dennis)***

Part-time available; looking for customer-friendly team members who are ambitious & hard-working

- Unlimited opportunities, career advancement, competitive wages, regular pay increases, weekend bonus pay

**Menards in Clive, Morning Stock – *Apply at 12000 Hickman Road (Ask for Grant, Cameron, Dan, Brandon, or Dennis)***

Part-time available, 5am-9am Monday-Saturday hours; no nights & no holidays

**Pier 1 Imports in Clive, Sales Associate – [www.Pier1.com/Careers](http://www.Pier1.com/Careers) (Select Stores & the Apply Now button)**

The leading home furnishings specialty retailer is searching for fun, energetic, part-time associates

- We offer flexible work schedules, competitive pay, & an associate discount that starts immediately
- Looking for individuals who have strong customer service skills & a flexible work schedule
- This position will perform all activities that drive sales & promote customer satisfaction within established guidelines; must have 6 months to 1 year of related sales experience

**Taco John's in Waukee & Other Areas, Crew Member – [www.tacojohns.com](http://www.tacojohns.com)**

Full-time & part-time available, must be able to work a flexible schedule

- No restaurant experience required: we will provide on-the-job training
- Crew may work a variety of job stations in the restaurant or may be hired for a specific station
- We pride ourselves on bold flavors & offer competitive wages
- Must be reliable & willing to work in a fast-paced environment

**The Reserve on Walnut Creek in Urbandale, Food Server – *Apply at 2727 82<sup>nd</sup> Place, Urbandale***

Very part-time hours, approximately 9-12 hours per week available, Monday-Friday hours, 4pm-7pm

- No weekends or holidays required
- Looking for an enthusiastic, friendly individual to work in our dining room & kitchen area
- Wash dishes, wait tables, run/serve food, general clean-up of the dining room & kitchen areas

**Newbury Living, Reception Desk – Email resume to [ssechler@newburyliving.com](mailto:ssechler@newburyliving.com) or fax to (515)543-0188**

Weekend hours, 2<sup>nd</sup> & 3<sup>rd</sup> shifts; 3pm-11pm Thursday, Friday, & Saturday; or 11pm-7am Friday & Saturday, & 3pm-11pm Sunday

- Looking for an energetic person to work part-time at the front desk of a downtown senior apartment complex
- Use basic office skills & equipment (phone, fax, file, etc.); clear communication, maintain poise under pressure
- Organized with a strong attention to detail, computer literacy, self-starter

Requirements: high school diploma/GED, must be able to work efficiently with minimal supervision

- Must be able to pass background & drug screen

**Home Choice Senior Care, In-Home Caregiver – [www.homechoiceseniorcare.com](http://www.homechoiceseniorcare.com)**

Full-time & part-time available, all shifts available; compensation varies with experience

- Most positions starts part-time with the option to move up to full-time hours
- Looking for experienced caregivers; compassion, empathy, & concern for others are especially important
- Looking for individuals to help older people lead safe & fulfilling lives in their own homes

Requirements: must have reliable transportation, valid driver's license, & vehicle insurance

**Dooley's Deli & Bakery, Sandwich Maker/Cashier – Apply at 801 Grand Avenue on the skywalk level**

Full-time available, hours are daytime, Monday-Friday (closed holidays & weekends); 8am-4pm hours

- Requires someone who enjoys working with the public, great customer service is a must
- Food preparation, cashiering, customer service, housekeeping, dishwashing, & teamwork
- Good work ethic is important, must enjoy a positive work environment

**Noodles & Company, Assistant Restaurant Manager – [www.noodles.com/jobs/](http://www.noodles.com/jobs/)**

Ability to work evenings, weekends, & holidays

- Looking for someone who excels in restaurant operations & craves the challenge of taking their career to the next level; manage budgets, focus on process & procedure, ensure guest satisfaction
- Thrive in a fast-paced environment, lead a team, communicate efficiently, provide exceptional guest service
- Use time management & organizational skills

Qualifications: high school diploma/GED, college degree preferred; 1-3 years of progressively responsible & related restaurant/retail experience; 1 year of management &/or leadership experience

**Chick-fil-A in Ankeny, Hiring – [www.chick-fil-a.com/Company/Careers-Team-Opportunities](http://www.chick-fil-a.com/Company/Careers-Team-Opportunities)**

Hiring Team Members, Front Counter/Cashier, Dining Room Host/Hostess, etc.; AM & PM hours available

- Wages of up to \$12 per hour, closed on Sundays

**Prairie Hills Senior Living, CNA/CMA/Caregivers – Apply at 5815 SE 27<sup>th</sup> Street, Des Moines**

Openings for CNAs, CMAs, & Caregivers

- We are looking for hard-working, caring, motivated, & honest individuals who are dependable
- If you can pass a background check & drug test, please stop in & complete application

**Marketlink, Call Center – Apply at 4313 Fleur Drive or [www.marketlinkinc.com/careers](http://www.marketlinkinc.com/careers)**

We have 3 call centers hiring right now, all outbound sales are to current customers (no cold calling)

- We look for applicants with professional phone etiquette & have previous sales or strong customer service experience
- Provide customers with product & service information, use needs-based selling techniques, meet availability & quality expectations, handle all calls with the intent of providing satisfaction & retention

Qualifications: must be able to pass a background check

**ReStore, Positions – [www.gdmhabitat.org](http://www.gdmhabitat.org) or drop off a completed application with a cover letter telling us why you would be a great candidate to work for Habitat for Humanity (include at least 3 references of previous employers), 2200 East Euclid Avenue**

We have 5 positions available that need filled now; full-time & part-time Associate, full-time Driver Assistant

- Must pass physical performance test & have a clean background check

**Baymont Inn & Suites, Front Desk Clerk – Apply at 6221 Army Post Road, Des Moines**

Evening & weekend hours available

- Responsible for checking guests in & out of the hotel, take reservations for rooms
- Computer experience a plus

**The Continental, Server – Apply at 428 East Locust Street**

Part-time available, must be available weekends including Saturdays

- Seeking qualified candidates, must have professional demeanor & appearance

**Eatery A, Servers – Apply during the week before 3pm at 2932 Ingersoll Avenue**

Hours are 3pm-closing, Tuesday-Sunday; come in & join us

- Looking for a few good servers, must be willing to exceed the expectations of customers

**Old Chicago in Merle Hay Mall, Servers – Apply at the restaurant inside Merle Hay Mall**

Full-time & part-time available; hiring servers for the dining room & the bar

- Experience not necessary but a vibrant & outgoing personality is

**Cozy Café in Urbandale, Hiring – Call Mark at (515)771-7625**

Hiring Shift Leads, Front of House Manager, Servers, Line Cooks, Kitchen Manager, Assistant Kitchen Manager

- Full-time & part-time hours available, depending on position
- Opening in 3-4 weeks, hiring now & training at the other restaurants
- Opportunities for advancement

**Malo, Host – Apply at 900 Mulberry Street between 2pm-4pm or at [www.ohospitality.com](http://www.ohospitality.com)**

Full-time & part-time available, requires a flexible schedule & weekends are mandatory

- Looking for hosts to interact with guests in a professional manner, previous experience preferred
- Excellent communication skills, professional appearance, & guest-first approach are required

**Gateway Market, Kitchen Supervisor – Apply at 2002 Woodland Avenue or at [www.ohospitality.com](http://www.ohospitality.com)**

Seeking an experienced individual to oversee the staff & food production primarily in the evenings with weekend availability required

- Strong leadership abilities including directing, coaching, & scheduling staff
- Problem-solving, adhere to safety & company guidelines, ensure guest satisfaction, run a smooth shift

Qualifications: previous kitchen leadership experience is required, preferably 2 years

**Holiday Inn Express & Suites in Altoona, Housekeeping – Apply at 165 Adventureland Drive or [www.ohospitality.com](http://www.ohospitality.com)**

Part-time available, must have availability during the day, weekend availability required as well

- Clean & stock guest rooms; requires being on your feet for long periods of time, bending, twisting, & lifting up to 75 pounds

**Hilton Garden Inn Johnston, Prep Cook/Dishwasher – Apply at 8600 Northpark Drive or [www.ohospitality.com](http://www.ohospitality.com)**

Part-time hours, primarily in the mornings with weekend availability required

**Hotel Fort Des Moines, Front Desk Clerk – [www.ohospitality.com](http://www.ohospitality.com)**

Full-time & part-time available; requires flexible hours, availability on the weekends, & ability to work holidays

- Looking for a customer service driven individual to help guests in our beautiful hotel
- The right candidate will have some computer experience, cash handling skills, professional appearance, & the ability to multi-task
- Provide a welcoming check-in experience for guests, provide excellent customer service

**Malo, Server – Apply at 900 Mulberry Street or [www.ohospitality.com](http://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

**Gateway Market, Cashier – Apply at 2002 Woodland Avenue or [www.ohospitality.com](http://www.ohospitality.com)**

Must have a flexible schedule, ability to work nights, weekends, & holidays

- Help guests with shopping needs, provide excellent customer service; cash handling experience helpful

**Gateway Market, Retail Bakery Clerk – Apply at 2002 Woodland Avenue or [www.ohospitality.com](http://www.ohospitality.com)**

Provide guests with friendly & knowledgeable service as they make selections from the South Union Bakery items

- Previous food handling experience & customer service experience helpful

**Hilton Garden Inn Johnston, Front Desk Clerk – Apply at 8600 Northpark Drive or [www.ohospitality.com](http://www.ohospitality.com)**

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

- The right candidate will have some computer experience, cash handling skills, professional appearance, ability to multitask; provide welcoming check-in experience for guests & provide excellent customer service

**Hilton Garden Inn Johnston, Banquet Server/Bartender – Apply at 8600 Northpark Drive or [www.ohospitality.com](http://www.ohospitality.com)**

Part-time available, hours based on business levels, must have flexible availability

- Serve made-to-order drinks to banquet guests while providing exceptional & memorable service
- Previous bartending experience required

**Django, Server – Apply at 210 10<sup>th</sup> Street or [www.ohospitality.com](http://www.ohospitality.com)**

Must be available during the day & on weekends; previous experience required & in a fine dining environment preferred

- Hiring servers to provide exceptional service to guests, French food without the attitude is what guests expect

**Django, Host – Apply at 210 10<sup>th</sup> Street or [www.ohospitality.com](http://www.ohospitality.com)**

Part-time available, interact with guests in a professional & friendly manner

- Answer calls, take reservations, seat guests, answer questions, etc.
- Professional appearance & exceptional communication skills required, previous customer service experience preferred

**Centro, Lunch Server – Apply at 1007 Locust Street or [www.ohospitality.com](http://www.ohospitality.com)**

All servers start with lunch shifts only & may be eligible for dinner shifts, depending on performance & shift availability

- Looking for professional servers to provide exceptional service to guests
- Previous experience required to be eligible for this position, preferably in fine dining for at least 1 year

**Centro, Host – Apply at 1007 Locust Street or [www.ohospitality.com](http://www.ohospitality.com)**

Full-time & part-time available, looking for AM & PM shifts

- Looking for hosts to interact with guests in a professional manner
- Excellent communication skills, professional appearance, & guest-first approach are required



**Raccoon River Brewing Company, Server – Apply at 200 10<sup>th</sup> Street or [www.ohospitality.com](http://www.ohospitality.com)**

Previous serving experience is helpful, flexible schedule is required for this position

- Looking for servers to provide excellent service to all our guests while serving them from our menu & bar

**Centro, Busser – Apply at 1007 Locust Street or [www.ohospitality.com](http://www.ohospitality.com)**

Assist servers in an efficient manner, clearing tables for the next guests while maintaining a clean & presentable area

**Trumark Home Care & Staffing, CNA – [www.trumarkhomecare.com/](http://www.trumarkhomecare.com/) or send resume to [jeremy@trumarkhomecare.com](mailto:jeremy@trumarkhomecare.com) or call (515)422-0914**

Hiring CNAs, LPNs, & Sitters to work in the Des Moines metro area; we offer a competitive pay rate, direct deposit, & weekly pay

- Make a difference in the lives of others as we seek to make a difference in your life

Requirements (No Exceptions): current Iowa CNA certification, current CPR/First Aid, driver's license, reliable vehicle with insurance & clean driving history, must pass criminal background check & drug test, must have 6 months of experience

**CDS Global, Job Opportunities – [www.cds-global.com/careers](http://www.cds-global.com/careers)**

Looking for candidates with excellent customer service skills, all shifts available

- Customer service positions are temp-to-hire with the ability to become benefited during your 1<sup>st</sup> year of employment

Qualifications Desired: 6+ months of previous customer service experience (call center experience a plus), PC knowledge/skills & typing of 25 words per minute, & excellent customer service/communication skills

- Pre-employment background checks required for all positions, post-offer drug/health screens required for some

**Deerfield Retirement Community in Urbandale, Dining Room Waitstaff & Cook – Send a resume with salary requirements to [Vicki.obrien@lifespacecommunities.com](mailto:Vicki.obrien@lifespacecommunities.com)**

- Cook (full-time & part-time available): responsible for the sanitary handling, preparation, & storage of food; use standardized recipes & standard methods of preparation; meet daily meal schedules & serve required portions; care for & clean equipment; assist with the receiving & storage of supplies
- Dining Room Waitstaff (full-time & part-time available): provide the very best dining experience by serving meals & beverages in a prompt & courteous fashion; knowledge of proper serving techniques & familiarity with items offered on the menu

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

Hiring for Night Auditor & Front Desk Clerk (3pm-11pm shift)

**Culver's in Altoona, Hiring – Apply at 2535 Adventureland Drive or at [www.culvers.com/careers](http://www.culvers.com/careers)**

- Crew Members: both AM & PM shifts available, strong customer service skills
- Cooks: restaurant experience required
- Closing Managers/Supervisors: 1 year of experience in management preferred

**ABM Cleaning, Hiring – Apply at 1509 Michigan Street or at [www.abm.com/careers](http://www.abm.com/careers) or call (515)697-0350**

Full-time & part-time available, day & evening shifts available

- Cleaners, Day Porters, Floor/Carpet Crew, Utility Workers, Supervisors

**Jacobson Staffing, Immediate Openings – Send resume to [sara.dean@jacobsonco.com](mailto:sara.dean@jacobsonco.com) or apply at 1321 East Euclid Avenue or call (515)265-6797**

- Tire Mounting, Forklift/Order Picking (hand scanner experience a plus), Package Assembly, Forklift Mechanic, General Laborer (75 pounds of heavy lifting), Customer Service Representative/Warehouse
- Must pass background check with no preexisting charges

**Jacobson Companies, Customer Service Representative – [www.jacobsonco.com/about/careers](http://www.jacobsonco.com/about/careers)**

Full-time available, night shift

- Maintain workflow by assisting managers & supervisors with coordination of warehouse duties
- Serve customers & process transactions, assist customers & drivers by phone & in person to provide them with great customer service, provide support to warehouse personnel with inventory & pick/delivery of orders
- Maintain a safe & secure work environment, other related duties as assigned

Requirements: exceptional customer service skills, strong attention to detail, knowledge of computers & MS Office, multi-tasking abilities, effective prioritization, excellent communication skills, drug screen & background check required

**Marriott Downtown, Guest Service Representative – [www.marriott.com/careers/](http://www.marriott.com/careers/)**

Part-time available

- Process & conduct guest check-ins/outs, room reservations, requests, changes, & cancellations
- Secure payment, verify & adjust billing, activate & file room keys, process all guest requests, relay messages
- Explain room features, supply guests with directions & information, run & review daily reports/logs
- Complete cashier & closing reports, accept & record wake-up call requests, count bank at beginning & end of shift, process all payment types, provide change as necessary

**Marriott in WDM, Front Desk Clerk – [www.marriott.com/careers/](http://www.marriott.com/careers/)**

Assist guests efficiently, courteously, & professionally in all front desk related functions

- Provide the highest quality of service at all times, effectively deal with guest complaints & requests, check guests in & out efficiently, post guest charges & compute bill, collect payments & make change
- Handle mail & messages, knowledge of Rewards program & promotions, develop a thorough knowledge of room amenities & other relevant information, take reservation requests, answer switchboard
- Monitor room availability, handle safe deposits, keep lobby & desk area clean & presentable

**Loves Travel Center in Clive, Maintenance & Housekeeper – [www.loves.com](http://www.loves.com)**

Full-time & part-time available, Maintenance & Housekeeper positions available

- Interior & exterior cleaning of the facility including floors, restrooms, showers, outside trash, etc.

**Fazoli's in Ankeny, Night Staff & Part-Time Positions – [www.fazolis.com/careers](http://www.fazolis.com/careers)**

- Associate Manager: keep the restaurant & team in top-performing order, ensure excellent customer service is provided at all times, ensure high-quality products are provided, ensure a clean & sanitary restaurant, experience is required & you must be at least 18 years old
- Kitchen: includes Sandwich Maker/Baked Table, Steam Table Operator, & Oven Coordinator; some experience is required for these positions, you must be at least 16 for this position
- Front of House: Cashier/Coordinator/Drive-Thru Operator, Expeditor, Food Runner, & Dining Room Attendant; experience is preferred but not required for these positions, you must be at least 16 years old
- Complete the required BRAVO! training modules, knowledge & understanding of operations & food preparation, completion of Hazard Communication training & certification process, completion of all applicable food handling &/or safety training & certifications, must work well independently with minimal supervision

**Menchie's Frozen Yogurt in Altoona, Server/Shift Lead – *Apply at 3418 8<sup>th</sup> Street SW, Suite #1***

If you are friendly & enthusiastic, possess a strong work ethic, & can deliver excellent customer service with a smile, then please consider being a team member; experience preferred but willing to train

- Greet customers, refill dry toppings & prepare chill bar items, maintain & clean frozen yogurt machines
- Stock inventory, maintain restaurant cleanliness, cash drawer/deposit



**Menchie's Frozen Yogurt in Altoona, Cashier/Back of House Prep – Apply at 3418 8<sup>th</sup> Street SW, Suite #1**

We provide the training you need & a flexible schedule

- If you are friendly & enthusiastic, possess a strong work ethic, & can deliver excellent customer service with a smile, please consider being a team member
- Greet customers, refill dry toppings & prepare chill bar items, maintain & clean frozen yogurt machines, maintain restaurant cleanliness, back of house detailing during closing shift, stock inventory

**Angels in the Home, CNAs for Home Care – [www.angelsinthehome.com](http://www.angelsinthehome.com) & call (515)645-9117**

Hiring CNAs to provide companionship, personal cares, & safety oversight to our clients

- Help clients enjoy life more, get involved in activities, & have fun doing different things around home
- Clients love music & movies, planting flowers, playing games, going for walks, & reading
- Must be dependable, honest, & trustworthy; compassionate & caring; possess a positive attitude

Qualifications: must pass criminal background check, must have CNA license or have had license, valid driver's license

**Wesley Acres, CNA – [www.wesleylife.org/employment.aspx](http://www.wesleylife.org/employment.aspx)**

Looking for exceptional CNAs to join our household teams

- Assist residents with all aspects of physical care & daily living activities, ensure residents function at maximum capabilities, 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 each resident, serve older adults in a caring & compassionate way
- Work in & support a teamwork environment, manage multiple functions under stress

Requirements: previous long-term care experience preferred, Iowa Nurse Aide Registry required, high school diploma/GED, ability to pass background check with no record of adult abuse

**Wesley Acres, Fine Dining Servers – [www.wesleylife.org/employment.aspx](http://www.wesleylife.org/employment.aspx)**

Full-time & part-time available, various hours available, must be flexible & available to work weekends & holidays

- Provide outstanding customer service to guests, must have excellent hospitality skills in food service
- Perform all duties related to food table service, clean up, & maintenance of all dining areas
- Perform quality checks on appearance of all food prior to service to ensure quality
- Practice 'clean as you go' work habits, complete daily cleaning responsibilities, follow infection control

Requirements: high school diploma/GED preferred, previous fine dining &/or wait staff or dietary experience a plus, must have excellent customer service &/or hospitality skills

**Faegre Baker Daniels, Office Assistant – [www.faegrebd.com/7388](http://www.faegrebd.com/7388)**

Provide a wide range of services, complete daily office service tasks, assist with various reports & tracking of supply use, provide front desk receptionist coverage, assist with other administrative projects

- Sort & slot mail, meter outgoing mail, scan documents, open office each morning, file vendor invoices
- Assist office manager with various reports & projects, cover receptionist lunch & breaks
- Greet visitors & clients promptly, create records & files, assist with transaction closings

Requirements: high school diploma/GED, at least 1 year of experience providing administrative support in a professional environment, exceptional customer service skills, attention to detail & ability to multitask

**Bed, Bath, & Beyond in Clive, Hiring – [www.bedbathandbeyond.com/store/static/careers](http://www.bedbathandbeyond.com/store/static/careers)**

Seeking energetic & ambitious individuals who recognize that good service & product knowledge are the two most important features of a retail store

- Previous retail experience is preferred, but we are willing to train

**Aldi, Store Associate – [aldi.us/careers/](https://www.aldi.us/careers/)**

Ability to work a flexible retail schedule including evenings & weekends with availability between 6am-11pm

- Keep your checkout line moving as quickly & smoothly as possible while ensuring that customers have a pleasant & positive shopping experience
- Provide friendly customer service, ring up customers quickly, maintain professional demeanor
- Make a positive impression on customers, scan products quickly, conduct cash & inventory control
- Maintain displays, load/unload delivery trucks, rotate stock, keep the store clean

Qualifications: high school diploma/GED, teamwork skills, ability to learn quickly, handle & sell alcoholic beverages appropriately, stock merchandise weighing up to 45 pounds, successful completion of drug screening & background check, retail experience preferred

**Buffalo Wild Wings, Greeter – [www.buffalowildwings.com/en/careers/](https://www.buffalowildwings.com/en/careers/)**

Must be able to work various shifts per week

- Ensure that each & every guest who walks in our doors knows how important they are & how thrilled we are to have them, offer friendly conversation & helpful hints about favorites you think will enhance the experience
- Ensure timely seating, communicate waiting times as needed, alert server of new guests, seat guests in appropriate areas, assist with answering phones & assembly of take-out orders, assist with running food & bussing tables, maintain cleanliness & organization of host station, ensure supplies are properly stocked
- Anticipate & respond to customer concerns &/or complaints, thank guests as they leave & invite them to return

**Popeye's, Crew Member – [popeyes.com/careers/](https://www.popeyes.com/careers/)**

Must be able to work various shifts per week, immediate opening available

- Work as part of a team that provides excellent service & high-quality food in a clean & fun atmosphere
- Provide prompt & friendly service to customers, maintain the highest level of product quality & cleanliness
- Clean & sanitize food preparation area, storage area, restaurant, & equipment/utensils

**Gordmans, Sales Associate – [www.gordmans.com/careers](https://www.gordmans.com/careers)**

Provide a positive shopping experience through effective merchandise presentation & prompt guest care

- Move merchandise from the stock room to the sales floor, understand basic merchandising concepts, ensure proper merchandise presentation, handle guest inquiries, complete merchandise counts & price changes
- Operate cash register, reconcile cash drawer at the beginning of each shift, process guest payments, sack merchandise, acknowledge & greet all guests in a pleasant & courteous manner
- Detect common signs of ticket switching, mis-mated merchandise, shoplifting, theft, & other security risks

**Gordmans, Stockroom Associate – [www.gordmans.com/careers](https://www.gordmans.com/careers)**

Unload trucks, open boxes, & distribute merchandise to the appropriate areas to ensure an efficient flow of goods

- Unload trailers using a pallet jack, move pallets of merchandise to appropriate staging area, load trailer for return to the distribution center, clean stock room & trailers, compact vendor boxes
- Break down & flatten reusable distribution center boxes, maintain merchandise fixtures, maintain a safe work environment

**Aerotek in WDM, Customer Service Representative – [www.aerotek.com/about-aerotek/aerotek-careers/](https://www.aerotek.com/about-aerotek/aerotek-careers/)**

- Guaranteed hours & benefits, \$14 per hour, preferred skills in MS Excel & Word, opportunities for advancement
- Looking for proactive individuals with good communication skills, take client questions over the phone

**Papa John's, Shift Leader – [www.papajohns.com/careers/](http://www.papajohns.com/careers/)**

Shift Leaders/Supervisors are motivated individuals with excellent interpersonal skills & the ability to build a team that works together, increases profits, & provides superior customer service

- Execute cash management duties, assist in the management of adequate inventory levels, manage company assets, comply with safety & security standards at all times
- Must be hardworking, team-oriented, friendly, honest, & possess great customer service skills

Qualifications: ability to lift 50 pounds, reliable transportation to & from work, lead a team with no supervision & build an atmosphere of teamwork & fun, work with office equipment, train & promote quality standards to team members

**Papa John's, Team Member – [www.papajohns.com/careers/](http://www.papajohns.com/careers/)**

Ensure that quality products & services are delivered to customers; pizza making, order taking, & cashier responsibilities

- Must have outgoing personality, be energetic, efficient, & willing to work in a fast-paced environment
- Must be team-oriented, friendly, honest, & have great customer service skills
- Flexible hours, training programs, & the opportunity for advancement; reliable transportation to/from work

**Bennigan's in Urbandale, Server – *Apply at 4800 Merle Hay Road, Urbandale***

- Present menu, answer questions, & sell food & beverages; write orders on check & relay order to the kitchen
- Garnish & decorate plates as needed, observe diners to quickly respond to any additional requests
- Collect & process payments accurately, bus & set tables, complete side duties, maintain cleanliness

**Joe's Crab Shack in WDM, Hiring – [www.joescrabshack.com/careers](http://www.joescrabshack.com/careers/)**

Hiring Servers, Hosts, & Bartenders; work as part of a team in creating the Perfect Joe's Experience for every guest

- Acknowledge guests immediately, maintain a spotlessly clean environment, be visible at all times to assist others
- Knowledge of all food, liquor, beer, wine, & retail offered; apply positive suggestive sales approach
- Participate in celebration dancing when required, previous restaurant experience desired

Qualifications: must be of legal age to serve alcoholic beverages, communication skills, responsibly handle cash transactions

**Ruby Tuesday in Urbandale, Hiring – <https://www.rubytuesday.com/careers/>**

Hiring Servers, Chefs, & Hosts; must be able to work various shifts per week

- Proven commitment to deliver high-quality food, beverage, & customer service to every guest you serve
- Flexible scheduling & meal discounts offered

**Kohl's, Sales Associate – [kohls Careers.com/](http://kohls Careers.com/)**

Hiring in Misses, Juniors, Men's, Home, Kids, Jewelry, Shoes, Intimates, & Accessories

- Greet & offer assistance to customers, merchandising & operational functions
- Respond to POS backup calls; solicit, open, & activate Kohl's Charge applications
- Complete price changes, callbacks, transfers, & other paperwork; use all replenishment reports daily
- Assist with price changes, fitting room recovery, sales floor & fitting room recovery
- Inventory & stock room organization, work independently

**Pizza Ranch, Front of House – <https://www.careers.pizzaranch.com/>**

Immediate opening for a FOH team member, must be able to work various shifts per week

- Front of house support duties: guest hospitality, safety, buffet coordination & maintenance, point of sale, dining room cleanliness, guest relations & transactions, phone responsibilities
- Provide legendary guest service, interact positively with others, restaurant experience preferred