

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

Billion Auto, Receptionist – Job #1065416 on www.iowaworkforce.org or email resume to icjobs@billionauto.com (specify whether you are interested in full-time or part-time receptionist)

Full-time & part-time day hours available between 7am-5pm Monday-Friday & some Saturdays

- Duties: answer phones, help schedule appointments, data entry, filing, & other duties
- Qualifications: valid driver's license & clean driving record, must have receptionist or administrative experience, must have high school diploma/GED

Server Assistants in Altoona – Job #1065235 on www.iowaworkforce.org

Part-time hours available, evening & night shifts; ability to work weekends, holidays, & varied hours

- Responsibilities: assist waitrons with the setup/cleanup of serving areas
 - o Maintain good working knowledge of restaurant layout, table numbers, terrace levels, & serving areas; open work stations & stock condiments, garnishments, & sauces for each shift
 - o Close work stations & dining room; ensure all product is wrapped, dated, & stored
- Qualifications: must have proven customer service skills, standing & walking for an 8-hour shift, must be able to lift up to 50 pounds & push carts of dishes up to 150 pounds
 - o Experience in food service preferred

Concessionaires in Altoona – Job #1065232 on www.iowaworkforce.org

Part-time hours available, evening & night shifts; ability to work weekends & holidays

- Responsibilities: prepare & serve concession items to guests, prepare & pour beverages, monitor portion size & ensure quality of food & beverage presentation, use cash register to total order cost & accept payment from guests
- Qualifications: previous customer service experience, requires lifting up to 25 pounds, extended periods of standing, ability to count money accurately
 - o Experience in food & beverage service helpful

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

Full-time & part-time available

- Duties: ensure excellent customer service is provided, consistent food preparation, responsible alcohol service, assist with the organization & cleanliness of the café
- Qualifications: must have efficient cash handling & POS computer skills, must be at least 18 years
 - o Previous restaurant experience is preferred

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

Full-time hours available, must have a flexible schedule

- This leader needs to be able to perform under pressure & maintain professionalism in a busy atmosphere, lead the quick service counter & shake production
- Manage & motivate staff while delivering the highest degree of customer service
- Qualifications: must be at least 21 years of age to apply, requires previous restaurant experience

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

Hilton Garden Inn Johnston, Banquet Server – Apply at 8600 Northpark Drive or www.ohospitality.com

Part-time available, hours are varying including day & evening shifts, weekend availability required

- Interact with guests in a friendly & efficient manner while serving them from our delicious banquet menu
- Previous banquet or serving experience is required

Django, Line Cook – Apply at 210 10th Street or www.ohospitality.com

Part-time available, must be able to work on Sundays

- At least 2 years of experience as a line cook is required for this position
- This is a very fast-paced, high-volume kitchen so previous comparable experience is necessary

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

This position requires a flexible schedule

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

Arby's, Now Hiring – www.drmarbys.com or email resume to jobs@drmarbys.com

Hiring Shift Managers, Assistant Managers, & Restaurant Managers

- We offer great benefits: health, dental, & vision insurance; meal discounts/free combo meal; 401k

Bankers Trust, Casual Financial Services Operations – www.bankerstrust.com

Part-time hours available, less than 20 hours per week, flexible between 8am-5pm Monday-Friday

- Duties: provide administrative support to the Investment Services Officer at our South Branch; includes preparing client paperwork, maintaining trade records, processing client requests, updating account information, & contacting clients on a daily basis
- Requirements: 2 years of financial service industry experience, excellent communication skills, computer skills (MS Word, Excel, & 10-key), typing skills of at least 65 words per minute
 - o College degree preferred but not required

Bankers Trust, Casual Consumer Services Representative – www.bankerstrust.com

Part-time hours available, less than 20 hours per week, varying hours Monday-Saturday

- Duties: provide courteous & efficient service to customers in our Clive & Altoona locations; will be involved with ordering, receiving, verifying, & distributing cash; balance check drawer, scan & process daily transactions; open/close bank & vault as needed, admit customers to safe deposit boxes
 - o Make referrals to promote the bank's products & services, solve customer problems, identify customers & cash checks, buy & sell currency from the vault as needed
- Qualifications: high school diploma/HiSET, strong communication & customer relation skills, ability to problem-solve, organizational skills, computer abilities, able to prioritize & make on-the-spot decisions, work in a team environment, honesty & integrity, high degree of accuracy
 - o Pre-employment drug screen required

Hayloft Property Management for Cambridge Court Apartments, Hiring – Apply at 1225 11th Street in West Des Moines or fax resume to (515)225-6497 or send resume to hayloftreg2@gmail.com

Hiring for Outgoing Sales-Oriented Leasing Specialists, Skilled Maintenance Techs, & Organized Housekeepers

- Excellent benefits package & competitive wages

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

Accepting applications for full-time unarmed security officers in the Des Moines area, 12-hour shifts & overtime available

- Applicants must be 21 years of age or older, must have a high school diploma/HiSET, must be able to pass drug screen & background check
 - o Fire training or experience a plus for higher positions

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

Full-time opportunities available

- CNA positions: 2pm-10pm & 10pm-6am shifts available
- Dietary Aide position: full-time available

A Plus Home Care Services in Ankeny, Hiring – Apply at 2301 West 1st Street or www.aplushomecareservices.com or contact Amber at (515)964-7297

Seeking to fill multiple openings for caregivers to provide home care & companionship for clients

- The ideal candidates will possess an empathetic & caring attitude, the ability to pass a criminal background check, must have a valid driver's license, auto insurance, & a dependable vehicle
 - o Previous experience with in-home care is preferred but not required

C.J.'s Bagel Basket in Ankeny, Hiring – Apply at 127 North Ankeny Blvd. (Ask for Laurel or Steve)

Full-time & part-time opportunities available

- Positions are Monday-Friday with no nights or weekends

Cleaning Crew Members in WDM – Contact Jennifer at (515)494-1008

When calling, leave your name, address, phone number, & the position you are applying for; the scheduling manager will check the voicemail system & return calls until positions have been filled

- Responsible, motivated, detail-oriented people needed to work in a team environment to perform residential cleaning services
- Duties: basic cleaning, dusting, mopping, sweeping, vacuuming, washing bathrooms, cleaning kitchens, & completing customized cleaning services such as changing beds, doing laundry, cleaning out refrigerators, sweeping out garages, & assisting with move-out cleans

Eatery A, Host – Apply at 2932 Ingersoll Avenue

Hours are 3pm-close Tuesday-Sunday (closed Mondays)

- You will be the 1st person the customer will see & remember, we are looking for the special person to handle the task
- Must have a flexible schedule, outgoing personality, & ability to multitask

Hickman Motor Lodge, Housekeeping/Desk Work – Apply at 6500 Hickman Road in Windsor Heights

Looking to fill a housekeeping/desk position; 22 hours per week & possibly more as needed

- Job includes cleaning rooms as they empty, cleaning all common areas, accepting payment from guests

Adventureland Inn in Altoona, Guest Service Representative – Apply at 3200 Adventureland Drive

Seeking motivated & driven individuals, must be willing to work weekends

- Duties: check guests in/out of hotel & campground, make reservations, assist guests during their stay, handle phone calls
- Qualifications: some high school education, excellent communication skills, previous front desk experience, strong interpersonal skills, remains calm & collected under pressure, requires long periods of standing

Adventureland Inn in Altoona, Housekeeper – Apply at 3200 Adventureland Drive

Must be willing to work weekends

- Duties: clean guest rooms, ensure a clean & comfortable stay for all of our guests, provide excellent customer service to guests
- Qualifications: some high school education, previous housekeeping experience, strong interpersonal skills, requires long periods of standing

Main Street Café & Bakery in Ankeny, Hiring – Look for our Now Hiring trailer from 9am-5:30pm at 2510 SW White Birch Drive #1 & #2, Ankeny

Our operating hours will be from 5:30am-9:00pm daily, looking for people for weekends & holidays

- We are a new fast casual eatery that will open in Ankeny in early March, most positions will start training at the end of February
- For all hired employees, we will give them the opportunity to use their own recipes & creative skills

Bright Horizons, Teaching Positions – www.brighthorizons.com/careers or contact Lisa Passolano at lisa.passolano@brighthorizons.com

- Guide children through the many exciting milestones of infancy, toddlerhood, & turning into preschoolers & school agers while fostering their natural curiosity; you will support their growing self-confidence
- Provide a stimulating & exploratory environment, foster strong family relationship through open communication, allow children to expand their ever-increasing abilities
- Requirements: high school diploma/HiSET, must meet state requirements for education & experience, additional center/school requirements may apply
 - o Preferred: related early childhood education/child development college course work, CDA, working towards an associate's or bachelor's degree in early childhood education/child development, 12 months of professional teaching experience

Angels in the Home, Care Coordination Assistant – www.angelsinthehome.com

Currently accepting resumes for a Care Coordination Assistant for Monday-Friday 8am-5pm

- Duties: answer all incoming calls, collect & organize documents from employees, schedule, perform customer service calls to clients both over the phone & in person
 - o Position also includes on-call responsibilities
- Qualifications: positive attitude, excellent phone & communication skills, must be dependable & enthusiastic, must have excellent grammar & writing skills, must project a polished & poised appearance
 - o Previous experience or bachelor's degree preferred
 - o Must be competent with MS Word, PowerPoint, & Excel, as well as comfort with learning new software

Marketlink, Call Center Openings – www.marketlinkinc.com or call (515)285-3420 ext. 1262 with questions

Various shifts available

- Professional environment, all product information is on the computer screen, no cold calling, no high-pressure selling, supportive team that wants you to succeed
 - o Benefits, stable work, unlimited earning potential, casual work environment, paid training, promotions from within, raises each month, quarterly bonuses
- Qualifications: professional phone skills, computer skills, good attendance, ability to pass criminal background check, desire to earn as much money as you want

OfficeTeam, Customer Service Representative – www.officeteam.com or contact Courtney (515)221-2300

Hours are 2:45pm – 11:00pm

- Looking for employees who want to grow professionally & personally within a company
- Looking to find motivated individuals who want to take part in a company's goal to move forward in global innovation in banking & financial services to join our growing team
- Duties: take inbound calls, make outbound calls, navigate through multiple screens quickly, data entering customer information
- Requirements: 6+ months of customer service experience, great communication & organization skills, attention to detail, ability to multitask, data entry experience, proficient in MS Excel

Wendy's, Crew Members – www.wendys.com/en-us/careers

Flexible, part-time work schedule that makes sense for you

- Competitive pay & generous benefits including employee meal discounts, self-paced training, promotions from within, gain experience in all aspects of restaurant operations

Papa John's in Urbandale, All Positions – www.pleaseapplyonline.com/pjiowa/

Schedule is flexible, more hours available for nights & weekends

- Shift Supervisors
- Delivery Drivers: take home cash daily
- In-Store Production/Phones
- We promote from within, 80% of our general managers started as hourly employees

Days Inn West Des Moines, Guest Service Representative – Apply at 1258 8th Street, West Des Moines

Looking for a responsible person to fill varied hours at our front desk

- Duties: answer phones, make reservations, cancel reservations as requested, check guests in/out, assist guests with any special requests, balance the end of day accounts
- Qualifications: must be able to type, basic knowledge of using a computer, ability to conduct oneself in a professional & courteous manner when dealing with guests

DQ Grill & Chill, Team Members – Apply at 6150 Merle Hay Road in Johnston, or at 418 South Ankeny Boulevard in Ankeny

Hiring full-time Shift Managers, hiring part-time Crew Members; must be able to work a flexible schedule including days, evenings, weekends, & holidays

- It is our mission to provide quality customer service & food products
- Candidates will have excellent organization & communication skills
- Our environment is fast-paced & requires someone who can bring a great attitude & energy
- Focus on excellent guest relations, high quality service, & cleanliness
- Previous experience in quick-serve restaurant industry is preferred

Smokey D's BBQ, Kitchen Help – Apply at 5055 NW 2nd Avenue

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

- Looking for Food Prep, Line Cooks, & Dishwashers
- Must be prompt, honest, friendly, energetic, have a positive attitude, & be willing to learn all aspects of the kitchen
- Seeking team members who have the ability to handle challenges in a fast-paced environment

Noodles & Company, Hiring – www.noodles.com/jobs

Hiring team members for service & kitchen, flexible balanced schedule

- Searching for experienced restaurant staff
- If you've worked in restaurants or retail, or have other service or cooking experience, we'd love to hear from you; seeking genuine, passionate individuals with a desire to serve & create delicious food

Aerotek, Customer Service Representative – www.aerotek.com

Full-time available

- Duties: provide information regarding clothing products, most calls will be inbound as outbound will be for follow-up only
 - o Calls are regarding web assistance, product knowledge, processing credit card for purchases, return information; you will take about 50 calls per day
 - o Answer support line questions
- Qualifications: 1+ year of customer service experience, excellent computer skills, ability to multitask

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

Full-time available, Sunday availability required

- Our menu consists of Philly's, burgers, pizza, & wraps
- An ideal candidate 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

Rock Bottom in WDM, Hosts – www.rockbottom.com

We have a friendly, high-energy atmosphere with a high volume of regulars

- We have delicious beer, great food, & the best service in town
- We are hiring hosts who can greet our guests with enthusiasm & professionalism

Caring Hearts Home Care, Caregivers – CaringHeartsHomeCare.com or call (515)283-8300

Shifts available immediately, full-time & part-time hours

- We are dedicated to providing the best professional & compassionate care that improves quality of life & promotes the physical, mental, & emotional well-being of our clients
- Must be kind, caring, compassionate, & dependable; minimum of 6 months of caregiving experience

Hiring Flexible Bartenders & Servers – Apply at 2701 Douglas Avenue (Plaza Lanes) or 655 NE 56th Street in Pleasant Hill (Premiere Bowling)

Full-time & part-time available; must be flexible to work both positions (bartender & server)

- Looking for team players with great personalities & positive attitudes
- You can choose to work at both locations as well
- Only those with plenty of prior experience need apply

Pottery Barn Kids at Jordan Creek, Sales – Apply in-store at Jordan Creek Mall

Part-time available, must be available for 3 shifts per week (at least 1 weekend shift)

- Work for the finest children's retailer in the U.S.
- Tell us why you think you're right for the team

Pancheros, Burrito Builders – www.pancheros.com/jobs or apply at 2310 SE Delaware Avenue (Ankeny, ask for Rebecca), 3580 8th Street SW (Altoona, ask for Sue), or 3265 100th Street (Urbandale, ask for Jorge)

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

- Employees best at front line customer service will have increased pay & advancement opportunities

Table 128 in Clive, Dishwasher – Apply at 12695 University Avenue #140, Clive

Hours are 4pm-close Monday-Saturday

- Duties: wash dishes, operate dish machine, accept direction from chef & sous chef, proper care & handling of kitchen equipment, station & personal hygiene
 - o Stock dishes, pots, & pans to the hot & cold kitchens
 - o Place & maintain/organize dish/utensil storage