

Job Category	Company name	Location/Address	Phone Number	How to apply	Job Description
Retail					
	Costco	2900 Heartland Dr., Coralville	(319) 545-3200	www.costco.com/jobs	Cashier, Cake Decorator, Tire Installer, Meat Cutter, Membership Assistant
	Wal Mart	Hwy 1, Iowa City	(319) 337-3116	https://careers.walmart.com	Hiring for various positions, stop by the store for application
	Wal Mart	2801 Commerce Dr, Coralville	(319) 545-6400	https://careers.walmart.com	Hiring for various positions, stop by the store for application
	Target	1441 Coral Ridge Ave, Coralville (Coral Ridge Mall)	(319) 351-5150	www.target.com/careers	Hiring for multiple positions, stop at the store for more details
	Best buy	1431 Coral Ridge Ave, Coralville (Coral Ridge Mall)	(319) 625-2900	www.bestbuy-jobs.com	For current openings, please visit website for details
	JC Penney	1451 Coral Ridge Ave, Coralville (Coral Ridge Mall)	(319) 625-2540		<p>appreciate your expertise and understanding of retail product benefits and the value of each hair service. You love finding the perfect solution to ensure customer maintains their desired look and feel beautiful.</p> <p>* Drives conversion and sales - You like to compliment people and turn retail customers into jcp salon clients by offering the great value and service provider technical skills. Your efforts facilitate the growth of the salon!</p> <p>* Assisting Customers - You seek out customers and do whatever you can to make their experience unforgettable! You listen, you help, you educate, and you make them want to come back by offering solutions to their hair concerns through salon services and the benefits of retail product.</p>
	Gordmans	2515 Corridor Way, Coralville, IA	(319) 354-3305		Guest Services Associate : This position is responsible for providing prompt, courteous service to each guest by accurately processing transactions handling guest inquiries, exchanges and refunds at the Guest Services desk, accepting payment and making change and sacking merchandise. This position is a part-time role with a schedule that will vary,
	Khol's	2795 Commerce Dr. Coralville, IA 52241	(319) 545-4005	Apply at www.my.jobs/Coralville-ia	Seasonal Retail Sales Associate : Job Description:Position Summary: Responsible for creating an environment of good customer service through actions. This includes ensuring customer transactions are processed accurately and efficiently, ensuring the Company's "2-in-a-line" standard, reinforcing Customer Service Desk standards and resolving customer problems by following policies and procedures in conjunction with following the "Yes We Can" policy. Balances and processes refunds and media from sales and return registers. Processes cash deposits and currency orders; completes and submits daily reports to Store Management and Cash and Sales Audit department.

KUM & GO, LC	Iowa City, Coralville, Tiffin, West Branch		Apply online at www.kumandgo.com	<p>Provide general customer service, ring up sales, answer questions. Assist customers in finding merchandise. Assess customer needs, suggest sell additional merchandise.</p> <p>Maintain store appearance by building displays, maintaining store cleanliness, keeping merchandise stocked and attractively displayed. Replenish soda and other dispensers, and coffee accessories (lids, sugar, straws, creamers, etc.)</p> <p>May assist in ordering inventory.</p> <p>Note: Duties described above DO NOT constitute entirety of responsibilities. Additional duties may be assigned and expected as a normal course of business.</p> <p>PHYSICAL REQUIREMENTS OF THE JOB: Normal store environment, primarily standing or walking, may lift up to 60 pounds to move stock. Ability to maintain store cleanliness and appearance, inside and outside. Ability to navigate in small spaces (cooler, back rooms, sheds). Ability to stand for 8 to 10 hours 6 days a week, bend at knees repeatedly (20 – 30 times a day), walk briskly. Able to read PC monitor for long periods of time. Ability to shovel snow, sweep.</p>	
Menards	Iowa City	(319) 358-5410	www.menards.com	<p>Morning Stock Team member-10 Positions. Typical hours are 5 a.m. to 9 a.m. (can be flexible). Minimum of 3 days per week, 4-hour shift.</p> <p>Handling all incoming freight and placing inventory on the sales floor so it is properly merchandised according to planogram and ready for sale. Knowledge of product placement, ability to read and interpret planograms and understand SKU use and store policy/procedure.</p> <p>Lifting, carrying, and handling product of varying weight. Ladder use required.</p>	
Menards	Iowa City	(319) 358-5410	www.menards.com	<p>Cashier-10 Positions : Cashiers are responsible for maintaining an efficient, orderly flow of Guest traffic at the cash register while providing accurate sales transactions. Cashiers are also responsible for providing Guest Service and must be able to process all types of tenders and be able to detect and prevent theft.</p> <p>Requirements: lifting, carrying, and otherwise handling product and other objects of varying weight in order to carry out duties in an effective and efficient manner. Good math skills and register skills, knowledge of the location of products for sale, and multi-tasking are desirable, but not required.</p>	

Menards	Iowa City	(319) 358-5410	www.menards.com	<p>Full & Part-Time Sales Associates-20 Positions: Ideal candidates will be:</p> <ul style="list-style-type: none"> Sales oriented Self motivated Able to work independently or in a team Able to lift product (variety of weights) Able to tactfully deal with guests and team members Comfortable using computers and office equipment Experienced working in the retail and/or service industries Able to work a varied schedule including days, evenings and weekends 	
Walgreens	625 Pacha Pkwy, North Liberty	(319) 499-6006		<p>PT Customer Service Associate : External Basic Qualifications:</p> <ul style="list-style-type: none"> - Must be fluent in reading, writing, and speaking English. (Except in Puerto Rico) - Requires willingness to work flexible schedule, including evenings and weekend hours. <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> - Prefer six months of experience in a retail environment. - Prefer to have prior work experience with Walgreens. <p>Shift: Various</p>	
Lowe's	2701 2nd St Coralville	(319) 545-8300		<p>Seasonal Employee Sales Floor-Inside/Out: Responsible for assisting customers with all of their shopping needs including assisting customers in the selection, demonstration, preparation and loading of merchandise. Also responsible for responding to customer inquiries throughout their shopping experience including promoting customer loyalty plans and/or extended protection/replacement plans where appropriate.</p> <p>Job Requirements:</p> <p>Requires morning, afternoon, and evening availability any day of the week. Physical ability to move large, bulky and/or heavy merchandise. Physical ability to perform tasks that may require prolonged standing, sitting, and other activities necessary to perform job duties.</p>	
Lowe's	2701 2nd St. Coralville	(319) 545-8300		<p>Seasonal Employee Assembly- Various Hours. Provide excellent customer service by greeting customers, assembling merchandise, prioritizing merchandise for assembly, performing product pre-delivery inspections, and ordering product parts required for assembly. Also assists customers in locating, selecting, demonstrating, and loading of merchandise.</p> <p>Job Requirements:</p> <p>Requires morning, afternoon, and evening availability any day of the week. Physical ability to move large, bulky and/or heavy merchandise. Physical ability to perform tasks that may require prolonged standing, sitting, and other activities necessary to perform job duties.</p>	

Von Maur	115 Iowa River Landing, Coralville	(319) 351-7220	www.vonmaur.com	Hiring FT/PT Sales Associates, FT/PT Sales- Cosmetics, Alterations Associate	
Von Maur	115 Iowa River Landing, Coralville	(319) 351-7220	www.vonmaur.com	PT Stock & Housekeeping Associate: A Stock and Housekeeping Associate maintains a clean store environment for customers and employees. Unloads truck of new merchandise and supplies, distributes it to the proper areas, and loads merchandise and supplies onto the truck to go to other store locations	
Marshalls	Coral Ridge Mall	(319) 625-2177	Apply in Person at the Store	Merchandise Associate - General Summary... Performs all activities related to the accurate and timely shipping and/or receiving of product. This Position Will Be Responsible For... Prepare products to be received or shipped from warehouse/department. Match actual product to associated documentation; record transactions in Warehouse Management System (WMS). Research and resolve discrepancies between actual product and associated documentation. Prepare routine activity reports. Respond to internal and external requests for information regarding	
Food/Grocery					
Aldi	760 Ruppert Rd, Iowa City	(855) 955-2534	Inquire within the store or call	Accepting applications for Store Associates, Store Manager Trainee	
Aldi	2750 Heartland Dr, Coralville	(855) 955-2534	Inquire within the store or call	Accepting applications for Store Associates, Store Manager Trainee	
Arbys	3 Hwy 1 W, Iowa City	(319) 887-1041	Iowa City or North Liberty	Hiring Crew member, Assistant Manager, Shift Manager	
Burger King	1445 Boyrum St., Iowa City	(319) 337-4578	Stop in for details	Accepting applications for various positions	
Burger King	550 1st Ave, Coralville	(319) 341-9408	Stop in for details	Accepting applications for various positions	

Buffalo Wild Wings	201 S Clinton St., Iowa City	(319) 887-9464	www.buffalowildwings.com	Now hiring for Server, Bartender, Hospitality Team Member and Kitchen/Cook Team member	
Brugger's Bagels	245 Iowa Ave / 708 S Riverside Dr, Iowa City	(319) 354-2278		Hiring Counter Associate, Baker, Shift Supervisors	
Buffalo Wild Wings	2500 Corridor Way, Coralville	(319) 338-9464	www.buffalowildwings.com	Now hiring for Server, Bartender, Hospitality Team Member and Kitchen/Cook Team member	
Carlos O'Kelly's	1411 S Waterfornt, Iowa City		www.carlosokellys.com	Now hiring for Hosts, Service Assistant, Front of House Supervisor, Back of House Supervisor, Kitchen Team Member, Server	
Capanna Coffee & Gelato	2441 James St, Coralville	(319) 338-5697			
Caribou Coffee	2445 2nd St., Coralville	(319) 354-2297	Apply on-line : http://ipc.us	Shift Leader : Position Mission: The Shift Leader is responsible for the overall leadership and direction of the store in the absence of the Store Manager or the Assistant Store Manager. The Shift Leader is responsible for ensuring the team has a clear understanding of goals, expectations, products, cleanliness, new directives and customer connections during the shift. This position manages the shift requirements for labor, customer service and employee tasks, in accordance to Caribou Coffee standards. The Shift Leader maintains a consistent and outstanding guest experience while supporting daily sales goals.	
Fareway Stores	2530 Westwinds Dr., Iowa City	(319) 351-6082		Grocery Clerk : Support and assist the grocery department through various tasks. Prospective employees should be outgoing, friendly, hard-working, dependable and a team player. Most positions are initially part-time. Part-time positions may lead to full-time employment based on job performance and available openings. To be in compliance with state and federal child labor laws, employees under 18 years of age may have restricted job duties, responsibilities and hours of work. Must be at least 14 years old or older to work in the grocery department	
Fareway Stores	2765 Commerce Dr., Iowa City	(319) 248-1995		Grocery Clerk : Support and assist the grocery department through various tasks. Prospective employees should be outgoing, friendly, hard-working, dependable and a team player. Most positions are initially part-time. Part-time positions may lead to full-time employment based on job performance and available openings. To be in compliance with state and federal child labor laws, employees under 18 years of age may have restricted job duties, responsibilities and hours of work. Must be at least 14 years old or older to work in the grocery department	

Fareway Stores	615 Westwood Dr. PO Box 96, North Liberty	(319) 626-6798		Grocery Clerk : Support and assist the grocery department through various tasks. Prospective employees should be outgoing, friendly, hard-working, dependable and a team player. Most positions are initially part-time. Part-time positions may lead to full-time employment based on job performance and available openings. To be in compliance with state and federal child labor laws, employees under 18 years of age may have restricted job duties, responsibilities and hours of work. Must be at least 14 years old or older to work in the grocery department
LEDI Family Restaurant	125 E. Zeller St. Ste B & C, North Liberty, IA		Apply in Person at the store	Servers : New restaurant opening in North Liberty! Ledi Restaurant is currently hiring for Servers. Servers will greet and take food/drink orders from customers, serve orders and respond to customer requests. Servers will be expected to assist in maintaining a clean work area and completing all opening and closing duties as required. Possessing strong customer service skills, the ability to remaining attentive to the customers throughout their dining experience and adhering to service standards are key to this position.
Lucky's Market	1668 Sycamore St., Iowa City	(319) 359-1902	Apply online at www.luckysmarket.com	Front End Cashier, Grocery Team Member and Culinary Team Member Cashier/Customer Service-Crew Member : reach and move items as high as 6 feet and as low as 6 inches off the ground control and utilize equipment safely and correctly including product preparation equipment and utensils accurately and efficiently use a cash register count, separate, and weigh all types of food products and inventory items effectively communicate to customer and co-workers (reading, speaking, hearing, writing. etc) understand directions, instructions, and product specifications process and complete customer orders including taking phone orders.
Little Ceasars	601 Hollywood Blvd, Iowa City	(319) 466-7422	Apply in Person at the store	
Natural Grocers		1404 S. Gilbert St., Iowa City		Hiring Crew member
McDonald's	All Iowa City, North Liberty & Coralville locations			Taking applications for various positions
Taco Bell	901 Hwy 6 E, Iowa City, IA	(319) 354-6737	Stop in for details	Hiring for all positions
Hy Vee	All Iowa City & Coralville locations		www.hy-vee.com/careers	Hiring for various positions, inquire within stores.
Olive Garden	930 25th Ave, Coralville	(319) 339-9100	Call the store for details	Hiring for all Culinary positions

Perkins	819 1st Ave, Coralville, IA	(319) 351-1260	Apply online at www.jobs.net/jobs/perkins-and-marie-callenders	<p>Cashier : POSITION ACTIVITIES AND TASKS:</p> <ul style="list-style-type: none"> •Reports to work well-groomed, in clean and proper uniform and practices good personal hygiene. •Greets and converses with guests during the service cycle. •May perform duties of greeter and seat guests and provide menus. •Performs debit/credit and cash transactions. •Maintains cleanliness of work station. •Monitors and oversees food temperatures during hot and cold handling to reduce the incidence of risk factors known to cause food borne illness. •May assist with delivery of take out and/or bakery items to guests. •Performs side work during shift downtime to assist other staff including but not limited to rolling silverware, restocking condiment holders and cleaning work areas and restrooms, etc. 	
Papa Murphy's Pizza	2300 Muscatine Ave., Iowa City	(319) 338-3808	Stop in or call for details	Hiring crew members, Prep person, Shift Supervisor and Store Manager	
Wendy's	2804 Commerce Dr., Coralville	(319) 545-3095	Inquire within the store or call	Hiring crew members, FT/PT Assistant Manager	
Trader Joe's	920 Ponseti Way, Coralville (Iowa River Landing)		Apply at the store	<p>Crew Member : Come visit us on Wednesday 8/23 from 10am-6pm and Thursday 8/24 and Friday 8/25 from 9am-6pm at 920 Ponseti Way, Coralville, IA 52241. Our Crew Members create a warm and friendly shopping experience in our stores. We answer questions, offer suggestions and ensure our customers know they are welcomed and cared for. We entertain customers and making grocery shopping an exciting adventure. Some responsibilities include:</p> <ul style="list-style-type: none"> •Working on teams to accomplish goals •Operating the cash register in a fun and efficient manner •Bagging groceries with care •Stocking shelves •Helping customers find their favorite products <p>Pay Range : \$10.00- \$15.00</p>	
Factory/Manufacturing/Industrial					
Proctor & Gamble					

<p>Whirlpool Amana</p>	<p>Amana, Iowa</p>	<p>(319) 622-5511</p>	<p>Apply on-line at www.whirlpoolcorp.jobs</p>	<p>Production Team Member: As an hourly production team member, you will need to work in a fast paced, high-speed environment, following standardized work, and adhere to safe work practices in a continuous improvement environment.</p> <p>What You Will Do</p> <ul style="list-style-type: none"> •Fasten or assemble light and medium size parts •Operate electrical, hydraulic and air activated hand tools •Read and follow standard work directions on the assembly line •Work in a team environment embedded in lean manufacturing methodology •Drive plant performance through Safety, Quality, Delivery and Cost metrics <p>Qualifications</p> <p>What You Need to Succeed</p> <ul style="list-style-type: none"> •Must be 18 years of age and have obtained a high diploma or equivalent •Ability to work any shift •Flexibility to work overtime as scheduled, including on Saturdays 	
<p>Healthcare/Human Services</p>					
<p>Goodwill of the Hartland</p>	<p>Iowa City</p>		<p>www.workatgoodwill.com</p>	<p>Warehouse Clerk I- Retail Support Center: seeks a Warehouse Clerk I to be responsible for inventory, shipping/receiving, movement, and storage of materials within the Retail Support Center. Duties will be to reconcile the count of materials shipped/received and stored, perform record keeping functions. Presort donations received. Operate forklift to load and unload trucks and move materials to designated areas in the work center, while maintaining an orderly work area. Operate textile baler. Light to moderate physical work that requires occasional lifting up to 50 pounds, and regular lifting of 20 pounds. High school diploma or GED is required. One year employment in a warehouse/industrial job required. The work schedule will be Monday - Friday 7-3:30pm, 40 hours per week. Starting wage will be \$12.00 - \$13.30/hr with excellent benefits.</p>	

<p>Goodwill of the Hartland</p>	<p>Coralville/Iowa City</p>	<p>(319) 248-4705/ 248-4729</p>	<p>www.goodwillheartland.org</p>	<p>Production Clerk- Coralville & Iowa City Stores: Goodwill of the Heartland seeks FT Production Clerk, The schedule will be varied including days, evenings, and weekends. This is a fast paced, hard working position within a team environment in which you will receive, process, and price donated items for sale in the store. We are more than a retail store – come work for a greater purpose! Applicants need great interpersonal and exceptional cash handling skills. Starting pay range is \$10.75 - \$11.92/hour plus excellent benefits. Apply online only at www.workatgoodwill.com.</p>	
<p>Prelude Behavioral Services</p>	<p>430 Southgate Ave, Iowa City</p>	<p>(319) 351-4357</p>		<p>Recovery Assistant: We are seeking part-time Recovery Assistants in the Iowa City area. In this role, you will:</p> <ul style="list-style-type: none"> •Monitor and document patient behavior, facilitate patient activities, and coordinate treatment with counseling staff. •Complete admissions paperwork and conduct initial patient orientation. •Update our electronic records with status changes, progress notes, and reports. •Facilitate groups using approved curriculum. •Administer breath tests and collect urine samples as needed. <p>Hours will be primarily evenings and weekends; may include an occasional overnight.</p> <p>Qualifications include high school diploma or equivalent, excellent communication skills and ability to access and record information in electronic records on a computer. Experience in human services field or as a CNA helpful.</p>	

<p>System Unlimited</p>	<p>2533 Scott Blvd SE, Iowa City</p>	<p>(319) 338-9212</p>	<p>apply online at www.sui.org/human-resources/careers.</p>	<p>Direct Support Professional: Engage people in recreational and leisure activities to help them build independent living skills</p> <ul style="list-style-type: none"> •Assist with people's day-to-day needs (transportation, personal cares, preparing meals, etc.) •Go with people into the community to do activities (bowling, painting ceramics, greenhouse visits, etc.) •Provide encouragement and coaching to people who are working to develop daily living skills & healthy habits •Write documentation about the supports you provided during your shift. <p>Development of skills that you can take with you anywhere: effective communication, creative problem solving, and collaboration with diverse teams</p> <ul style="list-style-type: none"> •Paid training & a fun work environment •Over four weeks of paid time off for full-time staff •Pay starting between \$10.60-\$12.10/hour depending on education, experience, and placement •Opportunities for people who are brand new to the field and for seasoned staff 	
<p>REM Iowa Community Services</p>	<p>1985 Holiday Rd, Coralville, IA</p>	<p>(319) 354-0788</p>	<p>Apply online at https://jobs.thementornetwork.com</p>	<p>Direct Support Professional (20 Positions): Based in community settings, DSPs provide assistance with daily activities such as meal preparation, personal hygiene, and medication administration.</p> <p>Caregivers may also facilitate community involvement by accompanying individuals on outings in the community or providing transportation to work or other activities. In addition, DSPs support therapeutic and behavioral plans in partnership with clinical staff to enhance the quality of life for those we support.</p> <p>Full time, part time and on-call positions are available. Evenings and Weekend shifts allow schedules to fit around school, other employment, or family commitments. Some overnight positions even allow you to sleep.</p>	
<p>Reach For Your Potential</p>	<p>1705 S 1st Ave #1, Iowa City</p>	<p>(319) 354-2983</p>	<p>Apply online at www.careerbuilder.com</p>	<p>Service Coordinator Assistant/ Scheduler: The Service Coordinator Assistant II is responsible for Direct Care staff schedules and some revisions to the staff schedules in the absence of the Service Coordinator. The Service Coordinator Assistant II works closely with the Service Coordinators to manage staff schedules and ensure members are receiving the best possible services. Pay rate : \$14.50/Hour</p>	
<p>Hotel/Apartment</p>					

Best Western Canterbury Inn	704 1st Ave, Coralville	(319) 351-0400	Apply in person	<p>Night Audit : Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.</p> <p>Operate computers programmed with accounting software to record, store, and analyze information.</p> <p>Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.</p> <p>Comply with federal, state, and company policies, procedures, and regulations.</p> <p>Operate 10-key calculators, typewriters, and copy machines to perform calculations and produce documents.</p> <p>Receive, record, and bank cash, checks, and vouchers.</p>
Hampton Inn	4 Sturgis Corner Dr., Iowa City	(319) 339-8000	Stop at the hotel for details	Accepting applications for various positions
Hampton Inn	1200 First Ave, Coralville	(319) 351-6600	Stop at the hotel for details	Hiring for Night Auditor, Guest Service Representative, Clubroom host
Sheraton				
Mariott				
Super 8				
Heartland Inn				
Holiday Inn				
Comfort Inn				
Banking/Finance				
Hills Bank & Trust			Apply online: www.hillsbank.com	Hiring for multiple positions, check the website for details.
MidwestOne Bank	500 S Clinton St., Iowa City, IA			<p>Hiring File Maintenance/Dep. Service Rep, Service Banker, Service Associate, Mortgage Post Closing Intern.</p>

<p>UICCU</p>	<p>2355 Landon Rd., North Liberty, IA</p>	<p>(319) 339-1000</p>	<p>UICCU.ORG</p>	<p>Member Service Representative I : Position Mission: The Shift Leader is responsible for the overall leadership and direction of the store in the absence of the Store Manager or the Assistant Store Manager. The Shift Leader is responsible for ensuring the team has a clear understanding of goals, expectations, products, cleanliness, new directives and customer connections during the shift. This position manages the shift requirements for labor, customer service and employee tasks, in accordance to Caribou Coffee standards. The Shift Leader maintains a consistent and outstanding guest experience while supporting daily sales goals. Pay range for this hourly position is \$14.07 - \$21.10 with a monthly incentive opportunity and a progressive benefits package. Performs essential duties and responsibilities in the following areas which may include, but are not limited to those listed and are subject to change:</p>	
<p>UICCU</p>	<p>2355 Landon Rd., North Liberty, IA</p>	<p>319-339-1000</p>		<p>Insurance Processor : UICCU is currently seeking an accurate, patient, analytical individual to join our Insurance team. The Insurance Processor (IP) works closely with the Senior Account Managers (SAM), Account Managers (AM), Licensed Insurance Agents (LIA), Customer Service Representatives (CSR) and Producers. The Insurance Processor will process all mail items, pull and process all company notices, distribute web quotes to LIAs and Producers, bind policies and prep for mailing, process commercial renewals, endorsements and audits. This position requires a stable, precise, hard worker, who will strive to do their best on every project. If you are a consistent, detailed person who wants to work for a company who will value your accuracy and reward your loyalty and careful work, we want to talk to you! Salary Range : \$12.76- \$19.14</p>	
<p>Veridian Credit Union</p>					
<p>Wells Fargo</p>				<p>i</p>	
<p>Collins CCU</p>					
<p>Money & More</p>					
<p>Check' N Go</p>					
<p>Government/Office Jobs</p>					

<p>Johnson County</p>	<p>4810 Melrose Ave, West Iowa City</p>		<p>Apply online at www.johnson-county.com</p>	<p>Seats Casual Driver (20hrs.): Drive a para-transit vehicle and transport elderly and disabled individuals from point to point throughout Johnson County. Operate a wheelchair lift for assisting individuals into and out of the vehicle. Assist passengers with groceries, packages and/or meal delivery. Follow schedule when picking up and dropping off passengers. Communicate cancelled rides, schedule changes/updates, and incidents with dispatcher. Assume responsibility for safe operation of vehicle and report any malfunctions, defects, or accidents. Perform pre and post-trip inspections checking general vehicle operations according to departmental standards. Complete route trip sheets, fare reconciliation and other forms. Obey traffic laws and regulations. Salary: \$17.90/hr</p>	
<p>Johnson County</p>	<p>855 S Dubuque St, Iowa City</p>		<p>Apply online at www.johnson-county.com</p>	<p>Protecting Children (CPPC) seeks an AmeriCorps member to strengthen all strategies and increase child abuse prevention efforts by supporting the implementation of the four (4) strategies to engage the community in the protection of children. The 4 strategies are: Neighborhood Networking; Family Team Meetings; Shared Decision Making Team; and Policy and Practice Change. The CPPC Program is implemented through Johnson County Social Services. Be detail-oriented when working with documents and information Work independently and in team efforts Use a computer for the purposes of word processing, data entry, spreadsheets, presentations, email and the Internet Operate common office equipment such as typewriters, calculators, fax and postage machines, photocopiers, and multi-line telephones Organize and present facts, ideas, and opinions clearly and concisely, orally and in writing Have clarity of speech and hearing which permits effective communication Follow oral and written instructions Handle low to moderate levels of stress, meet deadlines and solve problems appropriate to the position Have sufficient manual dexterity to make handwritten notations and which permits moderate use of a keyboard and mouse Have sufficient vision which permits moderate production and review of a wide variety of materials both in electronic and hardcopy forms. AA/EOE Salary Range : \$12,530/Year</p>	

Johnson County	913 S Dubuque St, Iowa City	(319) 356-6038	Apply online at www.johnson-county.com	<p>Planning, Development and Sustainability Intern: Under supervision, researches and reviews applications for subdivisions and rezoning, researches pertinent data and prepares reports, provides staff assistance to various boards and commissions, and assists the public. Minimum Education, Training and Experience & Special Requirements: Completion of at least two years in undergraduate planning program. Bachelor's degree with acceptance into an Urban and Regional Planning Graduate Degree program and GIS experience preferred. Special requirements: Valid driver's license and insurable under County liability coverage. May also require use of private vehicle for official business. Salary: \$13.50/Hour Job Type: Internship Location: Planning, Development & Sustainability County Admin Building 913 S Dubuque St Suite 204, Iowa City, Iowa</p>
City of Iowa City	410 E Washington St, Iowa City	319-356-5020	www.icgov.org/jobs	Check website for current job openings and full job description
City of North Liberty	3 Quail Creek Circle, North Liberty	319-626-5700	http://northlibertyiowa.org	Check website for current job openings
Iowa City School District	1725 N Dodge St., Iowa City	(319) 688-1000	www.iowacityschools.org	Check website for current job openings
City of Coralville	1512 7th St, Coralville	319-248-1700	www.coralville.org/jobs	<p>Sport Site Supervisor: Manage the concession stand selling pop, water, and food items like pizza, hotdogs, popcorn, and candy. Check fields for playability and oversee staff and programming. Youth Counselor-Camp Coralville, Wickham Before and After School Program: Supervising & assist children in a variety of activities. K - 6th grade in a before and after school program. Some activities include: competitive and non-competitive</p>

			Same as above	<p>Youth Sports Park Concession Worker : Coralville Youth Sports Park Concession Worker: April 10 - end of July; Shifts available every night Monday - Friday 5:00 PM - 9:30 PM and some weekends. Youth Counselor-SPARK(Summer Park & Rec Kids) Central and South Day Camp: SPARK Central Day Camp is now accepting applications for Youth Counselors. One of the most memorable & best summer positions you can have! SPARK, Summer Park And Rec Kids, is a day camp for children who have completed Kindergarten through those entering 6 th Grade. Creekside Concession Worker: Coralville Creekside Complex Concession Worker: April 25 - October 31; Shifts available every night Monday - Friday 5:30 PM - 10:30 PM and some weekends.</p>	
Services/Warehouse					
	Affordable Cleaning Services		(319) 471-3880 www.staycleanmyfriends.com	Hiring part-time and full-time Environmental Technician: Environmental Technician shall be trained in the performance of 2 or more areas such as carpet cleaning, janitorial, house cleaning, or maid service. (See individual job descriptions for these.)	
	Autozone	13 Hwy 1 W, Iowa City	(319) 354-8224 Apply in person at the store	We are looking for customer friendly individuals to assist our customers in getting the right product for the right price. Automobile knowledge a plus but not required.	

Billion Auto	2641 Mormon Trek Blvd, Iowa City	(319) 499-4641	Apply in person at the store or online at http://billion.hireclick.com	<p>Office Assistant : Billion Automotive is seeking a full-time Office Assistant at our Collision Center!</p> <p>Duties for the Office Assistant will include, but not be limited to:</p> <ul style="list-style-type: none"> • Answering phones and directing them to appropriate departments • Filing/Data Entry • Generating Invoices and Repair Orders and Auditing for accuracy • Accepting payment from clients • Greeting walk in customers and assisting them with their requests • Other duties as assigned <p>We offer a competitive benefits package to all full time employees including health, dental, vision, life, and disability insurance and 401(K).</p> <p>We are an Equal Opportunity Employer (EOE).</p> <p>Qualified candidate must have:</p> <ul style="list-style-type: none"> • High School Diploma/GED • Valid driver's license/clean driving record • Strong customer service skills • Ability to multi task and work well with multiple interruptions 	
Geico	2213 2nd St, Coralville	(319) 466-3512	www.geico.com/careers	<p>Customer Service Representative - Entry : If you enjoy interacting with people, providing outstanding customer service and are looking for a rewarding career, GEICO may be the right place for you! Our Customer Service Representatives are licensed insurance professionals who delight customers every day by providing exceptional, personalized customer service.</p> <p>Through our industry-leading, paid training program, you will learn all about insurance policies and regulations, and how to best assist our customers. As a Customer Service Representative, you will use your strong communication skills to answer calls and properly handle customer inquiries, explain insurance coverage and update policies.</p>	

<p>Good Samaritan Society</p>	<p>6 Hawkeye Dr. Ste 101, North Liberty</p>		<p>Apply online at www.aplitrak.com</p>	<p>Service @ Home Caregiver : Job Description Provides care to assigned clients in a caring, safe and efficient manner; and is responsible to perform the following according to Good Samaritan mission, agency standards, procedures and individualized client service plans. * Assists clients with dressing/undressing as defined by client service plan. * Provides personal hygiene care (oral care, hair care, shaving, nail and skin care, bathing, toileting and/or peri care) as defined by the client service plan. * Transfers and provides client positioning and support according to service plan. * Assists clients with simple meal preparation. Measures and prepares special diet according to service plan. Assists clients with fluid and food intake. * Assists clients to keep home area clean and orderly and assists with laundry as defined by the client service plan. * Remind client of self-medication per service plan. Reports any deviation of clients not taking meds per service plan. * Under stands and accepts emotional needs of each client. Observes behavior changes and reports to appropriate staff. Employment Type: On Call / PRN Hourly: 10.00 - 12.00 Shift: Various Shifts Available</p>	
<p>FedEx Supply Chain</p>	<p>North Liberty</p>			<p>Shipping and Receiving Clerk I : General Summary... Performs all activities related to the accurate and timely shipping and/or receiving of product. This Position Will Be Responsible For... Prepare products to be received or shipped from warehouse/department. Match actual product to associated documentation; record transactions in Warehouse Management System (WMS). Research and resolve discrepancies between actual product and associated documentation. Prepare routine activity reports. Respond to internal and external requests for information regarding receiving/shipping data or issues. Perform work safely and in accordance with company and customer standards and safety regulations. Report any and all unsafe conditions to the appropriate person. Perform additional related duties in the department.</p>	

<p>Mass Market</p>	<p>2937 Sierra Ct SW, Iowa City</p>	<p>(866) 577-2461</p>	<p>Apply online at www.click2apply.net</p>	<p>Call Center Rep: RESPONSIBILITIES:</p> <p>WHAT IS A CALL CENTER REPRESENTATIVE AND WHAT DO THEY DO?</p> <p>In this role, you will be responsible for handling outbound sales inquiries using state-of-the-art contact center technology and customer experience methodology. As a highly trained expert on products, technology, and business process you will work on behalf of some of the most recognized brands in the world. This role requires you to interact with hundreds of customers each week across the country to resolve support issues, sell new products and services, and ensure best in class customer experience. In addition to being the best in the business when it comes to customer interactions, you will need to be confident, fully engaged, a team player, and dedicated to bringing a positive and enthusiastic outlook to work each day. In addition to being an all-around great asset to the team, our entry level sales representatives are responsible for the following tasks.</p>	
<p>Superior Janitorial</p>		<p>(319) 390-1817</p>	<p>a</p>	<p>Cleaner : Needed immediately! Part-time opening to clean restrooms in a large retail store once a day Monday through Sunday in the morning (must finish by 11:00 am), and twice a day on weekends, once in the morning (also by 11:00 am) and once in the afternoon (about 3:00 pm). this position pays \$10.00 per hour every trip you make.</p> <p>Salary Range: 10 - 10 /hr</p>	

<p>UPS</p>	<p>2401 James St, Coralville</p>	<p>(319) 338- 8957</p>	<p>Apply online: http://upscareers.jobs/Coralville-ia</p>	<p>Part-Time Package Handler : Shift: Sunrise (4:00 AM - 8:30 AM)</p> <p>UPS is hiring individuals to work as part-time Package Handlers . This is a physical, fast-paced position that involves continual lifting, lowering and sliding packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs. Part-time employees usually work 3 ½ - 4 hours each day and workdays can vary (Monday - Friday) or (Tuesday - Saturday) depending on the building needs. Package Handlers typically do not work on holidays.</p> <p>Package Handlers receive a competitive hourly rate and also an attractive benefits package. Please note that these opportunities are part-time only working approximately 17 1/2 - 20 hours per week.</p> <p>UPS provides an excellent employment opportunity for students. Through the UPS Earn and Learn program, our student employees receive all the paid benefits of a great part-time job with UPS, plus outstanding education assistance of up to \$2,625 per semester / \$5,250 per year with a maximum lifetime benefit of \$25,000. This assistance can be used for tuition, books and fees as long as you are attending an approved college, university, trade or technical school. You will be eligible for the Earn and Learn program on your first day of work.</p>	
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General Dynamics	2400 Oakdale Blvd, Coralville	(319)319-665-7946 or e-mail: kelli.breitbach@gdit.com	Apply online: https://careers-gdit.icms.com	Customer Service Representative : The CMS Customer Service Representative is responsible for delivering general healthcare information to callers. Customer Service Representatives are expected to work their assigned schedule and to be ready and available to take related healthcare calls; as business requirements dictate. The Customer Service Representatives use basic office equipment and technology such as telephones; email; and web browsers to perform their duties. The processes that the Customer Service Representatives must follow are well defined and documented in standard operating procedures and scripts. Prescribed scripts must be read verbatim to the caller. Neither subject matter knowledge nor independent decision making is required by this position. Salary Range : \$11.63/hr. The Customer Service Representative I will follow scripting when taking either calls to determine when to transfer the caller to a Customer Service Representative II.	
Thomas L. Cardella & Associates	2000 James St. Suite 101 A, Coralville				
Barker Apartments	535 Emerald St., Iowa City	(319) 337-4323		Apartment Complex Housekeeper : Large apartment complex in Coralville is looking for a head housekeeper. \$12/hr plus benefits including paid health insurance, vacation and sick leave. Monday thru Friday 8-12 & 1-5. Responsible for cleaning common areas and rental office. Also deep cleaning of apartments when they are vacated. Apply in person at 535 Emerald St., Iowa City.	
Boyd Crosby Construction Inc	4212 Sue Linda Circle, Iowa City	(319) 936-5730	Call or e-mail : bcci@mchsi.com	Office Clerk/Construction Estimator : Looking for part-time office clerk. Position will involve general office support duties with an emphasis on job costing and computer skills. Will work 14-20 hours weekly. Good computer skills necessary. Construction or accounting background preferred, construction cost estimating skills are preferred. Salary Range: 12 - 18 /hr	

<p>CarePro Pharmacy</p>	<p>North Liberty</p>		<p>www.careprohs.com</p>	<p>full time Customer Care Associate. This position is scheduled for Monday thru Friday and rotating Saturday mornings. The successful candidate will be dependable, seeking long-term employment, have excellent communication and people skills and be team oriented while providing exceptional customer service.</p> <p>Duties of the position include, but are not limited to:</p> <ul style="list-style-type: none"> •Operating a cash register •Assisting retail customers •Answering a multi-line telephone •Processing and reconciling deliveries •Must be detail oriented with excellent organizational skills and must enjoy working with patients/customers •Computer skills required, including competency with Microsoft office and 	
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<p>Services @ Home Caregiver</p>	<p>6 Hawkeye Dr. Ste 101, North Liberty</p>		<p>Apply on-line at www.apltrak.com</p>	<p>On Call/PRN: Provides care to assigned clients in a caring, safe and efficient manner; and is responsible to perform the following according to Good Samaritan mission, agency standards, procedures and individualized client service plans.</p> <ul style="list-style-type: none"> * Assists clients with dressing/undressing as defined by client service plan. * Provides personal hygiene care (oral care, hair care, shaving, nail and skin care, bathing, toileting and/or pericare) as defined by the client service plan. * Transfers and provides client positioning and support according to service plan. * Assists clients with simple meal preparation. Measures and prepares special diet according to service plan. Assists clients with fluid and food intake. * Assists clients to keep home area clean and orderly and assists with laundry as defined by the client service plan. * Remind client of self-medication per service plan. Reports any deviation of clients not taking meds per service plan. * Under stands and accepts emotional needs of each client. Observes behavior changes and reports to appropriate staff.ff. <p>Salary Range: 10 - 12 /hr , Various Shifts Available</p>	
<p>Sodexo Inc.</p>			<p>Apply online www.my.jobs/iowa-city-ia/environmental-svc-attnd</p>	<p>Environmental Service Attendant : The Environmental Svc Attnd may work in any location on client premises. This individual cleans and keeps in an orderly condition facilities or locations in the areas of commercial, health care, schools, universities or other establishments. The general responsibilities of the position include those listed below, but Sodexo may identify other responsibilities of the position. These responsibilities may differ among accounts, depending on business necessities, client requirements and applicable industry standards.</p>	

<p>Remedy Intelligent Staffing</p>	<p>36 Sturgis Corner Drive, Iowa City</p>	<p>(319) 337-8367</p>	<p>www.remedystaffing.com</p>	<p>Product Packaging Specialist : we are currently seeking 2nd shift workers for several positions available in Production at Oral B facility. The associate will be working on the Power Pack line placing materials into boxes and ensuring the product and packaging is not damaged or flawed. We also have openings on 1st and 3rd shift.</p> <p>The associate's work will include:</p> <ul style="list-style-type: none"> • Standing in a stationary position and placing product into passing boxes • Placing product and information into the container, ensuring product is not damaged • Ensuring all packaging and display material is undamaged and in good condition • Assembling boxes and packaging for the product • Placing product onto pallets for shipment • Maintaining a clean work area free of debris or trip hazards 	
<p>CIT Charters Inc</p>		<p>515-233-0286</p>	<p>email resume to aedmonds@Citbus.com</p>	<p>Charter Bus Driver - 3 Positions Position is based out of Iowa City. Looking for over the road motorcoach drivers.</p> <p>Hiring full time experienced drivers. Employer is also willing to hire part time experienced drivers as well. We are looking for people with great interpersonal skills, and we think that people who have worked retail or restaurant make great motorcoach operators. We pay \$15 an hour for in-state work, and a minimum of \$125 a day for interstate driving. Because it is a service industry, our drivers make additional money in service rewards from their customers, often making as much as their wages on a particular day.</p> <p>Anyone hired would have to pass a pre-employment drug screen and have a driving record with less than 3 moving violations in the past three years. Transport children, so a full background check that includes nationwide criminal background and child and elder abuse registries is required. Offer paid training for drivers to get their CDL with a contract of employment for 1 year.</p> <p>Flexible schedules and routes for instate and out of state travel. Employer is willing to work with their employees on scheduling shifts.</p> <p>Salary Range: 15 - /hr</p>	
<p>Employment Agencies</p>					

Key Resources	2500 Heinz Rd, Iowa City	(319) 354-3922	Apply in-Person	<p>Production Line Leaders on 1st and 2nd shifts : sets up assembly lines, makes sure correct product is on the line, trains how to assemble components, and pack product per documented work instructions. Makes sure units are packed correctly.</p> <p>Responsible for line clearance</p> <p>orders components and product when required</p> <p>perform reconciliation process with verification with quality auditor</p> <p>print LPNS and Placards when required</p> <p>Assembly line samples</p> <p>Verifies all lot coding is correct</p> <p>Print and submits daily production reports.</p> <p>Ability to communicate in English and Spanish</p> <p>Ability to efficiently operate computer and hand-held scanners for work functions.</p>
Key Resources	2500 Heinz Rd, Iowa City			<p>2nd Shift Line Leaders & Line Workers : High volume packaging facility is in need of Line Leaders, Quality Assurance Auditor and line workers for 2nd shift.</p> <p>Entry level with opportunity for long term growth.</p> <p>Experience in production environment preferred.</p> <p>set up assembly lines, make sure correct product is on the lines.</p>
Labor Ready Midwest, Inc	1834 18th Ave, Iowa City	(319) 358-6550	Apply in-Person	<p>Warehouse/Assembly Worker : This position is for the Iowa City /Coralville /North Liberty/ and West Branch. It is a warehouse and assembly position putting Refrigerator parts together and packaging the parts for shipment. Requirements: Vehicle and Background check.</p> <p>Salary Range: 10 - 10.75 /hr</p>
Kelly Services	28 Sturgis Corner, Iowa City	(319) 337-3002	Apply on-line at www.kelly-services.jobs	<p>Customer Service Positions in Iowa City : The primary focus of this role will be telephone contact, correspondence, and other clerical activities required for the implementation of assigned projects involving ACT testing programs. Perform data entry into computerized systems, supporting the ordering, distribution of materials for ACT Special, State Special, and National Extended Time testing programs. Use multiple systems to locate, track, and edit student and test information. Maintain security and confidentiality of information and materials. Maintain ACT Accommodated testing files, including preparing and retrieving request forms. Assist co-workers in all aspects of their jobs and perform these duties in their absence. Attention to detail is essential.</p>
Seasonal Jobs				

H & R Block	1713 2nd St., Coralville		Apply at www.hrblock.com/careers > Tax Office Jobs	Receptionist: Seeking talented to join our network of professionals, serving clients with diverse tax needs. - Greeting clients in a personalized, friendly, and inviting manner - Matching clients with the best-suited tax professional for their needs - Scheduling clients how they would like to be scheduled - Handling client exits by ensuring all current and future needs are met - Maintaining office cleanliness and organization of resources with team members - Other duties as assigned