

Retail				
Company name	Location/Address	Phone Number	How to apply	Positions Available
Costco	2900 Heartland Dr., Coralville	(319) 545-3200	www.costco.com/jobs	Hiring for multiple positions including: Cashier, Cake Decorator, Tire Installer, Meat Cutter, Membership Assistant, Pharmacy Sales Assistant, Food Service Assistant
Dollar Tree	2515 Corridor Way Ste 2, Coralville	(319) 499-6048	www.DollarTree.com	Operations Assistant Manager: Responsible for assisting with all operational tasks within the store as delegated and assigned by the Store Manager with main focus on the front-end and sales floor operations. Also assist with the hiring, training and development of store associates as delegated by the Store Manager
Lowe's	2701 2nd St., Coralville	(319) 545-8300	www.lowes.com	
Walgreens	2214 Muscatine Ave., Iowa City	(319) 354-2670		Customer Service Associate : Models and delivers a distinctive and delightful customer experience. * Registers sales on assigned cash register, provides customers with courteous, fair, friendly, and efficient checkout service. Customer Experience * Engages customers and patients by greeting them and offering assistance with products and services. Resolves customer issues and answers questions to ensure a positive customer experience.
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	Hiring for multiple positions including: Major Appliance Customer Service Specialist, Sales Consultant,.
KUM & GO, LC	Iowa City, Coralville, Tiffin, West Branch		Apply online at www.kumandgo.com	Iowa City, Coralville, North Liberty and Tiffin locations are hiring for FT & PT Sales Associate, Store Overnight Shift Lead, Store Flex Pool Associate.
Menards	Iowa City	(319) 358-5410	www.menards.com	Now hiring Cashier, Morning Stock, Outside Yard Team/Receiving Team, Order Pick Up & Delivery
Roggy Eye Cliniiic	708 5th St. #1, Coralville	(319) 569-1936		Front Desk Receptionist and Optical Assistant : Roggy Eye Clinic, a locally owned practice with a sincere commitment to our patients and the community, is recruiting for an outgoing, team player to join our staff as a Front Desk Receptionist/Optical Assistant.
Walgreens	Iowa City (Creekside area)	(319) 354-2670		Customer Service Associate : External Basic Qualifications: - Must be fluent in reading, writing, and speaking English. (Except in Puerto Rico) - Requires willingness to work flexible schedule, including evenings and weekend hours. Preferred Qualifications: - Prefer six months of experience in a retail environment. - Prefer to have prior work experience with Walgreens. Shift: Various
			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 PT Cashier
Burger King	550 1st Ave, Coralville	(319) 341-9408	www.bk.com	Cleaner . Assist with daily operations. <ul style="list-style-type: none"> · actively involved in the overall cleanliness of the restaurant through ongoing cleaning assignments that include cleaning of restrooms and washing of dishes, trash removal, sweeping and mopping. · Clean and stock guest areas. · Clean, sanitize and keep food areas stocked. · Meet restaurant and customer service objectives.
Burger Haul	112 E College St, Iowa City	(319) 354-3837		Janitorial : Perform daily and deep cleaning and sanitation of restaurant, floors, bathrooms and grounds. Empty and properly dispose of all trash. Handle cleaning chemicals as directed, including: safe use, storage and disposal of chemicals, following all safety guidelines and procedures. Perform other related duties as assigned by management. Experience preferred by willing to train.
Burger Haul	112 E College St, Iowa City	(319) 354-3837		Hiring Line Cook and Servers : We are a full service restaurant. All applicants must be self-motivated and committed to providing the highest level of service to our guests: – Being responsible for all preparations, interactions, and steps of service needed to exceed guest expectations
Culver's Frozen Custard	2591 Heartland Pl, Coralville	(319) 545-8255	www.culvers.com/restaurants	Team Member : -Provides personalized, exceptional guest service ensuring that every guest who chooses Culver's® leaves happy.
Coral Ridge Chick-fil-A	1451 Coral Ridge Ave. Ste 620, Coralville	(319) 625-2020	www.chick-fil-a.com/locations/ia	Hiring for Operations Supervisor, Kitchen Supervisor, Kitchen Team Member
Chomp Delivery	Iowa City, Coralville & North Liberty area	(888) 319-2824		PT Dispatch/Customer Service/Restaurant Support : This individual, once trained, will interact with drivers via our chat feature as well as other delivery related tools, assisting them with the delivery process as needed
Dollar Tree	Coralville, Iowa City & North Liberty		www.DollarTree.com	Hiring for Sales Floor Associate : • Responsible for assisting with the complete operations of assigned store, in conjunction with assigned tasks and duties. • Assist in the merchandising of the store. • Fully cross-trained to assist with cash register operations, customer service and stock replenishment.
Donnelly's Pub	110 E College St., Iowa City	(319) 338-7355	www.donnelyspub-ic.com	Cook : Looking for a cook to join our kitchen team! Kitchen experience preferred. Bartender : Looking for a part-time bartender to join our team! Bar experience preferred.
Dumpling Darling	213 Iowa Ave, Iowa City	(319) 338-2404	www.dumplingdarling.com	FT & PT Line Cook : We are looking to add an experienced and reliable line cook to our team. Responsibilities include cooking in an open kitchen, steaming and frying dumplings, preparing rice and noodle dishes on flat top, folding dumplings by hand, basic food prep, and cleaning.
Freddy's Frozen Custard & Steakhburgers	61 2nd St, Coralville	(319) 569-1080	https://freddys-iowa.submit4jobs.com	Assistant Manager Food Service : Seeking an assistant manager candidate with an understanding of sales, profits, and guest satisfaction. The ideal candidate will work closely with the management staff to maintain a strategic vision for the future of the restaurant while developing a culture that ensures great execution of food and service by the staff. Experience in hiring, training, and retaining employees is a plus.

Hurts Donut Company	1301 5th St. Ste 105, Coralville	(319) 499-1647		Bakery Team Member : Responsibilities include making donuts and other bakery items from scratch. Working with dough, frying, decorating, and serving customers are the main daily responsibilities. Other tasks such as cleaning and restocking are required. No prior experience or education is needed. Reliability is a very important trait for working at this donut shop. We offer flexible scheduling and competitive pay.
Olive Garden	930 25th Ave, Coralville	(319) 339-9100		To Go Specialist :
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
Five Below	1451 Coral Ridge Ave., Coralville	(319) 625-2078		Sales Associate : responsible for maintaining assigned area Sets and maintains Market Plan and other merchandise directives Assists with execution of company data integrity process Delivers exceptional customer service through personal contact with customers Interacts with and assists customers Assists in receiving and stocking procedures Unloads merchandise from trucks Checks in shipments
Hardee's	107 2nd St., Coralville	(319) 354-4275	www.hardees.com	Now hiring for various positions.
HuHot Mongolian Grill	917 25th Ave, Coralville	(319) 358-9100	www.huhot.com	Host : Our hosts greet incoming Guests, thank departing Guests, provide accurate wait times, seat Guests in a friendly manner and work in a fast-paced high volume environment.
Joe's Place	115 Iowa Ave, Iowa City	(319) 338-6717		Currently hiring for Kitchen Staff & Servers

Little Ceasars	601 Hollywood Blvd, Iowa City	(319) 466-7422	Apply in Person at the store	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.
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.
The Depot Express	1290 S Dubuque St., North Liberty	(319) 665-2754	www.thedepotexpress.com	Sales Associate: Sales Associates provide excellent customer service while assisting guests. This position is either full-time or part-time and is necessary to keep the store running smoothly.
Texas Roadhouse	2520 Corridor Way, Coralville	(319) 354-3489		Host: Texas Roadhouse is looking for a Host to greet every guest with a genuine welcome. Legendary Service starts with our Host Team and is an important part of the guest experience. Requirements: For more information about this position, please contact the restaurant and ask for a manager.
Pancheros Mexican Grill	Iowa City Locations	(319) 338-6311 or (319) 887-2600	www.pancheros.com/locations/iowa-city	Crew Member-Night Shift: Cooking from scratch every day, you'll learn all aspects of food preparation, from cutting and dicing to working the grill, making queso, and perfecting the art of fresh pressing and grilling a tortilla to order
Players	219 Iowa Ave, Iowa City	(319) 800-2199		Kitchen Staff : Players is looking for dynamic individuals to join our kitchen staff. Competitive pay based upon experience, fast paced work environment, employee discounts at all of our venues and more. Night and weekend availability is required.
Papa Murphy's Pizza	2300 Muscatine Ave., Iowa City	(319) 338-3808	Stop in or call for details	Hiring crew members, Delivery
Panera Bread	1646 Sycamore Mall, Iowa City	(319) 248-0007	http://panera-iowa.submit4jobs.com	Team Member: Looking for Closing Team Members to work during the week and weekend. Our Team Members receive a wage from \$12.00 to \$14.00 per hour with team tips!
Panera Bread	213 1st Ave, Coralville			Hiring for General, Assistant & Hourly Manager
Pizza Ranch	395 Beaver Kreek Center, North Liberty	(319) 626-7999		Delivery Driver: •Must be 18 years of age or older •Must have a driver's license valid under the laws of the state(s) where the team •member works, acceptable motor vehicle record, proof of insurance, and satisfactory vehicle
Popeye's Louisiana Kitchen	750 Coral Ridge Ave, Coralville	(319) 625-2240	apply online https://nowhiring.com/findyourjam	Hiring for Team Members
Reds Alehouse	405 N Dubuque St., North Liberty	(319) 626-2100	www.redsalehouse.com	Kitchen Help : We are looking for applicants interested in working in professional, fast-paced environments – but don't worry! Anyone with the desire to learn is welcome to apply! Located in North Liberty, Reds is the premier craft beer bar in the area and with a commitment to provide the best restaurant experience to all our guests.
St. Burch Tavern	127 Iowa Ave, Iowa City	(319) 341-7700	www.saintburchtavern.com	Assistant General Manager : The assistant general manager will be responsible for upholding St. Burch standards in hospitality and guest first thinking, managing services, mentoring staff, assuring that any and all guest issues are handled promptly and professionally, communicating with the kitchen team during daily services, having or developing a thorough understanding of our POS operating system and how to make necessary adjustments during service.

St. Burch Tavern	127 Iowa Ave, Iowa City	(319) 341-7700		<p>Line Cook : Line cooks are required to set up their workstations for a successful service.</p> <p>Clear communication in a fast paced work environment</p> <ul style="list-style-type: none"> • Willing to work as part of a team that is dedicated to excellence • Fire and plate dishes in a safe, timely manner.
SpareMe Bowl & Arcade				
Village Inn	9 Sturgis Corner Dr., Iowa City	(319) 351-1094	www.villageinn.com	Hiring Full Time & Part Time Host/Hostesses, servers, Line Cooks, Busers, Dishwashers
			Homecare/Social Services	
Care Initiatives	2200 Oakdale Rd, Coralville	(319) 351-8440	www.careinitiatives.org	<p>CNA Training: We are accepting applications for a qualified applicant to complete training for a full-time second shift C.N.A. position.</p> <p>General Purpose: Always working under the direction of a nurse, the CNA provides hands on nursing care to our residents. CNA's typically provide assistance with bathing, dressing, eating, toileting and oral care to people who cannot do these tasks alone. Paid training will be provided to become certified and work as a CNA at our location. Training will be completed at a local community college or at a designated Care Initiatives location.</p> <p>Qualifications:Education/Certification/License Willing to obtain Iowa Nursing Assistant Certification</p>
Caring Hands & More LLC	409 Kirkwood Ave., Iowa City	(319) 337-8922	https://caringhandsandmore.com	<p>Home Health Aide/In-Home Caregiver: Part time positions available to provide in-home care. Our caregivers provide that extra assistance needed to individuals so they can remain in their own home or at their current level of care in a facility. This job offers caring and compassionate people the opportunity to do important, fulfilling work while <u>building close, caring relationships</u>.</p> <p>Before and After School Teacher : Frog Hollow is seeking Before and after school teachers. Must love working with children. Applicant must be 16 or older, must successfully complete a criminal record check and physical. \$12 depending on experience/education. Hours are approximately M-F 7am-9am, M-F 2:30-6:30, Wednesdays 1:30pm-6:30pm. Full time hours are available during school breaks including summer, more hours are available during school weeks upon availability. Positions for only before or after school are also available.</p> <p>Job Types: Full-time, Part-time</p>
Frog Hollow Kid Campus	1085 W Penn St, North Liberty	(319) 626-2425		
Gentle Family Dentists	350 Beaver Kreek Center Ste.1, North Liberty	(319) 367-3116		<p>Scheduling Coordinator : Gentle Family Dentists is seeking a full-time Scheduling Coordinator in our fun, fast-paced office. This Scheduling Coordinator position requires excellent communication, organization, and critical thinking skills. Our team can be described as upbeat, hard-working, and always looking to improve.</p>
Good Shepherd Center	603 Greenwood Dr., Iowa City	(319) 338-0763		<p>FT/PT Early Childhood Assistant Teacher-Summer: Specific Responsibilities:</p> <ul style="list-style-type: none"> •Assist lead teacher as directed in order to provide appropriate early childhood experiences in all areas of development •Assist lead teacher in preparing the physical environment and maintaining order in that environment •Assist in supervising all activities to ensure the health and safety of the children •Assist lead teacher in communicating daily any concerns and information to parents regarding their children •Assist in all recordkeeping as requested
Iowa Wellness Center	1395 Jordan St. Unit C, North Liberty	(319) 289-0666	www.iowawellnesscenter.com	<p>Front Desk Receptionist: Our busy chiropractic office is searching for the right person to join our work family! Basic duties include answering phones, scheduling patients, greeting patients as they enter the clinic, checking out patients, assisting with some procedures and most importantly, always learning how to be better!</p>

Legacy Ridge Senior Living	1020 S Scott Blvd, Iowa City	(319) 341-0911		Ambassador: We're looking for someone to join our team! Position available is part time overnights, Saturday - Sunday from 11:00p - 7:00a.
Lantern Park Specialty Care	2200 Oakdale Rd, Coralville	(319) 351-8440	Lanternpark@careinitiatives.org	FT Dietary Aide : Under supervision of the Dietary Services Manager and on-site direction of the Cook, the Dietary Assistant provides assistance and support in the delivery of dietary services. Functions within strictly defined written procedures and verbal instructions with little or no latitude for variation or change.
NAMI Johnson County	1105 S Gilbert Ct. #200, Iowa City	(319) 337-5400	https://namijc.org	Resource Development Coordinator: National Alliance on Mental Illness of Johnson County (NAMIJC) is currently seeking applicants for a Resource Development Coordinator located in Iowa City, Iowa, with an anticipated start date of January 4, 2021. This is a part time position comprising of 20 hours/week, salary based on experience.
Melrose Meadows Retirement Community	350 Dublin Dr., Iowa City	(319) 341-7893		Housekeeper: Under direct supervision of the Executive Director, performs housekeeping and laundry duties required for the general maintenance of resident apartments and all common areas of the building.
Oaknoll Retirement Residence	1 Oaknoll Court, Iowa City	(319)351-1720	www.oaknoll.com	Receptionist PT: Seeking courteous, reliable candidates with good attention to detail and great customer service skills, who enjoy serving the older generations. Must be able to work independently.
Optimae Life Services	1121 Shirken Dr., Iowa City	(319) 337-2008	Apply in Person or online at www.optimaelifeservices.com	Direct Support Professional: Local agency has openings for Direct Support Professionals in the Iowa City area. They are hiring for all shifts and they are as follows 4pm to 12am and 12 am to 8 am they are also in need of staff available to work weekends all shifts(8am to 4pm) and (4pm to 12am) and (12am to 8am). Must be able to work every other weekend. Site and hours could vary due to customer needs. On-Call is required and paid time for calls and when have to go out. No experience necessary, will train. Must possess an aptitude & willingness & desire to work with persons experiencing mental illness and/or developmental disabilities in recovering living, learning, working & social roles in becoming independent in the community. A degree is preferred but not required. Must have a valid driver's license and car insurance. Must pass a criminal background check & driving record check
Prelude Behavioral Services				
Ronald McDonald House	730 Hawkins Dr., Iowa City	(319) 356-3939		Family Room Associate : We currently have an opening for part-time House Associates and Family Room Associates. This position will be trained to work at both the Ronald McDonald House in Iowa City and the Ronald McDonald Family Room inside the UI Stead Family Children's Hospital.
Spa Bilancia	59 2nd St., Coralville	(319) 359-1322		Front Desk Spa Assistant : •Check guests in and out, answer the phone, book appointments •Laundry •Light housekeeping •Actively promote the spa, treatments, services and retail as well as any promotions or discounts •Provide accurate and appropriate responses to all requests by guests, ensuring complete guest satisfaction
Systems Unlimited	2533 Scott Blvd SE, Iowa City	(319) 338-9212	apply online at www.sui.org/human-resources/careers .	Direct Support Professional: Engage people in recreational and leisure activities to help them build independent living skills •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. Development of skills that you can take with you anywhere: effective communication, creative problem solving, and collaboration with diverse teams •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

Reach for Your Potential	1705 S 1st Ave. #1, Iowa City	(319) 354-2983	www.rfyp.org	Direct Support Professional: Direct Care staff responsibilities vary greatly in connection with which members they work with. Some members require constant supervision and complete personal cares. On the other end of the scale, some only require verbal reminders to complete their daily tasks. The Direct Care providers are what make our agency work; they are expected to be dependable and care for the members with patience and attention to their individual needs and wants.
REM Iowa Community Services	1985 Holiday Rd, Coralville, IA	(319) 354-0788	Apply online at https://jobs.thementornetwork.com	Direct Support Professional: Based in community settings, DSPs provide assistance with daily activities such as meal preparation, personal hygiene, and medication administration. 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. 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.
Hotels & Apartments				
AmericInn Lodge & Suites	2597 Holiday Rd, Coralville	(319) 625-2400	www.wyndhamhotels.com/american/coralville	Housekeeper/maid: •Performs cleaning duties in all guest, lobby and laundry. •Professional and friendly appearance. •Maintains inventory of necessary supplies and stock the housekeeping cart. •Reports any necessary maintenance issues. •Follows hotel policies and procedures for sanitation and safety. •Performs additional duties assigned by the manager
Hotel Chauncy	404 E College St., Iowa City	(319) 519-6601	www.hotelchauncey.com	Housekeeping : As the Guest Service Representative, you will interact with our guests to ensure their expectations are exceeded. Ensures clear communication with guests during the arrival and departure experience, phone interactions as well as general requests from guests.
Hotel Chauncy	404 E College St., Iowa City	(319) 519-6601		Hotel Front Desk Clerk : As the Guest Service Representative, you will interact with our guests to ensure their expectations are exceeded. Ensures clear communication with guests during the arrival and departure experience, phone interactions as well as general requests from guests. Be well versed in promotions, events, pricing, and sales strategy to meet the guest's request. Efficiently handles all payments received.
Surestay Plus Hotel	200 6th St., Coralville	(319) 337-9797	https://workforcenow.adp.com	Night Auditor: The Night Auditor works as a Guest Service Representative and member of the Front Desk Team specifically responsible for auditing all revenue transactions, ensuring reports are accurate, credit card batches are transmitted correctly and cash is secured. Serves as acting Manager on Duty in the case of an incident or emergency.
Best Western Canterbury Inn	704 1st Ave, Coralville	(319) 351-0400	fd@daysinniowaicyt.com	Hiring for Front Desk:
Days Inn & Suites	704 1st Ave, Coralville	(319) 499-5958	www.wyndhamhotels.com	Hotel Front Desk Receptionist: The Front Desk Agent is responsible for processing check-ins/outs, securing payment, verifying and adjusting billing, and assisting guests with reservations and requests in a friendly, professional and timely manner.
Hawkeye Hotels-Coralville/Iowa City	2681 James St., Coralville	319-338-6000		Guest Service Agent/Front Desk: The main responsibilities include: To perform in a pleasant, professional, and efficient manner Front Desk responsibilities achieving timeliness, accuracy of information, and guest satisfaction as required by the brand and Hawkeye Hotels. Please note***The working schedule is solely based upon the needs of the hotel business, meaning that the hours worked are directly affected by the hotel's occupancy. ***

Drury Hotels	815 1st Ave, Coralville	(319) 512-3073	www.DruryCareers.com	Guest Service Agent: Performs all Front Desk related functions including but not limited to checking guests in and out, promoting company programs, maintaining guest records, cash handling, monitoring guest satisfaction, problem resolution, etc.
Drury Hotels	815 1st Ave, Coralville	(319) 512-3073	www.DruryCareers.com	Hiring Housekeeper, Breakfast Attendant: \$500 hiring bonus
Drury Hotels	815 1st Ave, Coralville	(319) 512-3073	www.DruryCareers.com	Laundry Person: \$500 Hiring Bonus
Graduate Iowa City Hotel	210 S Dubuque St, Iowa City	(319) 337-4058		Night Auditor: *Audits the daily guest ledger <ul style="list-style-type: none"> •Handles all end-of-day accounting functions including posting daily room rates and room tax •Ensures accuracy of all charges to guest folios •Averages sum of revenues of all accounts receivable from food, room and other departments •Acts as front desk clerk, checking guests in and out, booking reservations and resolving guest issues
Graduate Iowa City Hotel	210 S Dubuque St, Iowa City	(319) 337-4058		Multiple Positions Available : Graduate Hotels®, is seeking energetic, dynamic individuals to join us at Graduate Iowa City and its wonderful team of hospitality enthusiasts. If you are a rock star ready to show us your stuff, we would love to meet you!
Heartland Inn	87 2nd St., Coralville	(319)351-8132		Front Desk Clerk : Hotel Front Desk Agent responsibilities include registering guests, managing reservations and providing information about rooms, rates and amenities. If you have a knack for customer service and work experience in the hotel industry, we'd like to meet you.
Hampton Inn	1200 1st Ave, Coralville	(319) 351-6600		Front Desk Agent : DUTIES AND RESPONSIBILITIES: <ul style="list-style-type: none"> •Welcome guests in a friendly, prompt and professional manner. •Register guests, issue room keys, provide information on hotel services and room location. Answer phones in a prompt and courteous manner. •Up-sell rooms where possible to maximize hotel revenue. •Accurately process all cash and credit card transactions in accordance with established procedures including but not limited to posting all charges, completing cashier and other reports, preparing deposit, and counting/securing assigned bank.
KMB Property Management	916 Maiden Ln, Iowa City	(319) 351-0102		Accounting Specialist : The Accounting Specialist role is vital to the KMB Property Management, LLC team. The Accounting Specialist uses receipts and other documents to verify and process transactions, record and analyze financial information, and assist with daily, weekly, monthly and yearly accounting activities and projects.*Accountability: *The Accounting Specialist reports to the Director of Accounting.
Radisson Hotel & Conference Center	1220 1st Ave, Coralville	(319) 351-5049		Front Desk Receptionist: We're looking for a front desk agent to assist guests with their requests, check in and check out reservations, and answer telephone. Ultimately, you will provide excellent customer service to guests and keep the front desk and accounting operations running smoothly.
Surestay Plus Hotel	200 6th St., Coralville	(319) 337-9797		Front Desk Associate : *Maintain lobby & common areas as needed <ul style="list-style-type: none"> •Make room keys •Communicate all pertinent shift information to co workers •Transport guests using our shuttle van (valid driver's license required) •Fold laundry as needed
Mainstay Suites	2491 Holiday Rd., Coralville, IA	(319) 259-5115		Front Desk/Night Auditor: This position will be for 40 hours a week for a full time Front Desk/Night Auditor during the hours of 7 AM - 3 PM and/or 11 PM - 7 AM. MUST BE ABLE TO WORK WEEKEND NIGHTS!!
Banking/Finance				
Hills Bank & Trust			Apply online: www.hillsbank.com	Hiring for multiple positions, check the website for details.
GreenState Credit Union	2355 Landon Rd., North Liberty, IA	319-339-1000	WWW.UICCU.ORG	Currently hiring for multiple Positions, visit the website for details.

			Government/Office	
Johnson County Public Health Department	855 S Dubuque St. Ste 217, Iowa City	(319) 356-6040	Apply online at www.johnsoncountyiowa.gov	Dietitian: Under general supervision, functions as the Competent Professional Authority for determination of the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) program eligibility and certification based on nutritional and/or health risk. Coordinates and assures nutrition and health education for all participants and monitors all nutrition education materials. Provides in-depth individual nutrition counseling and care plans as assigned. Provides nutrition and health assessment, education, referral and care coordination services providing accurate documentation and follow up of referrals made. Serves as an adjunct to health care providing nutrition services to Maternal and Child/Adolescent Health (MCAH) programs.
Johnson County Auditor's Office	913 S Dubuque St. Ste. 101, Iowa City	(319) 356-6004	Apply online at www.johnsoncountyiowa.gov	Part-Time Elections Technician : Under clerical leadership and in accordance with Iowa law, handle clerical and/or technical duties as assigned. Performs general maintenance and testing, as well as delivery and pick up to/from precincts, of voting equipment and electronic poll books.
Johnson County Ambulance Service	808 S Dubuque St., Iowa City	(319) 356-6013	Apply online at www.johnsoncountyiowa.gov	Paramedic: Under direction of the Ambulance Director, the Assistant Director, and/or Field Supervisor, is responsible to provide paramedic level patient care in accordance with the ambulance service protocols and under the auspices of the medical control physician or physician designee.
Johnson County Ambulance Service	808 S Dubuque St., Iowa City	(319) 356-6013	Apply online at www.johnsoncountyiowa.gov	GuideLink Paramedic: Under direction of the Ambulance Director, Ambulance Assistant Director, and/or Field Supervisor is responsible to provide paramedic level patient care in accordance with the GuideLink Center and Johnson County protocols and under the auspices of the medical director or medical control physician designee. GuideLink is a night line consisting of 8 and 16 hours shifts. Usual start time are 1500 and 2300.
Johnson County Seats	4810 Melrose Ave, Iowa City	(319) 339-6128	Apply online at www.johnsoncountyiowa.gov	Casual Driver : Under supervision, operates a motor vehicle and transports elderly and disabled individuals to various destinations throughout Johnson County. Assists with driver training and vehicle maintenance when necessary.
Johnson County Secondary Roads	4810 Melrose Ave, Iowa City	(319) 356-6046	Apply online at www.johnsoncountyiowa.gov	Engineering Technician I : Under general supervision, perform technical engineering and/or surveying related work including lead responsibility for construction project inspection and/or a survey crew.
Johnson County Information Technology	855 S Dubuque St. Suite 204 Iowa City	(319) 356-6080	Apply online at www.johnsoncountyiowa.gov	Programmer/Analyst II : Under general supervision, provide development, support and maintenance of computer applications and data interfaces. Troubleshoot moderately complex computer application problems to maintain or restore service or data to programs and escalate as needed to meet expected levels of service. Design, develop, test, implement, document and maintain solutions to meet users' unique needs throughout the County.
Johnson County Attorney's Office	500 S Clinton St., Ste 400, Iowa City	(319) 339-6100	Apply online at www.johnsoncountyiowa.gov	Assistant County Attorney I/II- Criminal Division : Under direction of the County Attorney, perform a variety of administrative, technical, and advanced professional legal work of moderate to considerable difficulty in representing the County in criminal, juvenile, and civil cases by either the Code of Iowa or the Johnson County Code.
Johnson County Attorney's Office	500 S Clinton St., Ste 400, Iowa City	(319) 339-6100	Apply online at www.johnsoncountyiowa.gov	Secretary II-Collections Division : Under direction, performs various complex clerical duties. Prepares schedules for performance of department business by others, responds to inquiries for information from the public requiring thorough knowledge of departmental policies, and coordinates inter-departmental communications.

Johnson County Public Health Department	855 S Dubuque St. Ste 217, Iowa City	(319) 356-6040	Apply online at www.johnsoncountyiowa.gov	Emergency Preparedness Planner : Under general supervision, coordinate Johnson County Public Health's (JCPH) emergency preparedness planning efforts, assist in the response to public health emergencies and disaster recovery efforts by assisting the Community Health Manager in emergency preparedness duties while developing and implementing emergency preparedness plans and protocols for JCPH. Coordinate various forms of communications to support departmental and emergency preparedness information; support Public Information Officer.
Johnson County Physical Plant	855 S Dubuque St., Iowa City	(319) 356-6073	Apply online at www.johnsoncountyiowa.gov	Custodial Coordinator : Under general supervision of the Facilities Director, assist in the planning and coordination of the activities of the custodial staff in the cleaning and sanitizing of Johnson County facilities. Supervise and assist workers engaged in the cleaning and sanitizing of Johnson County facilities. Perform manual and custodial work; inspect work of other custodians.
Johnson County Conservation	FW Kent Park, Oxford, IA	(319) 645-2315	Apply online at www.johnsoncountyiowa.gov	Utility Person : Under the general direction of the Operations Superintendent, is a specialist in the repair of utilities, primarily park and residential plumbing, heating, and electrical systems. As a one-person division, Utility Person functions somewhat independently of other divisions, but will work closely and cooperatively with co-workers.
City of North Liberty	3 Quail Creek Circle, North Liberty	319-626-5700	http://northlibertyiowa.org	Check website for current job openings
City of North Liberty	25 W. Cherry St., North Liberty		www.northlibertyiowa.org/nlfdparttime	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 Iowa City	410 E Washington St		visit www.icgov.org/jobs	Hourly Assistant Operator : Under immediate direction, assists in shift operation of the Water treatment plant, inspects, and operates water treatment plant machines and equipment.
City of Iowa City	410 E Washington St		visit www.icgov.org/jobs	Hourly Maintenance Worker-Streets(CDL) : Full-time seasonal daytime hours: Monday – Friday, 7:00am – 3:30pm or variable daytime hours up to 25 hours per week Start & end dates are negotiable Job Duration: July – December Job summary: Under immediate supervision, performs a variety of unskilled manual labor tasks and general street maintenance. May operate tools such as a jackhammer, tamper, asphalt rake and shovel. Loads and unloads materials and equipment. May assist in cement and asphalt patching, mudjacking and crack sealing. Cleans equipment, building and grounds. Operates light motorized equipment as necessary.
Iowa City School Bus Barn	2185 S Gilbert St., Iowa City	(319) 688-1900	www.driveayellowbus.com	Hiring School Bus Driver : \$16.44- \$21.02 per hour for bus drivers based on experience. Flexible Hours- no nights or Weekends required, No experience necessary- will train. •Route hours guaranteed up to 5.0 hours per day when school is in session •Additional work hours available through field trip and charter work •Summer School routes available – Work year-round with school & holiday breaks
City of Coralville	1512 7th St, Coralville	319-248-1700	www.coralville.org/jobs	Check website for current job openings
			Service-Warehouse-Staffing Agencies- Manufacturing	
Amazon	2500 Heinz Rd, Iowa City	(319) 867-5309	visit www.amzn.to/iowa	Hiring for multiples positions : Immediate hourly positions available

Amazon	2500 Heinz Rd, Iowa City	(319) 867-5309	visit www.amzn.to/iowa	Warehouse Team Member : New hires who show proof of their Covid-19 vaccination earn a \$100 bonus their first day. Shifts: Overnight, Early Morning, Day, Evening, Weekend Location: Iowa City, IA Hourly pay rate : Up to \$15.50 Immediate openings available now. Become part of the dedicated team that gets orders ready for people relying on Amazon's service. From flexible part-time roles to full-time set schedules with health care benefits, Amazon has a variety of jobs.
Aerotek	Coralville, Iowa City & North Liberty	(319) 731-1069	Call Melissa	Hiring for multiple positions in Coralville and Iowa City area
AutoZone				Auto Parts Delivery Driver : Position Responsibilities <ul style="list-style-type: none"> •Provides WOW! Customer Service •Drives delivery vehicle to transport parts to commercial customers, including the loading and unloading of parts •Picks up returns, cores and parts from nearby stores or outside vendors •Maintains a safe driving and working environment, including PPE (Personal Protective Equipment) •Assist do it yourself customers in the store between deliveries
Billion Automotive	2733 Mormon Trek Blvd, Iowa City	(319) 359-6905`	www.billionauto.com	Service Coordinator: Customer Service Specialist wanted -up to \$16.50 / Hr (Based on salary + performance bonuses) Schedule is Monday-Friday from 8am-5pm plus rotating Saturdays. If you work a Saturday, you get one day during the Monday-Friday work week off.
Big Ten Rentals	1820 Boyrum St., Iowa City	(319) 337-7368		Event Crew Set-Up and Deliver Driver: Immediate openings for Permanent and Temporary. Full Time and Part Time employment. Deliver and set-up tents, tables, chairs, stages, dance floors, bleachers, and almost anything you can think of that is rentable and certainly some things you hadn't thought of! Load and unload trucks, maintain a clean warehouse. We operate seven days a week. Fast-paced. Expect overtime during the busy Summer months.
RR Donnelley & Sons	1960 S Riverside Dr., Iowa City	(319) 358-5881		Client Services Specialist : Responsibilities Provide all necessary support to sales/customer, including the following: receive calls, faxes, mail, and email; identify and resolve customer problems and issues in a timely manner. Handle customer concerns/issues as needed (i.e. dispute management, invoice reconciliation, etc) Provide proof of delivery, and order status upon request. Process orders and change notices (also includes obtaining delivery special promises and special freight quotes) in related systems as required. Perform pricing/generate quotes.
Geico	2213 2nd St, Coralville	(319) 466-3512	www.geico.com/careers	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. 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.

Goodwill Industries of the Heartland	1470 S 1st Ave., Iowa City	(319) 337-4158	www.workatgoodwill.com	FT Retail Service Specialist-Iowa City Store: If you're available to work in a fast paced environment, provide great customer service, and help further Goodwill's mission, we welcome you to apply only at www.workatgoodwill.com . We offer a starting pay range of \$11.19 to \$12.41 for the Service Specialist position.
Elevation Home Builders	1164 Foster Rd, Iowa City	(319-621-8554		Framer: Elevation Home Builders is looking for 2 Framers, one with 1-2 years experience and one with less than a year of experience. Responsibilities: Accurately measuring, cutting, and shaping lumber, wood, and other building materials for residential house framing. Performing repairs on existing framework structures that are damaged or structurally unsound. Trim Carpenter : Elevation Home Builders is hiring 2 residential trim carpenters, one with 1-2 years of experience and one with less than 1 year of experience. JOB SUMMARY: Skilled carpenter actively participates in performing work to complete the required scope of work in a wood framed building project. Typical tasks include: install base and case, installation of various types of doors, cabinets and hardware.
La Petite Academy	1504 Mall Drive, Iowa City	(877) 271-6466	www.lapetite.com	Assistant Child Care Teacher: The Assistant Teacher supports the Teacher and/or Lead Teacher in planning and implementing the daily program for children, supervises the class when the Lead is out of the room, helps with meals, safety and assists in maintaining a clean and orderly room and Center.
Iowa Book	8 S Clinton St., Iowa City	(319) 337-4188		Full Time Head Cashier/Supply Manager: Operating a cash register Scheduling cashiers Ordering supplies/perishable items Receiving/stocking merchandise Answering phones Providing customer service opening/closing store
Iowa City School Bus Barn	2185 S Gilbert St., Iowa City	(319) 688-1900	www.driveayellowbus.com	School Bus Driver : Iowa Central School Bus is now Hiring School Bus Drivers in Iowa City, IA. Our drivers have flexible hours and time off during school holidays. •\$16.44 - \$21.02 per hour for bus drivers (based on experience)* •Flexible Hours – no Nights or Weekends required* No Experience Necessary - we will train you!

Iowa City School District	1725 N Dodge St., Iowa City	319-688-1000	WWW.iowacityschools.org	Hiring for multiple positions, check the website for details.
Iowa City Community School District	1725 N Dodge St., Iowa City	(319) 688-1000	www.iowacityschools.org	Administrative Assistant: Iowa City Community School District Administrative Assistant Deputy Superintendent QUALIFICATIONS: High School Diploma, Bachelor's degree in Business Administration, finance or related field preferred. Minimum five years of administrative assistant experience. Experience working in a K-12 education system, budget and finance preferred. Such alternatives to the above qualifications as the District may find appropriate and acceptable. REPORTS TO: Deputy Superintendent JOB GOAL: Work cooperatively with all district staff.
Joe's Place	115 Iowa Ave, Iowa City	(319) 338-6717	https://joesplace-ic.com	Part Time Security Staff : Join the Joe's Security Staff! Door staff are a crucial part of keeping Joe's Place safe, fun, and clean. We are seeking motivated individuals that know how to de-escalate conflicts, check ID's, control crowds, and aren't afraid to get a little dirty!
Kelly Services	28 Sturgis Corner Dr., Iowa City	(319) 337-3002	emib540@kellyservices.com	Seasonal Inventory Workers: Hours: Mon-Fri 7:00am – 3:00pm. Must be able to work overtime including Saturdays and Sundays!
Lowe's	2701 2nd St., Coralville	319-545-8300	www.lowes.com	Hiring PT-Receiver/Stocker-Flexible :
Mass Markets	2937 Sierra Ct SW, Iowa City, IA	1-888-387-1989	Call or inquire with the company	Hiring for multiple positions
Metro Pavers Inc	101 Southgate Ave. #4338, Iowa City	(319) 351-8800	www.metro-pavers.com	Hiring for Drivers, Managers and Cement workers.
Metro Pavers Inc	101 Southgate Ave. #4338, Iowa City	(319) 351-8800 or cell : (515) 587-8584	check out webiste: www.metro-pavers.com	Paid Internships for Summer 2021:
Plato's Closet	1801 2nd St., Coralville	(319) 351-3554	www.platocloset.com	Sales Associate : Plato's Closet in Coralville, IA is hiring for full and part-time positions! We're looking for outgoing, motivated, fashion-interested individuals to join our team and become Certified Buyers. All team members begin as Sales Associates, learning the basics of Plato's Closet.
Pearson	327 2nd St. #370, Coralville	(319) 338-1148	www.pearsonvue.com	Test Administrator: Pearson VUE offers a great environment to start or grow your career, we are now hiring for a part time Test Administrator to join our team in Coralville, IA Starting pay is \$11.50 per hour .
BrightStar Care	Iowa City	(319) 363-2721		In Home Caregiver: BrightStar Care is looking for the brightest Caregivers to provide companionship and personal cares for seniors in their home.
Equality Through Community's Services		(319) 400-4054	Send resume and cover letter to jobs@etciowa.com	Direct Support Professional : Job Description/Responsibilities: Assist people with disabilities live more independently and happily in their homes and community by working with them to achieve their goals, assist with people's day-to-day needs (transportation, bathing, preparing meals, etc.), transport members into the community to provide for opportunities for socialization, provide encouragement and coaching to people who are working to develop daily living skills & healthy habits, and write documentation about the supports you provided during your shift.

Chatham Oaks	4515 Melrose Ave, Iowa City	(319) 887-2701		<p>Direct Support Professional: Direct Support Professionals will develop a rapport with clients and cultivate a safe, supportive and professional relationship. Aid with daily living skills, mental health care and social networks. Recognize and document goal progress and relevant personal interventions in an objective, clear and brief manner.</p> <p>High school diploma or equivalent required. No experience necessary, we provide extensive training. Iowa driver's license, pre-employment drug screen, criminal background and driving record checks required.</p>
Four Oaks Family & Childrens Services	1916 Waterfront Dr., Iowa City	(319) 337-4523		<p>Behavioral Health Specialist: As the Behavioral Health Specialist you will be responsible for playing a critical role in the day-to-day care of our children, including the use of Trauma Informed Care. This treatment method allows us to look beyond a child's behavior to the deeper trauma that caused it.</p>
Goodwill Industries of the Heartland	1470 S 1st Ave., Iowa City	(319) 337-4158	www.goodwillheartland.org	<p>Job Coach- Iowa City- Part Time : This position is responsible for training, supervising, and modeling proper work procedures and good basic work habits and attitudes for clients who have been placed in community jobs.</p>
Iowa City Health & Rehabilitation	3661 Rochester Ave., Iowa City	(319) 351-7460	www.trilliumhcg.com	<p>Maintenance Assistant: Assist the Maintenance/Environmental Supervisor in ensuring the building(s), equipment and utilities are maintained in good working order and facility grounds are property maintained in accordance with facility policies</p>
Legacy Pointe Senior Living	1020 S Scott Blvd, Iowa City	(319) 341-0911		<p>Receptionist : Position Summary: Candidates will provide clerical support, answer telephones, greet guests, and respond to residents' requests. They will also assist in planning and implementing services to residents, families and guests. Other duties as assigned. Essential Job Responsibilities: Provide Clerical Support • Assist with filing and other duties as requested. • Organize office functions and flow of communication. • Edit written documents to ensure correct spelling and grammar. • Maintain office supplies and identify needed supplies to supervisor. • Collect all rent and service fees by designated date and ensure deposit in bank, as specified by supervisor. • Maintain reservations for guest room. Assist staff in providing and coordinating services to residents, families, prospects, and guests. • Answer telephones and respond to residents' requests. •</p>
Melrose Meadows Retirement Community	350 Dublin Dr., Iowa City	(319) 341-7893	www.melrosemeadows.com	<p>Part Time Chauffer Driver: The Chauffer Driver would be responsible for transporting the residents to and from scheduled appointments to doctors, grocery stores, hair salons, and any other destination in the Iowa City/Coralville or North Liberty area. We are currently looking for an individual primarily for our Monday slot, but must also be available to fill in on other days if needed. The hours are 8:00 a.m. - 4:30 p.m. A wonderful lunch is provided each day as well.</p>
Prelude Behavioral Services	430 Southgate Ave., Iowa City	(319) 351-4357		<p>Administrative Specialist : Prelude Behavioral Services is seeking energetic and detail-oriented candidates for our Administrative Specialist opening in Iowa City. This role will be the first point of contact when communicating with patients and must have the ability to provide excellent customer service.</p> <p>Key responsibilities of the position include greeting and checking in patients for appointments, assisting with scheduling, answering phones, collecting payments and completing documentation. This role also supports our counseling staff with various administrative needs.</p>

Prelude Behavioral Services	430 Southgate Ave., Iowa City	(319) 351-4357		<p>Overnight Recovery Assistant: Monitor and document patient behavior, facilitate patient activities, and coordinate treatment with counseling staff</p> <ul style="list-style-type: none"> • Complete admissions paperwork and conduct initial patient orientation • Update patient electronic records with status changes, progress notes, and reports • Facilitate groups using approved curriculum • Administer breath tests and collect urine samples as needed
Solon Assisted Living Village	623 E 5th St., Solon	(319) 624-5363	solonretirementvillage.com	<p>PT Personal Care Attendant: Duties include medication management, serving supper, common area cleaning, laundry, answering tenant pages and providing assistance with personal cares as needed. Must be cheerful, responsible, have attention to detail and enjoy working independently.</p>
Rapids Reproductions	415 Highland Ave #100, Iowa City	(319) 354-5950		<p>Print Production, Customer Service: Performs work that includes printing, finishing, delivery, and customer service. Know or be trained to do Reprographics, digital printing, and bindery. May have other duties as assigned. Ability to lift up to 50 lbs bend, stoop and reach.</p>
Rent A Center	1214 S Gilbert St., Iowa City	(319) 337-9900		<p>Customer Sales Associate: This is a Full Time position in Retail, paid weekly, with a strong management team that will build your Sales Skills, customer service skills and offer growth for Retail Management.</p>
Remedy Intelligent Staffing	36 Sturgis Corner Dr., Iowa City	(319) 337-8367		<p>Forklift Operator: Operate a Forklift with exceptional safety Have attention to detail, ensuring orders are entered correctly Work with little supervision and maintain productivity Keep their surroundings and work areas clean and debris free Apply online at www.remedystaff.com for immediate consideration All Military and Veteran encourage</p>
Successful Living	2406 Towncrest Dr., Iowa City	(319) 358-6800	www.icsuccess.org	<p>IPR Practitioner: The Intensive Psychiatric Rehabilitation (IPR) Practitioner is responsible for the implementation of the Successful Living IPR program using the IPR Boston Model as a curriculum. This full-time position will assist individuals 18 and older who live with a chronic mental illness to “Choose, Get, and Keep” a life changing goal in their “Living, Learning, Working, or Social” environments.</p>
Systems Unlimited	2533 Scott Blvd SE, Iowa City	(319) 338-9212	https://sui.hrmdirect.com	<p>Job Coach:</p> <ul style="list-style-type: none"> •Help people with disabilities be successful in their jobs. •Coach people through their assigned tasks at work (e.g. help them transition between duties, check for quality, provide encouragement, etc.). •Facilitate communication with coworkers and managers to ensure work is meeting expectations. •Work in a variety of community settings -- wherever people work! •Provide transportation to people with disabilities so they can get to work and get home. •Write documentation about the supports you provided during your shift .

Systems Unlimited	2533 Scott Blvd SE, Iowa City	(319) 338-9212	www.sui.org	Direct Support Professional (Adolescent Location): •Engage people in recreational and leisure activities to help them build independent living skills. •Assist with people's day-to-day needs (transportation, personal cares, preparing meals, etc.).
US Postal Service	925 Hwy 6 E, Iowa City	(800) 275-8777		Mail Carrier : Duties and Responsibilities:The Mail Carrier is responsible for sorting mail of all classes in delivery sequence for the assigned area or route.The Mail Carrier manages undeliverable mail according to postal regulations and laws.The Mail Carrier delivers mail to businesses and residences on an assigned route.The Mail Carrier retrieves mail from relay boxes and customer roadside boxes as needed.The Mail Carrier tracks deliveries as instructed using a portable electronic scanner.The Mail Carrier is responsible for delivering and collecting monies and receipts for custom fees, postage-due and C.O.D items.The Mail Carrier is responsible for returning to the post office any mail collected during the assigned route.The Mail Carrier provides customers with change of address and other postal forms as required, as well as general postal information.The Mail Carrier may perform general clerical duties.
US Postal Service	925 Hwy 6 E, Iowa City	(800) 275-8777		Window Clerk : Duties and Responsibilities:The Window Service Clerk is responsible for greeting customers and offering assistance in product and service selection.The Window Service Clerk manages operations of retail window including sales and customer service.The Window Service Clerk is responsible for maintaining adequate inventory of retail products.The Window Service Clerk is responsible for cashing postal money orders both foreign and domestic.The Window Service Clerk processes customer transactions including purchases and returns.
UPS	2401 James Street, Coralville	(800) 742-5877		Warehouse Worker-Package Handler : Find out what you'll become as a Package Handler at UPS. In this fast-paced warehouse job, you'll lift, lower and slide packages up to 70 lbs. You'll typically work 3 ½ - 4 hour shifts, approximately 17 ½ - 20 hours per week in this part-time or seasonal role. As part of the UPS team, you'll receive a competitive hourly rate and an attractive benefits package. Take the next step on your career journey as a Package Handler/Warehouse Worker at UPS. \$14.50 an hour.
Optimae Life Services	1121 Shirken Dr., Iowa City	319-337-2008	www.optimaelifeservices.com	Direct Support Professional : We have openings for part time and full time Direct Support Professionals (DSPs). Applicants should possess a willingness and desire to work with people experiencing Mental Illness, Intellectual, and Developmental Disabilities. If you want more than a job, join our team where you can make a difference; assist in teaching life skills to individuals in a community based setting.
Von Maur	115 Iowa River Landing Pl., Coralville	(319) 351-7220	www.vonmaur.com	Part Time Sales Associate : Provides excellent customer service. • Sells at or above sales goals, maintains account solicitation and non-selling goals. • Develops and maintains a listing of customers through the Customer Follow-Up Program. Contacts customers via telephone and written communication.
UPS	2401 James Street, Coralville	(319) 338-8957	www.ups.com	Warehouse Team Member- Package Handler : Find out what you'll become as a Package Handler at UPS. In this fast-paced warehouse job, you'll lift, lower and slide packages up to 70 lbs. You'll typically work 3 ½ - 4 hour shifts, approximately 17 ½ - 20 hours per week in this part-time or seasonal role. As part of the UPS team, you'll receive a competitive hourly rate and an attractive benefits package.
Kingdom Center	611 Southgate Ave., Iowa City	877-471-5464		Entry level and Beyond Job Fair : September 30, 2021 from 1-4PM