

MĀNOA HERITAGE CENTER

Gardens & Grounds Assistant

Mānoa Heritage Center is a 3.5-acre "living classroom" dedicated to promoting an understanding of Hawai'i's cultural and natural heritage. The campus is comprised of Kūka'ō'ō Heiau and its surrounding gardens of native and non-native plants, the historic Kūali'i home, LEED-certified Visitor Education Hale, Hogan House, and Caretaker's Residence/Maintenance Facility. MHC's educational programs seek to bring people closer to their own heritage and communities.

Job Description: The Gardens & Grounds Assistant is a regular part-time position that performs a broad range of duties to maintain MHC's gardens and grounds. The position is a part-time exempt position reporting to the Caretaker. Starting wage is \$15/hour.

Primary Responsibilities

The Gardens & Grounds Assistant is responsible for ensuring that MHC's gardens and grounds are maintained. Responsibilities include:

- Clearing walking paths of debris, fallen branches and hazards
- Watering, weeding and mulching garden beds
- Clearing debris from perimeter of Kūali'i
- Assisting the Caretaker with buildings and grounds maintenance
- Other duties as assigned

Desirable skills, abilities and qualifications:

- Possesses a positive attitude, good sense of humor, energetic, assertive, and reliable.
- Demonstrates integrity on a professional level.
- Excellent communication skills. Strong attention to detail.
- Ability to multi-task and handle shifting priorities.

Physical requirements: Frequently walks, stoops, bends, squats, climbs stairs, walks on uneven ground, and reaches at, below, or above shoulder level. Occasionally may lift items 16-50 pounds, push items 20 pounds, climb step-ladders, kneel, twist, or grasp/pull/carry/push equipment.

Work Environment

- Typical equipment and tools include: maintenance and landscape tools/equipment.
- Expected to handle visitors with calmness, diplomacy, and aloha.