

MĀNOA HERITAGE CENTER
Groundskeeper

Mānoa Heritage Center (MHC), a non-profit organization founded in 1996 by Sam and Mary Cooke, is a 3.5-acre living classroom dedicated to promoting an understanding of the natural and cultural heritage of Hawai'i. The campus comprises the ancient Kūka'ō'ō Heiau, Native Hawaiian gardens, the historic Kūali'i home and its collections of art and rare books, LEED-certified Visitor Education Hale, Hogan House and Caretaker's Residence/Maintenance Facility. The heiau and Kūali'i are listed on the National Register of Historic Places and Hogan House is listed on the State Register of Historic Places. As a unique biocultural heritage site located in urban Honolulu, MHC seeks to inspire people to be thoughtful stewards of their heritage.

Job Description

The Groundskeeper is a non-exempt, full-time position that performs a broad range of duties to ensure that MHC's 3.5 acres grounds and gardens of native and Polynesian-introduced plants are well-maintained and in excellent condition. This position reports to MHC's Facilities Manager.

Responsibilities and Duties

- Performs grounds maintenance, routine weeding, maintain plants, and vegetation removal from paths and building entrances on both upper and lower campus.
- Assists with upper campus garden needs as time permits.
- Responds to landscape emergencies.
- Assist with light administrative work.

Desirable skills, abilities and qualifications:

- High school diploma or GED and suitable job-related experience.
- Knowledge of methods and practices used in landscape maintenance.
- Ability to operate effectively both individually and in a team environment.
- Ability to problem solve, take initiative, multi-task, and handle shifting priorities.
- Ability to interact and communicate orally and in writing.
- Possess a positive attitude, good sense of humor, be energetic, assertive, and reliable.
- Demonstrates integrity on a professional level.
- Resourcefulness and ability to identify problems.
- Basic computer skills including the use of email.
- Must possess a valid license to drive in the State of Hawai'i.
- Knowledge of care and propagation of plants is a plus.

Physical requirements: Frequently walks, stoops, bends, squats (pick up debris), 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 ladders, kneel, twist, or grasp/pull/carry/handling equipment.

Work Environment

- Landscape tools/equipment.
- Work is performed outside approximately 60-75% percent of the time.
- Expected to engage with visitors with calmness, diplomacy, and aloha.

Contact Kevin Prior, Facilities Manager at contact@manoaheritagecenter.org