

# MĀNOA HERITAGE CENTER

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## HISTORIC HOUSE MUSEUM HOUSEKEEPER

Mānoa Heritage Center (MHC) and its supporting organization, Kualii Foundation (KF), are dedicated to promoting the thoughtful stewardship of Hawaii's cultural and natural heritage. MHC comprises Kūka'ō'ō Heiau, gardens of native plants, Hogan House (built in 1962) and Kūali'i (built in 1911). The heiau and Kūali'i are listed on the National Register of Historic Places. Plans are underway to open Kūali'i and Hogan House to the public in the near future.

MHC is seeking a Historic House Museum Housekeeper (HHMH) to steward and maintain Kualii, Hogan House and the 2018 Visitor Education Hale (VEH - not a historic house). The HMMH cleans and preserves both homes in addition to the modern VEH, performing detailed dusting, vacuuming, polishing, and sanitizing public/private spaces, managing supplies, and assisting with meetings, all while following strict preservation guidelines for historic collection items. Key duties include routine cleaning (floors, surfaces, restrooms), specialized care (furniture), inventory, meeting prep, and promptly reporting maintenance needs, ensuring a pristine, safe environment for visitors and collections.

### **Position Summary**

The HMMH is responsible for maintaining the cleanliness, order, and preservation of the historic house museums, following established historic housekeeping standards to protect artifacts and ensure a welcoming environment. This position reports to the Director of Collections and Facilities Manager.

### **Key Responsibilities**

#### **Cleaning & Preservation**

- Perform routine cleaning (dusting, sweeping, mopping, vacuuming) of rooms, offices, restrooms, and common areas.
- Carefully clean historic furniture, fixtures, and displays using approved methods.
- Sanitize high-touch surfaces and restrooms to high standards.
- Manage trash and recycling collection and disposal.

#### **Inventory & Supplies**

- Inventory, order, and manage cleaning supplies, linens, and other necessities.
- Maintain cleanliness and stock of storage rooms and linen closets.

#### **Maintenance & Reporting**

- Identify and report maintenance, repair, or safety issues promptly.
- Assist with setup and breakdown for special events, meetings, and rentals.

#### **Collaboration**

- Work with curators, directors, and other staff to ensure proper care for collections.
- Adhere to all museum policies and safety protocols.

#### **Qualifications**

- Experience in housekeeping, custodial work, or museum/historic site maintenance.
- Knowledge of or willingness to learn specialized historic cleaning/preservation techniques.
- Strong attention to detail and ability to work independently.
- Good communication and teamwork skills.

#### **Working Conditions**

- May involve working with chemicals, lifting, bending, and being on your feet for extended periods.
- Requires careful handling of delicate objects and working within sensitive historic environments.