

MĀNOA HERITAGE CENTER

Groundskeeper

Mānoa Heritage Center (MHC), founded in 1996 by Sam and Mary Cooke, is a 3.5-acre living classroom in urban Honolulu, dedicated to promoting Hawai'i's natural and cultural heritage. The campus includes Kūka'ō'ō Heiau, Native Hawaiian gardens, the historic Kūali'i home, LEED-certified Visitor Education Hale, Hogan House, and a Caretaker's Residence. Both the heiau and Kūali'i are on the National Register of Historic Places, and Hogan House is on the State Register. MHC aims to inspire thoughtful stewardship of 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

- Perform grounds maintenance, routine weeding, maintain plants, and vegetation removal from paths and building entrances on both upper and lower campus.
- Maintain a safe, clean, and organized workspace in both the gardens and offices.
- Respond to landscape emergencies such as fallen tree limbs, blocked pathways, pest infestations
- Assist with light administrative work.

Desirable skills, abilities and qualifications:

- Punctuality to ensure a safe, navigable campus prior to guest or student tours
- 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 75-90% percent of the time.
- Expected to engage with visitors with calmness, diplomacy, and aloha.

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