

MĀNOA HERITAGE CENTER

Gardens & Grounds Assistant

Mānoa Heritage Center (MHC) is dedicated to promoting the thoughtful stewardship of Hawai'i's cultural and natural heritage. MHC comprises Kūka'ō'ō Heiau, gardens of native plants, Kūali'i (built in 1911), and Hogan House (built in 1962). 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.

Job Description

The Gardens & Grounds Assistant is a regular, full-time, non-exempt position that performs a broad range of duties to maintain MHC's gardens and grounds. The position reports to the Facilities Manager. Starting wage is \$20/hour.

Primary Responsibilities

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

- Clearing walking paths of debris, fallen branches, and hazards
- Watering, weeding, and mulching garden beds
- Clearing debris from the perimeter of Kūali'i and Hogan House
- Pruning and trimming plants
- Helping with educational programs as needed, since the gardens and grounds are part of the visitor experience
- Assisting the Facilities Manager with occasional building maintenance
- Other duties as assigned

Desirable Skills, Abilities, and Qualifications

- Positive attitude, good sense of humor, energetic, proactive, and reliable
- Demonstrates integrity on a professional level
- Excellent communication and customer service skills
- Ability to multi-task and handle shifting priorities in a fast-paced environment
- Able to communicate verbally
- 1+ years of landscaping or grounds experience preferred but not required

Physical Requirements

Frequently walks, stoops, bends, squats, climbs stairs, walks on uneven ground, and reaches at, below, or above shoulder level. Occasionally lifts items 16–50 pounds, pushes items up to 20 pounds, climbs ladders, kneels, twists, or grasps/ pulls/ carries/pushes equipment. Works outdoors in varying weather conditions.

Work Environment

- Typical equipment and tools include maintenance and landscaping tools/equipment; use of trimmers, ladders.

Compensation & Schedule

- Starting wage: \$20/hour
- 7am-3pm
- Health insurance, paid time off, 401(k) with a company match

**For more information, please contact Jessica Welch at
808-988-1287 or jessica@manoaheritagecenter.org.**