

MĀNOA HERITAGE CENTER

Museum Housekeeper

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.

MHC is seeking a Museum Housekeeper (MH) to maintain Kūali'i, Hogan House, and the 2018 Visitor Education Hale (VEH, a modern, non-historic building). The MH cleans both historic structures as well as the VEH, performing detailed dusting, vacuuming, polishing, and sanitizing of public and 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 of furniture, inventory management, meeting preparation, and promptly reporting maintenance needs, ensuring a pristine, safe environment for visitors and collections. This position reports to the Facilities Manager with a dotted line to the Collections Manager. Starting wage is \$20/hour.

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 a high standard
- 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 staff to ensure proper care of 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 and 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 standing for extended periods
- Requires careful handling of delicate objects and working within sensitive historic environments
- 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.**