



**KAPOLEI
COMMUNITY
DEVELOPMENT
CORPORATION**
91-1270 KINOIKI STREET, BLDG. #2, KAPOLEI, HI 96707

Position Title: Operations Assistant

Location: The Kapolei Heritage Center, 91-1270 Kinoiki st, bldg 2, Kapolei, Hawai'i

Employment Type: Part-Time Hourly (Non-Exempt)

Reports To: Operations Manager

Position Summary

We are seeking a reliable, detail-oriented, and proactive Operations Assistant to join our team. This role is critical to the daily operations of the Kapolei Heritage Center. The Operations Assistant will support facility operations, opening and closing procedures, grounds maintenance, event readiness, and overall property upkeep. The ideal candidate takes pride in maintaining a clean, safe, and welcoming environment while working independently and collaboratively with staff and community partners.

Schedule (19 Hours Per Week)

Monday: 9:00 AM – 5:00 PM (8 hours)

Wednesday: 7:00 AM – 2:00 PM (7 hours)

Saturday: 8:00 AM – 10:00 AM (2 hours) and 9:00 PM – 11:00 PM (2 hours)

Effective January 1, 2027, the Saturday daytime shift will change from 8:00 AM – 10:00 AM to 12:00 PM – 2:00 PM.

Key Responsibilities

1. Groundskeeping & Property Maintenance

- Maintain lawns, landscaped areas, plants, and the māla (garden) to ensure the grounds remain attractive, healthy, and well-kept.
- Empty outdoor trash and recycling receptacles as needed.
- Sort recyclable materials and prepare them for drop-off.
- Remove litter, leaves, and debris from parking lots, walkways, outdoor gathering spaces, and the stage area.
- Assist with routine maintenance projects and general facility upkeep.
- Clean, inspect, maintain, and safely store groundskeeping tools and equipment.
- Report damaged or malfunctioning equipment to Operations Manager.

2. Event & Operations Support (Saturdays)

- Arrive punctually to unlock main gates, entry doors, and common areas.
- Turn on lights, HVAC systems, and ensure the facility is prepared for staff, renters, and visitors.
- Check in Renter with opening and closing procedures check list.
- Conduct facility closing procedures, including securing doors and windows, turning off lights and equipment.
- Serve as a positive representative of the organization when interacting with renters, vendors, volunteers, and community members.

Qualifications

- Minimum of 2–3 years of experience in landscaping, groundskeeping, facilities maintenance, or related work preferred.
- Experience with facility security, opening/closing procedures, or Keyholder responsibilities is a plus.
- Strong organizational skills and attention to detail.
- Reliable, dependable, and able to work independently.
- Ability to work outdoors in varying weather conditions and lift up to 50 pounds.
- Ability to stand, walk, bend, and perform physical labor for extended periods.

Preferred Skills

- Familiarity with community-based or cultural events in Hawai'i.
- CPR and First Aid Certification (preferred but not required).
- Knowledge of de-escalation techniques and conflict resolution.
- Understanding of Native Hawaiian communities and cultural practices.
- Basic handyman or maintenance skills (e.g., painting, minor plumbing).
- Valid Hawai'i driver's license

Compensation & Benefits

- Hourly wage is \$22 an hour.
- Employment Status: Part-Time Hourly (Non-Exempt)
- Work Schedule: Approximately 19 hours per week.