



**NEIGHBORHOOD
PLACE OF PUNA**

Resource Center Employment Listing: East Hawai‘i

Updated: 02/27/26

Employment Opportunities are updated bi-weekly to provide the most current job listings.

Please use this resource as an active tool in your job search. Be sure to complete the “Applied” and “Interviewed” sections to track your progress and maintain accurate documentation for your records.

FOOD SERVICE

Kitchen Team

Location	Panda Restaurant Group 376 Kilauea Avenue, Hilo, HI 96720
Pay	\$19 - \$22 an hour - Full-time
Hours	Morning and Evening Shifts Available, Part-Time or Full-Time, Flexibility
Requirements	<ul style="list-style-type: none"> ● Friendly and helpful team members ● Operations experience is a plus ● Some high school ● Food Handler certification may be required depending on local requirements, acquired at your expense
Description	<p>Provides exceptional dining experience to Guests – Greeting Guests, Serving food and handling payments at cash register. Maintains the cleanliness and appearance of the store.</p> <p>Follows Operations Standards and Safety Procedure to serve fresh and quality food Works efficiently in fast paced kitchen environment, and may work at different positions – Front counter, Drive Through or Kitchen</p>
Where to Apply	INDEED or https://www.pandacareers.com/

- APPLIED**
 INTERVIEWED

FOOD SERVICE

Counter Helper

Location	Sunlight Express 111 East Puainako Street, Hilo, HI 96720
Pay	\$16 - \$18 an hour - Part-time
Hours	Part Time Expected hours: 25 – 40 per week
Requirements	<ul style="list-style-type: none"> ● Candidates must be within a 25-mile radius.
Description	Welcome customers and take their food and drink orders. set up and keep all eating and serving areas clean and tidy. Wash dishes. Refill sauces, condiments and dining utensil etc.
Where to Apply	INDEED

- APPLIED**
 INTERVIEWED

FOOD SERVICE

Kitchen Team Member

Location	Fairway Grill and Coconut Grill 340 Haihai Street, Hilo, HI 96720
Pay	\$17 - \$22 an hour
Hours	Part-time, Full-time
Requirements	<ul style="list-style-type: none"> ● - Previous experience in a kitchen or culinary environment is preferred ● - Knowledge of food handling procedures and basic culinary techniques ● - Ability to work efficiently in a team environment ● - Familiarity with restaurant operations is a plus
Description	<ul style="list-style-type: none"> - Assist in food preparation under the guidance of the head chef - Handle and maintain kitchen equipment, including knives and utensils - Ensure food safety standards are met at all times - Maintain cleanliness and organization in the kitchen area
Where to Apply	INDEED

- APPLIED**
 INTERVIEWED

FOOD SERVICE

Food Delivery Driver

Location	Domino's Pizza Hilo, HI
Pay	\$14 - \$35 an hour + tips
Hours	Part-time, Full-time, shifts vary
Requirements	<ul style="list-style-type: none"> ● Must have a valid driver's license and a clean driving record. ● Previous delivery or commercial driving experience is a plus, but not required. ● Ability to lift and move packages up to 50 lbs. comfortably. ● Must be 18+ years of age with a minimum of 1 year of driving experience.
Description	<p>Conduct daily route deliveries, following the most efficient and safe path. Load, unload, and secure products to prevent damage during transit.</p> <p>Provide exceptional customer service during deliveries.</p> <p>Perform routine vehicle checks if using a company vehicle and report any maintenance needs to management.</p>
Where to Apply	INDEED

- APPLIED**
 INTERVIEWED

FOOD SERVICE

Server

Location	Jackie Rey's Ohana Grill Hilo, HI 96720
Pay	From \$16 an hour
Hours	Full-time
Requirements	<ul style="list-style-type: none"> ● High School Diploma or GED ● Customer service experience preferred ● Must be able to lift 25 pounds ● Ability to Communicate and Collaborate ● Knowledge of Math and Counting
Description	<p>Jackie Rey's Ohana Grill Hilo is looking for that experienced expo server that can provide top service. Reliable & flexible individual to join our team. Wine knowledge a plus.</p> <p>Ensuring total guest satisfaction with exceptional food and service has helped us create one of the best service teams on the Island. If you take pride in providing exceptional service, then we know you will love being a part of our Ohana.</p>
Where to Apply	INDEED or https://www.jackiereyshilo.com/careers

- APPLIED**
 INTERVIEWED

FOOD SERVICE

Kitchen Staff

Location	The Temple Bar 64 Keawe Street, Hilo, HI 96720.
Pay	\$17 - \$20 an hour
Hours	Part-time, Flexible schedule
Requirements	<ul style="list-style-type: none"> ● - Strong communication skills to effectively communicate with team members and customers. ● - Ability to work in a fast-paced environment and handle multiple tasks simultaneously. ● - Basic knowledge of food preparation techniques and kitchen equipment..
Description	<p>- Assist with food preparation and cooking as directed by chef.</p> <p>- Ensure proper food handling and storage procedures are followed to maintain food safety standards.</p> <p>- Clean and sanitize work areas, equipment, and utensils to maintain a clean and organized kitchen.</p>
Where to Apply	INDEED

- APPLIED**
 INTERVIEWED

CLERICAL WORK

Receptionist

Location	Hale Anuene Restorative Care Center 1333 Waianuene Avenue, Hilo, HI 96720
Pay	\$16.00 - \$19.50 an hour
Hours	Morning and Evening Shifts Available, Part-Time or Full-Time, Flexibility
Requirements	<ul style="list-style-type: none"> ● High school graduate or equivalent ● Successfully completed a secretarial science program from accredited college or university OR have a minimum of six (6) months experience in a clerical role
Description	<p>Service as the first point of contact for guests and visitors in person as well as via phone in a friendly and professional manner</p> <p>Effectively operate the facility phone and paging system</p> <p>Exhibit excellent customer service and a positive attitude towards patients</p> <p>Assist in the evacuation of patients</p> <p>Demonstrate dependable, regular attendance</p>
Where to Apply	INDEED

- APPLIED
 INTERVIEWED

CLERICAL WORK

Hotel Front Desk Agent

Location	Grand Naniloa Hotel Hilo - a DoubleTree by Hilton Hilo, HI
Pay	\$18.50 an hour
Hours	Part-time
Requirements	<ul style="list-style-type: none"> ● Possesses strong customer service skills, interpersonal skills, organizational skills, and time management skills ● High school graduate, GED recipient, or equivalent ● Exhibits working knowledge of Microsoft Office and reservation management systems ● 1+ year of hotel industry experience or related job preferred
Description	<p>Handle customer complaints as necessary</p> <p>Greet, check-in, and check out guests when they arrive and leave the premises, distribute keys and room assignments, and record credit card information</p> <p>Work with the housekeeping staff to ensure rooms are ready for new guests</p>
Where to Apply	INDEED

- APPLIED
 INTERVIEWED

CLERICAL WORK

Front Desk Attendant

Location	UFC Gym 777 Kinoole St, Hilo, HI 96720
Pay	Wages Unavailable
Hours	Part-time
Requirements	<ul style="list-style-type: none"> • High school diploma or GED required • Current CPR/AED certification • Must be energetic and possess a very friendly, outgoing personality and positive attitude • Possess strong interpersonal and communication skills, including telephone etiquette
Description	<p>Ensures that guests and members are warmly greeted and promptly assisted</p> <p>Ensures incoming calls are answered in a professional and efficient manner</p> <p>Responds effectively to member questions, requests and concerns and escalates to management immediately if unable to resolve</p>
Where to Apply	INDEED

- APPLIED
 INTERVIEWED

CLERICAL WORK

Medical Receptionist

Location	Joyful Living, LLC Hilo, HI 96720
Pay	\$22.70 - \$27.34 an hour
Hours	Full Time
Requirements	<ul style="list-style-type: none"> • Proven experience as a Medical Receptionist or in a similar medical office support role with clinic experience preferred • Strong knowledge of medical terminology and medical billing processes • Familiarity with EHR systems such as Epic, Athenahealth, eClinicalWorks, Elation, Dentrix or Eaglesoft is highly desirable
Description	<p>Greet patients and visitors warmly, providing exceptional customer service and clear communication</p> <p>Verify insurance coverage and perform insurance verification to facilitate billing processes and co-pay/co-insurance, finance collections</p>
Where to Apply	INDEED

- APPLIED
 INTERVIEWED

CLERICAL WORK

Veterinary Receptionist

Location	Maika'i Veterinary Clinic LLC Hilo, HI 96720
Pay	From \$17 an hour
Hours	Full time, Every weekend
Requirements	<ul style="list-style-type: none"> • Excellent communication skills, both verbal and written, with a friendly demeanor. • Experience as a veterinary assistant or technician is advantageous but not required. • A genuine love for animals and commitment to their well-being.
Description	<p>Maintain accurate patient records and update information as needed.</p> <p>Assist veterinary staff with basic animal handling and preparation for examinations.</p> <p>Provide information on animal husbandry, nutrition, and general care to clients.</p> <p>Ensure the front desk area is organized and stocked with necessary supplies.</p>
Where to Apply	INDEED

- APPLIED**
 INTERVIEWED

CLERICAL WORK

Entry Level Front Office Receptionist

Location	Kona Center of Facial Surgery, Inc. 280 Ponahawai Street, Hilo, HI 96720
Pay	\$17 - \$23 an hour
Hours	Full-time
Requirements	<ul style="list-style-type: none"> • Strong organizational skills with the ability to prioritize tasks effectively in a busy environment. • Excellent customer service skills with a friendly demeanor towards patients and staff alike. • Ability to maintain confidentiality and adhere to HIPAA guidelines at all times.
Description	<p>Always be aware of patient confidentiality and data protection.</p> <p>Calculate estimates or insurance co-payments and provide to patient</p> <p>Communicate efficiently with Surgical Department to ensure smooth transition to surgery.</p>
Where to Apply	INDEED

- APPLIED**
 INTERVIEWED

RETAIL

Retail Sales Associate-Prince Kuhio Plaza

Location	Bath & Body Works 111 E Puainako Street, Hilo, HI 96720
Pay	\$17 an hour
Hours	Part-Time, Evening Shifts and weekends as needed & Holidays
Requirements	<ul style="list-style-type: none"> • Effective communication skills, being open to feedback, and the ability to adapt quickly. • Ability to de-escalate store and customer situations effectively. • Must be available to work peak days and times, including varied shifts of evenings, weekends, and holidays
Description	<p>Drive rewards program enrollment and engagement on both the sales floor and at check-out.</p> <p>Provide a friendly and efficient cash wrap experience, including ringing customer purchases at the cash register and keeping the cash wrap neat, clean, and stocked.</p>
Where to Apply	INDEED

- APPLIED
 INTERVIEWED

RETAIL

Retail Associate

Location	Ross Stores 307 East Makaala Street, Hilo, HI 96720
Pay	\$16.00 - \$16.50 an hour
Hours	Hours unavailable
Requirements	<ul style="list-style-type: none"> • Ability to occasionally push, pull and lift more than 25 pounds. • Certain assignments may require other qualifications and skills. • Associates who work Stockroom shifts: Ability to regularly push, pull and lift more than 20 pounds.
Description	<p>Maintains a high level of awareness on the sales floor to create a safe and secure shopping environment for everyone. Maintains clutter free, clear egress to emergency exits. Immediately corrects or reports any unsafe conditions or practices to Store Leadership.</p> <p>Treats all Customers and Associates with respect and courtesy; is friendly and professional at all times. Recognizes fellow Associates using Company recognition programs.</p>
Where to Apply	INDEED

- APPLIED
 INTERVIEWED

RETAIL

Retail Sales Associate

Location	Skechers USA Retail, LLC 111 East Puainako Street, Hilo, HI 96720
Pay	\$17.75 - \$18.83 an hour
Hours	Part time, Weekends as needed, Evenings as needed
Requirements	<ul style="list-style-type: none"> ● High school diploma or equivalent preferred but not required. ● Experience in retail sales, customer service, or cashier roles is a plus but not essential. ● Must be at least 18 years of age at time of application.
Description	<p>Eager to deliver top-notch customer service in an entry-level retail role.</p> <p>Driven to meet and exceed retail sales goals.</p> <p>Reliable, detail-oriented, and comfortable with cashier responsibilities.</p> <p>Able to work a flexible schedule with evening and weekend availability.</p>
Where to Apply	INDEED

- APPLIED**
 INTERVIEWED

RETAIL

Retail Merchandise Associate

Location	TJ Maxx (part of The TJX Companies, Inc.) 111 East Puainako Street, Hilo, HI 96720
Pay	\$16.00 - \$16.50 an hour
Hours	Part time
Requirements	<ul style="list-style-type: none"> ● Able to respond appropriately to changes in direction or unexpected situations ● Capable of lifting heavy objects with or without reasonable accommodation ● Retail customer experience preferred
Description	<p>Supports and embodies a positive store culture through honesty, integrity, and respect</p> <p>Accurately rings customer purchases/returns and counts change back to customer according to established operating procedures</p> <p>Promotes credit and loyalty programs</p>
Where to Apply	INDEED

- APPLIED**
 INTERVIEWED

RETAIL

Guest Advocate (Cashier or Front of Store Attendant/Cart Attendant) (T2682)

Location	Target 391 East Maka'ala Street, Hilo, HI 96720
Pay	From \$18 an hour
Hours	Part time, Weekends as needed and Holidays
Requirements	<ul style="list-style-type: none"> Communicating effectively, including using positive language and attentive to guests needs Welcoming and helpful attitude toward guests and other team members Willing to educate guests and engage around products and services
Description	<p>Flexible work schedule (e.g., nights, weekends and holidays); reliable and prompt attendance necessary.</p> <p>Capable of working in and exposure to varying temperatures, humidity, and other elements while performing certain job duties including but not limited to Drive-Up, carryout, etc.</p>
Where to Apply	INDEED Or https://corporate.target.com/careers

- APPLIED
 INTERVIEWED

RETAIL

Stocker

Location	Walmart 325 East Maka'ala Street, Hilo, HI 96720
Pay	\$18 - \$31 an hour
Hours	Part-Time, Mid-shift, Closing and Overnight shift,
Requirements	<ul style="list-style-type: none"> Stocking associates are focused on unloading trucks and stocking new freight. They spend the majority of their time in the backroom. Stocking associates must be able to lift heavy objects in excess of 50 pounds. Ability to operate heavy machinery such as forklifts may also be necessary.
Description	<p>Stocking, backroom, and receiving associates work to ensure customers can find all the items they have on their shopping list. Depending on the shift you work, your job could include moving inventory in the backroom, unloading trucks, or helping customers while stocking shelves. From unloading trucks in the summer to filling ice cream in the freezer, this fast-paced job can be physically demanding.</p> <p>It's like being paid to go the gym!</p>
Where to Apply	INDEED or https://careers.walmart.com/

- APPLIED
 INTERVIEWED

LABOR

WAREHOUSE ASSOCIATE

Location	Meadow Gold Dairies Hawaii, LLC 11 Railroad Avenue, Hilo, HI 96720
Pay	\$20 - \$22 an hour
Hours	Full-Time, Overtime, Weekends as needed, & Holidays
Requirements	<ul style="list-style-type: none"> ● Possess basic math and good communication skills ● Can stand, walk, push, and pull a majority of the day ● Can lift up to 50 pounds frequently and manually stack and move cases up to 6-8 cases high
Description	<p>Accurately load and unload trucks and containers</p> <p>Accurately pull product for customer orders</p> <p>Ensure proper code date rotation</p> <p>Performs other duties as assigned</p>
Where to Apply	INDEED

- APPLIED**
 INTERVIEWED

LABOR

Production Worker

Location	Goodwill Industries of Hawaii 500 Kalaniana'ole St Ste 3, Hilo, HI 96720
Pay	\$16 an hour
Hours	Full-Time, & Weekends as needed
Requirements	<ul style="list-style-type: none"> ● stand; walk; use hands to finger, handle, or feel; ● reach with hands and arms; and talk or hear. ● frequently lift and/or move up to 50 pounds ● occasionally maneuver wheeled containers weighing up to 100 pounds
Description	<p>Removes item from bins or carts for close inspection to determine if item is saleable.</p> <p>Scans clothing/textile items for defects such as holes, rips, tears, misaligned or missing fasteners or trim, and variations in color of fabric for clothing items. Examines fabric for holes or stains. Sorts textiles to determine quality and price or if item goes to As-Is, bale, or dump if appropriate</p>
Where to Apply	INDEED

- APPLIED**
 INTERVIEWED

LABOR

Laundry Helper I (No Benefits) 290720 (47242)

Location	HHSC East Hawaii Region (Hilo Benioff Medical Center) Hilo, HI 96720
Pay	\$25.20 an hour
Hours	Full-Time, Weekends as needed & Holidays
Requirements	<ul style="list-style-type: none">● Knowledge Of: Laundry work● Ability To: Sort and fold laundry; iron; learn to operate laundry equipment; follow oral and written instructions; get along well with others; perform lifting, moving and other manual work.
Description	The Laundry Helper is a valuable member of our team. This position provides adequate supplies of clean sanitary linen and garments to all departments and performs other duties as assigned.
Where to Apply	INDEED

- APPLIED**
 INTERVIEWED

LABOR

Warehouse Day Crew

Location	Suisan Company, Limited - HILO Hilo, HI 96720.
Pay	\$16 an hour
Hours	Full-Time
Requirements	<ul style="list-style-type: none">● Knowledge of warehouse processes.● Desire to learn and grow.● Must have attention to detail, excellent customer service, and front of the line support.● Ability to balance and prioritize multiple tasks.
Description	Communicate with the team on products received that are damaged, outdated or shorted. Unload and receive container freight in an efficient manner. Assistance verifying date codes on receipt items and rejecting any outdated products. Slot products accurately, utilizing designated areas for slotting pallets.
Where to Apply	INDEED

- APPLIED**
 INTERVIEWED

LABOR

Groundskeeper (Temp, On-Call)

Location	Kamehameha Schools 16-716 Volcano Rd, Kea'au, HI 96749
Pay	\$20.73 - \$27.48 an hour
Hours	Part time, Monday to Friday, On call
Requirements	<ul style="list-style-type: none"> ● High School Diploma/GED. ● Good work ethic, including punctuality and good attendance ● Basic computer knowledge. ● Valid Driver's License.
Description	<p>Assists with assembling materials and tools for work to be performed.</p> <p>With guidance, prepares work areas for work to be performed, and cleans work areas, machines, and equipment following work completion.</p> <p>With direction, may independently perform general grounds keeping services.</p>
Where to Apply	INDEED

- APPLIED**
 INTERVIEWED

LABOR

Trimmer Climber-NON-UNION

Location	Asplundh Tree Expert, LLC Hilo, HI 96720
Pay	\$20 - \$25 an hour
Hours	Full Time
Requirements	<ul style="list-style-type: none"> ● High School Diploma or equivalent preferred. ● Must be 18 years of age or older. ● Must be able to work with hands above head for extended periods of time.
Description	<p>Trims and/or removes trees, branches, trunk sections.</p> <p>Operate and service all required tools/equipment.</p> <p>Cuts and splits large debris into manageable pieces.</p> <p>Sprays areas with equipment to prevent further growth.</p> <p>Loads/unloads trucks.</p>
Where to Apply	INDEED

- APPLIED**
 INTERVIEWED

HOSPITALITY AIDE

Hospitality Aide

Location	Hale Anuene Restorative Care Center 1333 Waianuene Avenue, Hilo, HI 96720
Pay	\$16 an hour
Hours	Full-Time
Requirements	<ul style="list-style-type: none"> • High school diploma or equivalent • CPR certification upon hire or obtain during orientation. CPR certification must remain current during employment.
Description	<p>Make independent decisions when circumstances warrant such action</p> <p>Knowledgeable of practices and procedures as well as the laws, regulations, and guidelines governing functions in the post acute care facility</p> <p>Implement and interpret the programs, goals, objectives, policies, and procedures of the department</p> <p>Maintains confidentiality of all proprietary and/or confidential information</p> <p>Understand and follow company policies including harassment and compliance procedures</p>
Where to Apply	INDEED

- APPLIED
 INTERVIEWED

HOSPITALITY AIDE

Laboratory Assistant (Nights) - Hilo Benioff Medical Center

Location	Clinical Laboratories of Hawaii, LLP Hilo, HI 96721
Pay	\$19.74 - \$21.71 an hour
Hours	Full-Time
Requirements	<ul style="list-style-type: none"> • High School Diploma or equivalent • Strong reading, writing, and analytical skills • Ability to operate general laboratory equipment, including but not limited to telephones, computers, centrifuges, and audible alarms.
Description	<p>Perform a vital part of the patient care process by making sure laboratory specimens are appropriately collected (including phlebotomy), processed, prepared, routed, and stored</p> <p>Recognize when corrective action is needed and implement effective solutions</p> <p>Work in a laboratory environment with biological hazards and PPE requirements.</p> <p>Champion safety, compliance, and quality control</p>
Where to Apply	INDEED

- APPLIED
 INTERVIEWED

HOSPITALITY AIDE

Patient Services Representative

Location	Hawai'i Island Community Health Center 1178 Kinoole Street, Hilo, HI 96720
Pay	\$18.50 - \$25.02 an hour
Hours	Full-Time, Weekends as needed and Holidays
Requirements	<ul style="list-style-type: none"> • Required-High school diploma or equivalent • Required-Six months to one year related experience and/or training is required
Description	<p>Greets new and returning patients and clients entering the health center and checks them in for scheduled and walk-in appointments.</p> <p>Updates patient records to verify contact information.</p> <p>Greets other visitors to the health center and directs them to the appropriate offices or individual staff.</p>
Where to Apply	INDEED

- APPLIED**
 INTERVIEWED

HOSPITALITY AIDE

Dental Patient Services Representative

Location	Hawai'i Island Community Health Center 1257 Kilauea Avenue, Hilo, HI 96720.
Pay	\$18.50 - \$25.02 an hour
Hours	Hours unavailable
Requirements	<ul style="list-style-type: none"> • Education: High School Graduate or General Education Degree (GED): Required • Experience: 1 plus years of experience • Computer Skills: Experience in Microsoft Windows environment preferred. Ability to competently utilize EDR (Electronic Dental Records) effectively
Description	<p>Check patients in/out for appointments, secure patient dental records, and notify dental staff of patient's arrival. Document cancellations or appointments not kept in patient chart.</p> <p>Monitor the status of reception areas, alerting clinical staff of unusually long patient wait times or obtaining assistance for any unusual situations including patient conflicts.</p>
Where to Apply	INDEED

- APPLIED**
 INTERVIEWED

HOSPITALITY AIDE

Front Office Assistant - Hilo

Location	HEALTH SERVICES HAWAII ISLANDS, LLC Hilo, HI
Pay	\$19 an hour - Full-time
Hours	Full-Time, Mon-Fri
Requirements	<ul style="list-style-type: none"> • Skills -Do you have experience in Sales?
Description	<p>Creates a smooth office flow by maintaining a full schedule.</p> <p>Is effective at schedule management and maximizes opportunities, such as filling gaps in the schedule and getting new patients scheduled in a timely manner.</p> <p>Welcomes and greets all patients and visitors in a warm and courteous manner in person or on the telephone.</p> <p>Protects patient confidentiality by making sure all health information is secure by not leaving protected health information in plain sight and logging off the computer before leaving it unattended.</p> <p>Maintains operations by following policies and procedures.</p>
Where to Apply	INDEED

- APPLIED
 INTERVIEWED

HOSPITALITY AIDE

Dental Assistant for General Practice

Location	Dr. Steven Y. Sakata 275 Ponahawai Street, Hilo, HI 96720
Pay	From \$18 an hour
Hours	Full-Time
Requirements	<ul style="list-style-type: none"> • -Good Communicator • - Proficiency in X-Ray procedures • - Experience in dental assisting • - Familiarity with HIPAA regulations • - Ability to take vital signs accurately
Description	<ul style="list-style-type: none"> - Prepare patients for dental procedures. Set up procedure trays and clean up operatories. - Sterilize and disinfect instruments and equipment - Provide chairside assistance to dentists during procedures - Take digital dental X-rays - Perform various office tasks as needed - Assist Dental Hygienist and office manager when needed
Where to Apply	INDEED

- APPLIED
 INTERVIEWED

