



**NEIGHBORHOOD
PLACE OF PUNA**

Resource Center Employment Listing: East Hawai‘i

Updated: 03/27/26

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

RESTAURANT SERVICE AND KITCHEN TEAM

Location	Panda Restaurant Group 376 Kilauea Avenue, Hilo, HI 96720
Pay	\$15.00-22.00 an Hour
Hours	Full-Time
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	Talent.com

- APPLIED
 INTERVIEWED

FOOD SERVICE

DISHWASHER

Location	Cafe Pesto 308 Kamehameha Avenue, Hilo, HI 96720
Pay	\$16.00 an hour
Hours	Shits not available
Requirements	<ul style="list-style-type: none"> ● Proven working experience as a dishwasher ● High integrity with a great attendance record ● Ability to listen and communicate effectively.
Description	<p>Wash dishes, glassware, flatware, pots or pans using dishwashers or by hand</p> <p>Maintain a clean and tidy work area</p> <p>Follow health and safety guidelines</p> <p>Sort and stack clean dishes; Carry clean dishes to proper storage areas</p>
Where to Apply	INDEED.COM

- APPLIED
 INTERVIEWED

FOOD SERVICE

CREW MEMBER

Location	Little Caesars 125 Kekuanaoa Street, Hilo, HI 96720
Pay	\$16.00 an hour
Hours	Part-Time
Requirements	<ul style="list-style-type: none"> • Employees must prepare hot and cold food using kitchen equipment and work quickly without losing accuracy. • Employees may be required to lift up to 55 lbs., stand up to four hours and reach across counter tops to serve customers.
Description	<p>Active movement throughout the day: walking, standing, squatting, bending, stooping, reaching, etc. (not a sedentary position)</p> <p>Finger dexterity is needed to prepare product</p> <p>As a crew member at Little Caesars, you will work as part of the restaurant team to assist in making Hot-N-Ready products that are of a high quality, and provide outstanding service that will keep our customers satisfied and coming back.</p>
Where to Apply	INDEED

- APPLIED
 INTERVIEWED

FOOD SERVICE

DELI CLERK

Location	Orchidland General Store 16-125 Orchid Land Dr, Kea'au, HI 96749
Pay	\$16.00-\$16.50 an hour
Hours	Part-time
Requirements	<ul style="list-style-type: none"> • - Culinary skills: Ability to prepare and present deli products in an appealing manner • - Customer service: Strong interpersonal skills to provide friendly and helpful service to customers • - Food handling: Knowledge of proper food handling techniques to maintain safety and quality standards
Description	<p>- Prepare and serve a variety of deli products such as sandwiches, salads, and hot food items</p> <p>- Assist customers with their deli orders, providing recommendations and answering any questions</p> <p>- Maintain cleanliness and sanitation standards in the deli area, including proper food handling and storage</p>
Where to Apply	INDEED

- APPLIED
 INTERVIEWED

FOOD SERVICE

KITCHEN TEAM MEMBER

Location	Fairway Grill and Coconut Grill 340 Haihai Street, Hilo, HI 96720
Pay	\$18-\$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 - Follow recipes and help with menu planning - Handle and maintain kitchen equipment, including knives and utensils - Ensure food safety standards are met at all times
Where to Apply	INDEED

- 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	<ul style="list-style-type: none"> - Assist with food preparation and cooking as directed by chef. - Ensure proper food handling and storage procedures are followed to maintain food safety standards. - Clean and sanitize work areas, equipment, and utensils to maintain a clean and organized kitchen.
Where to Apply	INDEED

- APPLIED
 INTERVIEWED

CLERICAL WORK

OFFICE ASSISTANT

Location	Big Island Custom Wraps Hilo, HI 96720
Pay	\$16.00 an hour
Hours	Part-Time
Requirements	<ul style="list-style-type: none"> • Organized and detail-oriented • Comfortable communicating with customers • Able to manage multiple tasks • Reliable and able to work independently
Description	<p>Send estimates and invoices</p> <p>Follow up with customers about appointments, approvals, and payments</p> <p>Help manage the shop schedule and job progress</p> <p>Track and order vinyl, PPF, tint, and other materials</p> <p>Keep job files organized with photos, receipts, and notes</p> <p>Assist with customer intake and general office tasks</p>
Where to Apply	INDEED

- APPLIED**
 INTERVIEWED

CLERICAL WORK

RECEPTIONIST

Location	Big Island Housing Foundation 688 Kinoole Street, Hilo, HI 96720
Pay	\$17.00 an hour
Hours	Part-time
Requirements	<ul style="list-style-type: none"> • A clean criminal history that is deemed mostly acceptable to the employer. • A current valid Hawaii State Driver's License, with driving record deemed mostly acceptable to the employer. • Flexibility to travel to project sites island-wide.
Description	<ul style="list-style-type: none"> · Greet clients upon arrival and answer questions or direct to the appropriate staff member · Answer phone calls and respond to inquiries regarding services, the application process, etc. · Review all incoming applications to ensure completeness, process completed applications and add them to the waiting list(s)
Where to Apply	INDEED

- APPLIED**
 INTERVIEWED

CLERICAL WORK

Front Desk Attendant

Location	UFC Gym 777 Kinoole St, Hilo, HI 96720
Pay	\$16 an hour
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

HOTEL FRONT DESK AGENT

Location	Grand Naniloa Hotel Hilo - a DoubleTree by Hilton 93 Banyan Drive, Hilo, HI 96720
Pay	\$18.50
Hours	Part-Time
Requirements	<ul style="list-style-type: none"> • High school diploma or GED; some hotels prefer coursework in hospitality or business. • Experience with customer service • You'll be interacting with guests all day—handling check-ins, complaints, and requests.
Description	We are searching for an enthusiastic, service-focused hotel front desk agent to join our guest services team. You'll welcome guests, manage accounts, answer inquiries and field complaints to ensure we deliver an excellent experience to every guest. You will bring excellent communication skills and a passion for putting our guests first. If you love interacting with people in a positive work environment.
Where to Apply	INDEED

- APPLIED
 INTERVIEWED

CLERICAL WORK

OFFICE ADMIN/SECRETARY

Location	Mr Ks Recycling and Redemption Hilo, HI 96720
Pay	\$16-\$18 an hour
Hours	Full time, Part-time, Weekends
Requirements	<ul style="list-style-type: none"> ● Excellent communication skills, both verbal and written, with a friendly demeanor. ● Experience with cash handling
Description	Looking for a Part-time/Full-time office admin/secretary. Must be reliable and good with numbers. Trustworthiness and ability to multitask is a must. Duties include but not limited to cash handling, good phone ethics, processing transactions, knowledge in excel, word and filing. Must be able to work one weekend-day out of the week.
Where to Apply	INDEED

- APPLIED**
 INTERVIEWED

CLERICAL WORK

FRONT OFFICE ASSISTANT

Location	HEALTH SERVICES HAWAII ISLANDS, LLC Hilo, HI
Pay	\$19 an hour
Hours	Full-time, Mon-Fri
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>Welcomes and greets all patients and visitors in a warm and courteous manner in person or on the telephone.</p> <p>Answers the telephone while maintaining a polite, consistent professional manner using proper telephone etiquette and following company prescribed scripts.</p> <p>Responsible for keeping the store clean and always organized.</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	Accurately load and unload trucks and containers Accurately pull product for customer orders Ensure proper code date rotation Performs other duties as assigned
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	Removes item from bins or carts for close inspection to determine if item is saleable. 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
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

Water Distribution Meter Reader

Location	Hawaiian Beaches Water Company Pāhoa, HI 96778
Pay	\$16- \$20 an hour
Hours	Full-Time, Mon-Fri
Requirements	<ul style="list-style-type: none">● Drivers license● Desire to learn and grow.● Must have attention to detail, excellent customer service, and front of the line support.● High school diploma
Description	Read water meters using a handheld device Assist with underground main and lateral repairs Install and repair meters and meter boxes Dig trenches and perform manual labor Operate jackhammers, saws, and power tools Set up traffic control zones Maintain vehicles and equipment Communicate respectfully with customers
Where to Apply	INDEED

- APPLIED**
 INTERVIEWED

LABOR

Central Warehouse Stock Clerk

Location	KTA Super Stores 50 East Puainako Street, Hilo, HI 96720
Pay	\$17- \$20 an hour
Hours	Full- time and Holidays
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>Accurately receive and count incoming merchandise, physically counting and matching it with receiving documents.</p> <p>Store merchandise with proper expiration date rotation in the warehouse (Drive forklift, operate pallet jack, stock wagon, etc.)</p> <p>Prepare orders for delivery by palletizing and wrapping merchandise.</p> <p>Load freight for delivery to stores (truckers, Young Brothers, etc.).</p>
Where to Apply	INDEED

- APPLIED
 INTERVIEWED

LABOR

Utility/Wash Crew

Location	Roberts Hawaii Kea'au, HI 96749
Pay	\$16.75 an hour
Hours	Part Time, Weekends, Holidays, On call
Requirements	<ul style="list-style-type: none"> ● Must be at least 18 year of age ● Must be able to write simple correspondence and basic reports ● Ability to perform simple math operations, such as addition, subtraction, multiplication ● Must be able to work flexible days / hours, to include weekends, nights, holidays, etc.
Description	<p>Responsible for the thorough cleaning and maintenance of the Company vehicles' interior, to include: ceiling, windows, seats, floors, walkways, handrails, driver's area, steps, etc.</p> <p>On occasion they shall be responsible for vacuuming the interior of the vehicles.</p> <p>Know safety features of each vehicle and ensure that they are in working order.</p>
Where to Apply	INDEED

- APPLIED
 INTERVIEWED

HOSPITALITY AIDE

Hospitality Aide

Location	Hale Anuenue Restorative Care Center 1333 Waianuenue 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>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