



**NEIGHBORHOOD  
PLACE OF PUNA**

# **Resource Center Employment Listing: East Hawai'i**

Updated: 04/10/26

*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"> <li>● Friendly and helpful team members</li> <li>● Operations experience is a plus</li> <li>● Some high school</li> <li>● Food Handler certification may be required depending on local requirements, acquired at your expense</li> </ul>
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	<a href="https://www.talent.com">Talent.com</a>

- 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"> <li>● Proven working experience as a dishwasher</li> <li>● High integrity with a great attendance record</li> <li>● Ability to listen and communicate effectively.</li> </ul>
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	<a href="https://www.indeed.com">INDEED.COM</a>

- 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"> <li>• Employees must prepare hot and cold food using kitchen equipment and work quickly without losing accuracy.</li> <li>• Employees may be required to lift up to 55 lbs., stand up to four hours and reach across counter tops to serve customers.</li> </ul>
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	<a href="#">INDEED</a>

- APPLIED**  
 **INTERVIEWED**

## FOOD SERVICE

### LINE COOK

Location	Sweet Cane Cafe 48 Kamana St. Hilo, HI 96720
Pay	\$16.00-\$20.00 an hour
Hours	Part-time
Requirements	<ul style="list-style-type: none"> <li>• Prep and cooking of menu items</li> <li>• Use of small equipment, grill, gas stove and ovens</li> </ul>
Description	<p>Prep and cooking of menu items. Use of small equipment, grill, gas stove and ovens. Must be available weekends.</p> <p>Company Description We are a small family run operation, farm to table, home baked breads and desserts. We are a mother and sisters team who run the business together, all taking on different roles. We hope you will enjoy an intimate setting among family and co-workers.</p>
Where to Apply	<a href="#">Seasoned</a>

- 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"> <li>● - Previous experience in a kitchen or culinary environment is preferred</li> <li>● - Knowledge of food handling procedures and basic culinary techniques</li> <li>● - Ability to work efficiently in a team environment</li> <li>● - Familiarity with restaurant operations is a plus</li> </ul>
Description	<ul style="list-style-type: none"> <li>- Assist in food preparation under the guidance of the head chef</li> <li>- Follow recipes and help with menu planning</li> <li>- Handle and maintain kitchen equipment, including knives and utensils</li> <li>- Ensure food safety standards are met at all times</li> </ul>
Where to Apply	<a href="#">INDEED</a>

- APPLIED**  
 **INTERVIEWED**

## FOOD SERVICE

### PREP COOK

Location	Zippy's 111 East Puainako Street, Hilo, HI 96720.
Pay	\$17.25 an hour
Hours	Part-time, Flexible schedule
Requirements	
Description	<p>Prepares ingredients – Washes, chops, measures, and follows recipes and prep lists accurately</p> <p>Manages inventory – Labels, stocks, and rotates items while checking freshness</p> <p>Cleans workspace – Keeps kitchen, tools, and surfaces clean and sanitary</p> <p>Follows safety rules – Uses equipment properly and reports hazards or damaged items</p> <p>Handles physical tasks – Lifts up to 50 lbs, stands for long periods, and works in varying temperatures.</p>
Where to Apply	<a href="#">INDEED</a>

- APPLIED**  
 **INTERVIEWED**

## CLERICAL WORK

### STORE OFFICE CLERK

Location	Foodland Super Market Ltd 400 E Kawili St Hilo, HI 96720
Pay	\$18.58 an hour
Hours	Part-time
Requirements	<ul style="list-style-type: none"> <li>• Must be 18 years of age</li> <li>• Must successfully pass cashier and office clerk training after hire</li> <li>• TB Clearance required</li> </ul>
Description	<p>Providing excellent customer service and resolving customer issues in a professional and timely manner</p> <p>Handling financial transactions, including money orders, bill payments, and sales of convenience items like stamps and bus passes</p> <p>Balancing cash drawers, preparing store deposits, and maintaining accurate financial records</p> <p>Answering, directing, and managing incoming telephone calls to support customer and store needs</p> <p>Performing all cashier duties as needed, ensuring smooth and efficient operations</p>
Where to Apply	<a href="#">INDEED</a>

- 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"> <li>• A clean criminal history that is deemed mostly acceptable to the employer.</li> <li>• A current valid Hawaii State Driver's License, with driving record deemed mostly acceptable to the employer.</li> <li>• Flexibility to travel to project sites island-wide.</li> </ul>
Description	<ul style="list-style-type: none"> <li>· Greet clients upon arrival and answer questions or direct to the appropriate staff member</li> <li>· Answer phone calls and respond to inquiries regarding services, the application process, etc.</li> <li>· Review all incoming applications to ensure completeness, process completed applications and add them to the waiting list(s)</li> </ul>
Where to Apply	<a href="#">INDEED</a>

- 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"> <li>• High school diploma or GED required</li> <li>• Current CPR/AED certification</li> <li>• Must be energetic and possess a very friendly, outgoing personality and positive attitude</li> <li>• Possess strong interpersonal and communication skills, including telephone etiquette</li> </ul>
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	<a href="#">INDEED</a>

- 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"> <li>• High school diploma or GED; some hotels prefer coursework in hospitality or business.</li> <li>• Experience with customer service</li> <li>• You'll be interacting with guests all day—handling check-ins, complaints, and requests.</li> </ul>
Description	<p>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.</p>
Where to Apply	<a href="#">INDEED</a>

- 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"> <li>• Excellent communication skills, both verbal and written, with a friendly demeanor.</li> <li>• Experience with cash handling</li> </ul>
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	<a href="#">INDEED</a>

- 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"> <li>• Strong organizational skills with the ability to prioritize tasks effectively in a busy environment.</li> <li>• Excellent customer service skills with a friendly demeanor towards patients and staff alike.</li> <li>• Ability to maintain confidentiality and adhere to HIPAA guidelines at all times.</li> </ul>
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	<a href="#">INDEED</a>

- 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"> <li>• Effective communication skills, being open to feedback, and the ability to adapt quickly.</li> <li>• Ability to de-escalate store and customer situations effectively.</li> <li>• Must be available to work peak days and times, including varied shifts of evenings, weekends, and holidays</li> </ul>
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	<a href="#">INDEED</a>

- 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"> <li>• Ability to occasionally push, pull and lift more than 25 pounds.</li> <li>• Certain assignments may require other qualifications and skills.</li> <li>• Associates who work Stockroom shifts: Ability to regularly push, pull and lift more than 20 pounds.</li> </ul>
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	<a href="#">INDEED</a>

- 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"><li>• High school diploma or equivalent preferred but not required.</li><li>• Experience in retail sales, customer service, or cashier roles is a plus but not essential.</li><li>• Must be at least 18 years of age at time of application.</li></ul>
Description	Eager to deliver top-notch customer service in an entry-level retail role.  Driven to meet and exceed retail sales goals.  Reliable, detail-oriented, and comfortable with cashier responsibilities.  Able to work a flexible schedule with evening and weekend availability.
Where to Apply	<a href="#">INDEED</a>

- 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"><li>• Able to respond appropriately to changes in direction or unexpected situations</li><li>• Capable of lifting heavy objects with or without reasonable accommodation</li><li>• Retail customer experience preferred</li></ul>
Description	Supports and embodies a positive store culture through honesty, integrity, and respect  Accurately rings customer purchases/returns and counts change back to customer according to established operating procedures  Promotes credit and loyalty programs
Where to Apply	<a href="#">INDEED</a>

- 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"> <li>• Communicating effectively, including using positive language and attentive to guests needs</li> <li>• Welcoming and helpful attitude toward guests and other team members</li> <li>• Willing to educate guests and engage around products and services</li> </ul>
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	<a href="#">INDEED</a> Or <a href="https://corporate.target.com/careers">https://corporate.target.com/careers</a>

- 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"> <li>• 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.</li> </ul>
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	<a href="#">INDEED</a> or <a href="https://careers.walmart.com/">https://careers.walmart.com/</a>

- 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"><li>● Possess basic math and good communication skills</li><li>● Can stand, walk, push, and pull a majority of the day</li><li>● Can lift up to 50 pounds frequently and manually stack and move cases up to 6-8 cases high</li></ul>
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	<a href="#">INDEED</a>

- 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"><li>● stand; walk; use hands to finger, handle, or feel;</li><li>● reach with hands and arms; and talk or hear.</li><li>● frequently lift and/or move up to 50 pounds</li><li>● occasionally maneuver wheeled containers weighing up to 100 pounds</li></ul>
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	<a href="#">INDEED</a>

- APPLIED  
 INTERVIEWED

## LABOR

### COMMERCIAL LAUNDRY REPAIR TECHNICIAN

Location	Purestar Group 865 Kinoole St, Hilo, HI 96720
Pay	\$24.00-35.00 an hour
Hours	Full-Time
Requirements	<ul style="list-style-type: none"> <li>● Ability to identify issues of varying complexity and develop effective solutions with minimal guidance</li> <li>● Skilled in performing mechanical or electrical tasks within an industrial environment</li> <li>● Ability to lift up to 75 pounds regularly</li> </ul>
Description	<p>Perform scheduled and emergency maintenance on commercial laundry equipment to ensure maximum productivity and operational efficiency</p> <p>Diagnose and repair mechanical, electrical, plumbing, and electronic issues in an industrial environment</p> <p>Follow all company safety procedures, OSHA guidelines.</p> <p>Complete assigned tasks and projects accurately, efficiently, and with strong attention to detail</p>
Where to Apply	<a href="#">INDEED</a>

- APPLIED  
 INTERVIEWED

## LABOR

### FREIGHT/RECEIVING

Location	The Home Depot 380 Makaala Street, Hilo, HI 96720
Pay	\$17.50-18.50 an hour
Hours	Full-Time
Requirements	<ul style="list-style-type: none"> <li>● Drivers license</li> <li>● Desire to learn and grow.</li> <li>● High school diploma</li> </ul>
Description	<p>Associates in Freight/Receiving positions ensure the store is stocked and ready for business every day</p> <p>They load and unload trucks, move material from the receiving area throughout the store, may operate forklifts and may perform critical functions for maintaining proper on-hands and pricing for our customers</p> <p>Direct customer interaction is frequently required for some positions and excellent customer service skills are required</p> <p>The Freight/Receiving positions may include Freight Team Associate, Freight Team Lead, Receiving Associate and Receiving Support</p>
Where to Apply	<a href="https://careers.homedepot.com">careers.homedepot.com</a>

- 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"> <li>● High School Diploma/GED.</li> <li>● Good work ethic, including punctuality and good attendance</li> <li>● Basic computer knowledge.</li> <li>● Valid Driver's License.</li> </ul>
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	<a href="#">INDEED</a>

- APPLIED**  
 **INTERVIEWED**

## LABOR

### HEAVY CIVIL LABORER

Location	Alpha Inc Hawaii 1289 Kilauea Ave 96720
Pay	\$25.00-30.00 an hour
Hours	Full-Time
Requirements	<ul style="list-style-type: none"> <li>● Must be at least 18 year of age</li> <li>● Candidates should have at least one year of construction experience, the ability to lift heavy materials, and skills with hand tools and equipment</li> </ul>
Description	<p>Laborers perform various construction-related tasks.</p> <p>Candidates should have at least one year of construction experience.</p> <p>The ability to lift heavy materials, and skills with hand tools and equipment.</p>
Where to Apply	<a href="#">INDEED</a>

- APPLIED**  
 **INTERVIEWED**

## HOSPITALITY AIDE

### Hospitality Aide

Location	Hale Anuenu Restorative Care Center 1333 Waianuenu Avenue, Hilo, HI 96720
Pay	\$16 an hour
Hours	Full-Time
Requirements	<ul style="list-style-type: none"> <li>• High school diploma or equivalent</li> <li>• CPR certification upon hire or obtain during orientation. CPR certification must remain current during employment.</li> </ul>
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	<a href="#">INDEED</a>

- APPLIED  
 INTERVIEWED

## HOSPITALITY AIDE

### VALET HOTEL ATTENDANT

Location	Grand Naniloa Hotel Hilo 93 Banyan Drive, Hilo, Hawaii, 96720
Pay	\$16 an Hour
Hours	Full-Time
Requirements	<ul style="list-style-type: none"> <li>• Valid Driver's License</li> <li>• Able to stay in constant motion and handle tasks such as lifting and transporting heavy luggage</li> <li>• High school diploma or GED and at least one year of hotel experience</li> </ul>
Description	<p>Safely drive, park, and retrieve guest vehicles efficiently.</p> <p>Provide a professional, friendly experience by greeting guests and treating their vehicles with care</p> <p>Assist guests with handling and securing their luggage to ensure convenience and safety</p> <p>Remain dependable, follow established processes, and assist with additional duties as needed while working with team members</p>
Where to Apply	<a href="#">linkedin.com</a>

- 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"> <li>• Required-High school diploma or equivalent</li> <li>• Required-Six months to one year related experience and/or training is required</li> </ul>
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	<a href="#">INDEED</a>

- 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"> <li>• Education: High School Graduate or General Education Degree (GED): Required</li> <li>• Experience: 1 plus years of experience</li> <li>• Computer Skills: Experience in Microsoft Windows environment preferred. Ability to competently utilize EDR (Electronic Dental Records) effectively</li> </ul>
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	<a href="#">INDEED</a>

- 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	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/phone</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	<a href="#">INDEED</a>

- 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"> <li>● -Good Communicator</li> <li>● - Proficiency in X-Ray procedures</li> <li>● - Experience in dental assisting</li> <li>● - Familiarity with HIPAA regulations</li> <li>● - Ability to take vital signs accurately</li> </ul>
Description	<p>- Prepare patients for dental procedures. Set up procedure trays and clean up operatories.</p> <p>- Sterilize and disinfect instruments and equipment</p> <p>- Provide chairside assistance to dentists during procedures</p> <p>- Take digital dental X-rays</p> <p>- Perform various office tasks as needed</p> <p>- Assist Dental Hygienist and office manager when needed</p>
Where to Apply	<a href="#">INDEED</a>

- APPLIED  
 INTERVIEWED

