



**NEIGHBORHOOD
PLACE OF PUNA**

Resource Center Employment Listing: East Hawai'i

Updated: 04/24/26

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

Prep Cook

Location	Zippy's 111 East Puainako Street, Hilo, HI 96720
Pay	\$17.25 an hour
Hours	8 Hour shifts
Requirements	<ul style="list-style-type: none"> ● Passed a tuberculosis (TB) skin test within 12 months of the date of hire OR Dated/Issued at the age of 16 or older. ● Pass a drug screening test. ● Light to Medium work. Exerting up to 20 to 50 pounds of force.
Description	<p>Collaborating with other kitchen and management staff to keep track of ingredient inventory and order resupply</p> <p>Maintains a safe, sanitary, and organized workspace, reporting any damaged kitchen equipment to management for repair.</p> <p>Performs other duties as assigned by management.</p>
Where to Apply	INDEED.COM

- APPLIED
 INTERVIEWED

FOOD SERVICE

Part time line cook / Helper

Location	Fried Rice Express, LLC Hilo, HI
Pay	\$16.00- \$18.00 an hour
Hours	Part-Time, Weekends and night shift
Requirements	<ul style="list-style-type: none"> • Prefer some background in food preparation, cooking, or restaurant kitchen roles within the food industry • Strong knife skills and familiarity with various cooking techniques • Knowledge of food safety regulations and best practices in food handling
Description	<p>Prepare ingredients and assemble components for breakfast and lunch menus early each morning</p> <p>Cook and plate dishes efficiently while maintaining high standards of food quality and presentation</p> <p>Maintain cleanliness and organization of the kitchen station before, during, and after shifts</p>
Where to Apply	INDEED

- APPLIED
 INTERVIEWED

FOOD SERVICE

Kitchen Staff

Location	LEE'S CHOP SUEY INC · Hilo, HI
Pay	\$17.00an hour
Hours	Full Time and Part-time
Requirements	<ul style="list-style-type: none"> • Previous experience in food preparation or cooking is preferred but not required. • Knowledge of food handling and safety practices is a plus. • Ability to work in a fast-paced environment while maintaining attention to detail.
Description	<p>Prepare and cook menu items according to established recipes and standards.</p> <ul style="list-style-type: none"> • Assist in food handling, ensuring all safety and sanitation guidelines are followed. • Provide excellent customer service by communicating effectively with team members and guests.
Where to Apply	Glassdoor

- APPLIED
 INTERVIEWED

FOOD SERVICE

Back of House Team Member

Location	HAWAIIAN STYLE CAFE · Hilo, HI
Pay	\$17.00 an hour
Hours	Part-time, Full-time
Requirements	<ul style="list-style-type: none"> ● Proven background in food preparation, cooking, or restaurant experience demonstrating strong kitchen skills ● Knowledge of food handling procedures, food safety standards, and sanitation practices
Description	<p>In this energetic role, you will be responsible for preparing and cooking a variety of dishes with precision and creativity</p> <p>Your expertise will help deliver memorable dining experiences to our guests, ensuring every plate meets our high standards for quality and presentation</p> <p>Prepare ingredients and cook menu items according to established recipes and standards, maintaining consistency and quality</p>
Where to Apply	Glassdoor

- APPLIED
 INTERVIEWED

FOOD SERVICE

Food and Beverage , Food Service, Starbucks (T2682)

Location	Target · Hilo, HI
Pay	\$18.00 an hour
Hours	Part-time, Flexible schedule
Requirements	<p>Guest service fundamentals and experience building a guest first culture in Food & Beverage</p> <p>You thrive in a fast-moving, highly active and physically demanding role, where teamwork, flexibility, and creative problem solving are key to success</p>
Description	<p>Food seasonality, freshness and quality, food safety standards and routines, and merchandising</p> <p>Deliver an exceptional guest experience, providing a fresh and full shopping experience during all hours of operations, prioritizing the guest's needs over task</p> <p>Uphold and maintain the execution of the Food & Beverage Standards</p>
Where to Apply	Snagajob.com

- 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"> • Must be 18 years of age • Must successfully pass cashier and office clerk training after hire • TB Clearance required
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	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	<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	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

Cashier/Sales Associate

Location	Aloha Grown Hilo, HI 96720
Pay	\$17- \$20 an hour
Hours	Part-Time
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>Store Maintenance: Stocking shelves, cleaning, organizing merchandise, and ensuring displays are attractive.</p> <p>Inventory Management: Assisting with inventory counts, receiving new shipments, and tracking stock shortages.</p> <p>Operations: Opening and closing the store, following safety procedures, and maintaining a clean work environment.</p>
Where to Apply	INDEED

- APPLIED**
 INTERVIEWED

RETAIL

Store Associate

Location	CVS Health Kea'au, HI 96749
Pay	\$16.00 - \$23.00 an hour
Hours	Part Time
Requirements	<ul style="list-style-type: none"> ● Ability to occasionally push, pull and lift more than 25 pounds. ● Previous experience in a retail or customer service setting ● High School diploma or equivalent preferred but not required
Description	<p>Providing differentiated customer service by anticipating customer needs, demonstrating compassion and care in all interactions, and actively identifying and resolving potential service issues</p> <p>Focusing on the customer by giving a warm and friendly greeting, maintaining eye contact and offering help locating additional items, when needed</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

Sales Associate & Manager (Body Arts Kiosk)

Location	Body Arts Kiosk Hilo, HI 96720
Pay	\$16.00 - \$20 an hour
Hours	Part time
Requirements	<ul style="list-style-type: none"> • Proven experience in customer service or retail sales, preferably within a creative or artistic environment • Strong interpersonal skills with the ability to connect confidently with diverse customers • Demonstrated ability to upsell products and close sales effectively
Description	<p>Drive sales by actively promoting new designs, promotions, and custom options to maximize customer satisfaction and revenue</p> <p>Manage daily kiosk operations, including inventory control, product displays, and cleanliness to ensure an inviting shopping environment</p> <p>Provide expert guidance on body art procedures, aftercare, and safety protocols to ensure positive customer experiences</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

Groundskeeper

Location	Honolulu Neuroscience Clinic Hilo, HI 96720
Pay	\$23- \$25 an hour
Hours	Part-Time
Requirements	<ul style="list-style-type: none"> - Previous experience in landscape or groundskeeping preferred. - Knowledge of landscaping techniques and practices preferred. - Familiarity with hand tools and power tools used in groundskeeping. - Ability to operate irrigation systems effectively.
Description	<ul style="list-style-type: none"> - Perform general groundskeeping duties to maintain the appearance and functionality of outdoor spaces. - Use hand tools and power tools to complete tasks such as mowing, trimming, pruning, and planting. - Irrigate and water plants, trees, and lawns as needed.
Where to Apply	INDEED

- APPLIED
 INTERVIEWED

LABOR

Water Distribution Meter Reader/Laborer (Local)

Location	Hawaiian Beaches Water Company Pāhoa, HI 96778
Pay	\$16 - \$20 an hour
Hours	Full-Time, Monday- Friday
Requirements	<ul style="list-style-type: none"> ● High school diploma or equivalent ● Valid Hawaii driver's license (insurable) ● Ability to perform heavy manual labor ● Ability to lift 80-100 lbs ● Reliable attendance and strong initiative ● Willingness to pursue Grade I certification
Description	<p>Read water meters using a handheld device</p> <p>Assist with underground main and lateral repairs</p> <p>Install and repair meters and meter boxes</p> <p>Dig trenches and perform manual labor</p> <p>Operate jackhammers, saws, and power tools</p> <p>Set up traffic control zones</p> <p>Maintain vehicles and equipment</p> <p>Communicate respectfully with customers</p>
Where to Apply	INDEED

- APPLIED**
 INTERVIEWED

LABOR

Well Technician

Location	Waiakea Inc 447 Kalanianaʻole Street, Hilo, HI 96720
Pay	\$17- \$19 an hour
Hours	Full-Time
Requirements	<ul style="list-style-type: none"> ● High school diploma/ GED required ● Knowledge of GMP, First Aid, Process improvement ● Maintenance skills and knowledge preferred
Description	<p>Required to frequently lift and or move 10-20 pounds, lift and or move 20-30 pounds with reasonable accommodation, lift and or move 40-50 pounds with the aid of a co-worker and/or reasonable accommodations</p> <p>Ability to use a computer or tablet to complete paperwork</p> <p>Ability to comprehend basic verbal and written instructions</p> <p>Regular and predictable attendance is an essential function of the job</p>
Where to Apply	INDEED

- APPLIED**
 INTERVIEWED

LABOR

McDonald's Maintenance

Location	16-565 Old Volcano Rd, Kea'au, HI 96749
Pay	\$18.50 - \$19.50 an hour
Hours	Shifts not available
Requirements	<ul style="list-style-type: none">• A humble and hospitable demeanor;• A desire to learn and grow;• Good organizational and multi-tasking skills; and• A problem solving mindset
Description	Maintain the upkeep of customer and employee accessible areas Unload incoming deliveries and help replenish necessary stock Conduct routine maintenance and safety checks on equipment and building systems Ensure the maintenance meets and exceeds food safety and storage standards of excellence
Where to Apply	INDEED

- APPLIED**
 INTERVIEWED

LABOR

General Laborer

Location	Calavo Growers Inc 16-664 Milo St, Kea'au, HI 96749
Pay	\$16 an hour
Hours	Part-Time
Requirements	<ul style="list-style-type: none">• High school diploma or equivalent.• Ability to lift heavy objects and perform physical labor for extended periods.• Basic understanding of warehouse operations and safety procedures.
Description	Assist in loading and unloading products from delivery trucks and containers. Organize and maintain inventory in the warehouse, ensuring that all items are stored correctly. Perform routine cleaning and maintenance of the work area to uphold safety standards. Support the team in preparing orders for shipment, including packing and labeling products.
Where to Apply	INDEED

- APPLIED**
 INTERVIEWED

HOSPITALITY AIDE

Hotel Houseperson

Location	Grand Naniloa Hotel Hilo - a DoubleTree by Hilton 93 Banyan Drive, Hilo, HI 96720
Pay	\$16.50 an hour
Hours	Full-Time
Requirements	<ul style="list-style-type: none"> • High school diploma or equivalent • Able to stay in constant motion and handle tasks such as lifting and transporting heavy luggage • High school diploma or GED
Description	You will help deliver guest-requested items such as amenities, rollaway beds, cribs, bedding, and perform any specially assigned tasks by housekeeping managers. Our ideal applicant has at least one year of housekeeping or houseperson experience, as well as a strong commitment to providing outstanding customer service. Please apply right away if this sounds like a great
Where to Apply	INDEED

- APPLIED**
 INTERVIEWED

HOSPITALITY AIDE

Lead Events Manager- Arc of Hilo Event & Hospitality Program

Location	The Arc of Hilo Hilo, HI 96720
Pay	\$20-\$25 an Hour
Hours	Full Time, PM Thursday thru Sunday
Requirements	<ul style="list-style-type: none"> • Education : HS diploma or degree preferred. • Must be able to lift 50 pounds. • Must be able to maintain an acceptable criminal and traffic abstract as determined by the company. • Must have a current valid drivers license.
Description	Direct, lead and help crew of hospitality workers setting up and tear down events at the Arc campus. Familiar with events management, and able to coordinate customer needs and manage without any supervision.
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</p> <p>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	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>
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	<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>
Where to Apply	INDEED

- APPLIED
 INTERVIEWED

