



**NEIGHBORHOOD  
PLACE OF PUNA**

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

Updated: 05/22/26

*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<br>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="#">Talent</a>   |

- APPLIED  
 INTERVIEWED

## FOOD SERVICE

### LINE COOK

|                |  |
|----------------|--|
| Location       | Sweet Cane Cafe LL<br>48 Kamana St, Suite 101, Hilo, HI 96720  |
| Pay            | \$16.00-\$20.00 an hour  |
| Hours          | Part-Time  |
| Requirements   | <ul style="list-style-type: none"> <li>● Passed a tuberculosis (TB) skin test within 12 months of the date of hire OR Dated/Issued at the age of 16 or older.</li> <li>● Light to Medium work. Exerting up to 20 to 50 pounds of force.</li> </ul>   |
| Description    | <p>Prep and cooking of menu items</p> <p>Use of small equipment, grill, gas stove and ovens</p> <p>proficiency in knife skills, cooking techniques, and food safety protocols</p> <p>Line Cooks must work efficiently with other kitchen staff and adjust to changing menu items or kitchen conditions</p> |
| Where to Apply | <a href="#">ziprecruiter.</a>  |

- APPLIED  
 INTERVIEWED

## FOOD SERVICE

### RESTAURANT FOOD SERVER

|                |  |
|----------------|--|
| Location       | Grand Naniloa Hotel Hilo DoubleTree by hilton<br>Hilo, HI  |
| Pay            | \$16.00 an hour  |
| Hours          | Part-Time  |
| Requirements   | <ul style="list-style-type: none"> <li>● High school diploma or GED required.</li> <li>● Preferred experience in the food service industry.</li> <li>● Strong time management and organizational skills.</li> </ul>  |
| Description    | <p>Provide friendly and attentive customer service to ensure an enjoyable dining experience.</p> <p>Promptly seat guests, take orders, and serve food and beverages accurately and efficiently.</p> <p>Maintain knowledge of menu items, ingredients, and daily specials to assist guests and provide recommendations.</p> <p>Assist with cleaning, restocking, and opening/closing side work to maintain restaurant operations.</p> |
| Where to Apply | <a href="#">ziprecruiter</a>   |

- APPLIED  
 INTERVIEWED

## FOOD SERVICE

### LEAD COOK

|                |  |
|----------------|--|
| Location       | Hawaii Volcanoes Lodge Company LLC<br>1 Crater Rim DriveHawaii National Park, HI<br>96718  |
| Pay            | \$16.25-\$20.75 an hour  |
| Hours          | Full Time  |
| Requirements   | <ul style="list-style-type: none"> <li>● Previous experience in food preparation</li> <li>● Knowledge of food handling and safety practices is a plus.</li> <li>● Requires frequent bending, twisting, squatting, and lifting up to 25 lbs regularly and 50 lbs occasionally.</li> </ul>   |
| Description    | <p>Train and supervise kitchen staff to ensure compliance with company policies and sanitation standards.</p> <p>Prepare food according to approved recipes to maintain quality and consistency.</p> <p>Manage inventory, deliveries, stock rotation, and waste control.</p> <p>Perform independently in a fast-paced, changing environment.</p> |
| Where to Apply | <a href="#">oysterlink</a>   |

- APPLIED  
 INTERVIEWED

## FOOD SERVICE

### FOOD CHAMPION

|                |   |
|----------------|---|
| Location       | Taco Bell<br>326 KILAUEA AVENUE HILO, HI, 96720   |
| Pay            | \$16.50 an hour   |
| Hours          | Full-time   |
| Requirements   | <ul style="list-style-type: none"> <li>● Strong communication skills</li> <li>● Must obtain a Tuberculosis Clearance</li> <li>● Ability to stand, walk, bend, and perform physical tasks throughout the workday.</li> <li>● Must be able to lift up to 50 lbs</li> </ul>  |
| Description    | <p>Perform food preparation, cashiering, stocking, and customer service duties in a fast-paced restaurant environment.</p> <p>Prepare ingredients and food items while following portion, quality, sanitation, and safety standards.</p> <p>Monitor food production flow, product quality, and inventory levels to ensure efficient operations.</p> <p>Receive, store, and rotate inventory using proper food safety and FIFO procedures.</p> |
| Where to Apply | <a href="https://tacobell.com/careers">tacobell</a>   |

- APPLIED  
 INTERVIEWED

## FOOD SERVICE

### FOOD AND BEVERAGE, FOOD SERVICE, STARBUCKS T2682

|                |   |
|----------------|---|
| Location       | Target<br>391 E Makaala St, Hilo, HI 96720  |
| Pay            | \$18.00 an hour   |
| Hours          | Part-time, Flexible schedule  |
| Requirements   | <p>Guest service fundamentals and experience building a guest first culture in Food &amp; 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 &amp; Beverage Standards</p> |
| Where to Apply | <a href="https://ziprecruiter.com">ziprecruiter</a>   |

- APPLIED  
 INTERVIEWED

## CLERICAL WORK

### JUNIOR OFFICE CLERK/ERRAND RUNNER

|                |  |
|----------------|--|
| Location       | KAMAAINA MOTORS<br>400 E. Kawili Street, Hilo, Hawaii, 96720   |
| Pay            | \$16.00-\$19.42 an hour  |
| Hours          | Full-Time  |
| Requirements   | <ul style="list-style-type: none"> <li>• Must be 18 years of age</li> <li>• TB Clearance required</li> </ul>   |
| Description    | <p>Process and verify vehicle titles, registrations, and dealership documents for accuracy and completeness</p> <p>Attend DMV appointments and complete daily errands,</p> <p>Scan, file, and maintain organized electronic and physical records of vehicle deals and company documents</p> <p>Answer and direct phone calls professionally while providing basic dealership information and taking detailed messages</p> <p>Maintain confidentiality, operate office equipment and software, and uphold company policies and professional standards</p> |
| Where to Apply | <a href="#">indeed</a>   |

APPLIED

## CLERICAL WORK

### RECEPTIONIST

|                |  |
|----------------|--|
| Location       | HHSC East Hawaii Region<br>190 Waianuenue Ave., Hilo, HI 96720   |
| Pay            | \$18.50 an hour  |
| Hours          | Full-Time  |
| Requirements   | <ul style="list-style-type: none"> <li>• High School Diploma or GED</li> <li>• Administrative or office support experience</li> <li>• Strong communication and customer service skills</li> <li>• Basic computer skills with ability to learn</li> </ul>   |
| Description    | <p>Serve as the front desk contact, greeting visitors and managing incoming calls</p> <p>Provide administrative support including data entry, filing, and document management</p> <p>Assist with accounts payable and record maintenance</p> <p>Support daily Business Office operations and reporting needs</p> <p>Maintain compliance with confidentiality, and healthcare regulations</p> |
| Where to Apply | <a href="#">indeed</a>   |

APPLIED

INTERVIEWED

## CLERICAL WORK

### Front Desk Attendant

|                |  |
|----------------|--|
| Location       | UFC Gym<br>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    | Ensures that guests and members are warmly greeted and promptly assisted<br><br>Ensures incoming calls are answered in a professional and efficient manner<br><br>Responds effectively to member questions, requests and concerns and escalates to management immediately if unable to resolve                                   |
| Where to Apply | <a href="#">indeed</a>   |

APPLIED  
 INTERVIEWED

INTERVIEWED

## CLERICAL WORK

### HOTEL FRONT DESK AGENT

|                |  |
|----------------|--|
| Location       | Grand Naniloa Hotel Hilo - a DoubleTree by Hilton<br>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    | 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 | <a href="#">indeed</a>   |

APPLIED  
 INTERVIEWED

## CLERICAL WORK

### ADMINISTRATIVE ASSISTANT

|                |   |
|----------------|---|
| Location       | Hawaii Island Community Health Center<br>1178 Kinoole St #B Hilo HI 96720   |
| Pay            | \$19.50-\$26.38 an hour   |
| Hours          | Full time   |
| Requirements   | <ul style="list-style-type: none"> <li>● Required-High school diploma or GED</li> <li>● Required-Experience working in a customer-focused and fast-paced professional environment</li> </ul>  |
| Description    | <p>Provide clerical and administrative support for daily office operations.</p> <p>Professionally greet and assist visitors, patients, and staff.</p> <p>Direct visitors and inquiries to the appropriate departments or personnel.</p> <p>Answer, screen, and route incoming phone calls efficiently.</p> <p>Assist with scheduling, filing, correspondence, and general office tasks.</p> |
| Where to Apply | <a href="#">indeed</a>  |

- APPLIED**  
 **INTERVIEWED**

## CLERICAL WORK

### FRONT OFFICE ASSISTANT

|                |  |
|----------------|--|
| Location       | HEALTH SERVICES HAWAII ISLANDS, LLC<br>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

### CASHIER/SALES ASSOCIATE

|                |   |
|----------------|---|
| Location       | Aloha Grown<br>Hilo, HI 96720   |
| Pay            | \$17- \$20 an hour  |
| Hours          | Part-Time   |
| 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>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 | <a href="#">bebee</a>   |

- APPLIED**  
 **INTERVIEWED**

## RETAIL

### STORE ASSOCIATE

|                |  |
|----------------|--|
| Location       | CVS Health<br>Kea'au, HI 96749   |
| Pay            | \$16.00 - \$23.00 an hour  |
| Hours          | Part Time  |
| Requirements   | <ul style="list-style-type: none"> <li>• Ability to occasionally push, pull and lift more than 25 pounds.</li> <li>• Previous experience in a retail or customer service setting</li> <li>• High School diploma or equivalent preferred but not required</li> </ul>  |
| 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 | <a href="#">glassdoor</a>  |

- APPLIED**  
 **INTERVIEWED**

## RETAIL

### RETAIL SALES ASSOCIATE

|                |  |
|----------------|--|
| Location       | Skechers USA Retail, LLC<br>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    | <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 | <a href="#">indeed</a>   |

- APPLIED**  
 **INTERVIEWED**

## RETAIL

### CASHIER PUAINAKO HILO

|                |   |
|----------------|---|
| Location       | KTA super Stores<br>50 E Puainako St, Hilo, HI 96720  |
| Pay            | \$18.00 - \$20 an hour  |
| Hours          | Part time   |
| Requirements   | <ul style="list-style-type: none"> <li>● 18 years or older</li> <li>● Friendly and customer-focused with a positive attitude toward customers and coworkers</li> </ul>  |
| Description    | <p>Provide friendly and efficient customer service by greeting customers, assisting with purchases, and answering questions</p> <p>Accurately scan items, process payments, handle refunds, and maintain balanced cash drawers</p> <p>Promote store specials, ads, and loyalty by explaining promotions and helping customers locate products</p> <p>Maintain cleanliness and organization at checkout areas while restocking supplies as needed</p> <p>Support store operations by assisting coworkers, answering phone calls, and handling customer concerns professionally</p> |
| Where to Apply | <a href="#">indeed</a>  |

- APPLIED
- INTERVIEWED

## RETAIL

### LEAD ASSOCIATE BAYFRONT STORE

|                |   |
|----------------|---|
| Location       | Aloha Petroleum<br>761 Kekuanaoa St Hilo HI   |
| Pay            | \$18.00-\$18.50 an Hour   |
| Hours          | Part time, Full-Time  |
| Requirements   | <ul style="list-style-type: none"> <li>● High School Diploma or equivalent</li> <li>● Requires mathematical ability for proper cash handling</li> <li>● Ability to perform stock/inventory duties</li> </ul>  |
| Description    | <p>Provide friendly and efficient customer service while performing cashiering duties.</p> <p>Support daily operations, paperwork, deposits, and compliance with company policies.</p> <p>Provide shift support and basic supervision in the absence of the Store Manager.</p> <p>Work flexible shifts and perform physical tasks including standing, lifting up to 50 lbs., and general housekeeping duties.</p> |
| Where to Apply | <a href="#">INDEED</a>  |

APPLIED

## RETAIL

### STOCKING TEAM ASSOCIATE

|                |   |
|----------------|---|
| Location       | Walmart<br>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="#">Bebee</a> or <a href="https://careers.walmart.com/">https://careers.walmart.com/</a>  |

INTERVIEWED

## LABOR

### WAREHOUSE ASSOCIATE

|                |   |
|----------------|---|
| Location       | Meadow Gold Dairies Hawaii, LLC<br>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<br><br>Accurately pull product for customer orders<br><br>Ensure proper code date rotation<br><br>Performs other duties as assigned  |
| Where to Apply | <a href="#">ziprecruiter</a>  |

APPLIED  
 INTERVIEWED

APPLIED  
 INTERVIEWED

## LABOR

### FARM WORKER

|                |   |
|----------------|---|
| Location       | Hilo Coffee Co<br>Hilo HI 96720   |
| Pay            | \$16.00-\$18.00 an hour   |
| Hours          | Part-Time   |
| Requirements   | <ul style="list-style-type: none"><li>• Highschool Diploma or GED</li><li>• Valid Hawai'i driver's license required</li><li>• You'll need to be comfortable working at heights and on ladders and able to lift 50+ lbs throughout a shift</li></ul>   |
| Description    | -This position is intended to lead to full-time for the right person<br><br>About the Work Day to day you'll be maintaining cacao and coffee plants, supporting seasonal crops through their cycles, and keeping the farm itself in good shape including trails, fencing, equipment, and grounds<br><br>Shifts run Tuesday, Thursday, and Friday, 8am to 4:00pm |
| Where to Apply | <a href="#">Bebee</a>   |

APPLIED

INTERVIEWED

## LABOR

### DISTRIBUTION CENTER WORKER

|              |  |
|--------------|--|
| Location     | UPS<br>1515 Kekuanaoa St, Hilo, HI 96720   |
| Pay          | \$21.00 an hour  |
| Hours        | Full-Time  |
| Requirements | <ul style="list-style-type: none"><li>• No prior warehouse experience required</li><li>• Ability to perform physically demanding tasks</li><li>• Dependability and attention to detail</li><li>• 18 years or older</li></ul>   |
| Description  | <p>Package Handlers play a hands-on role in keeping daily operations running smoothly</p> <p>This role involves physical warehouse tasks focused on package handling and material movement to support logistics operations</p> <p>Move packages weighing up to 70 pounds</p> <p>Assist with loading, unloading, and sorting packages</p> <p>Maintain consistent work pace during scheduled shifts</p> <p>Adhere to safety standards and procedures</p> |

## LABOR

### WAREHOUSE WORKER

|                |  |
|----------------|--|
| Location       | UPS Package Handler<br>1515 Kekuanaoa St, Hilo, HI 96720   |
| Pay            | \$21.00 an hour  |
| Hours          | Part-Time  |
| Requirements   | <ul style="list-style-type: none"><li>• High school diploma/ GED required</li><li>• The ability to lift up to 70 lbs</li><li>• Maintenance skills and knowledge preferred</li></ul>  |
| Description    | <p>Load, unload, sort, and move packages efficiently in a fast-paced warehouse environment</p> <p>Scan and organize packages to ensure accurate shipment processing and timely delivery</p> <p>Operate warehouse equipment and follow safety procedures to maintain a secure work environment</p> <p>Lift, carry, and handle packages of various sizes while meeting productivity goals</p> <p>Work collaboratively with team members and supervisors to support daily shipping and logistics operations</p> |
| Where to Apply | <a href="#">whatjobs</a>   |

|                |                       |
|----------------|-----------------------|
| Where to Apply | <a href="#">lensa</a> |
|----------------|-----------------------|

- APPLIED
- INTERVIEWED

- APPLIED
- INTERVIEWED

## LABOR

### MAINTENANCE

|              |   |
|--------------|---|
| Location     | McDonald's<br>Hilo HI 96720   |
| Pay          | \$18.50 - \$19.50 an hour   |
| Hours        | Full-Time   |
| Requirements | <ul style="list-style-type: none"> <li>● A humble and hospitable demeanor;</li> <li>● A desire to learn and grow;</li> <li>● Good organizational and multi-tasking skills; and</li> <li>● A problem solving mindset</li> </ul>  |
| Description  | <p>Ensure a memorable visit: Maintain the upkeep of customer and employee accessible areas</p> <p>Provide the supply: Unload incoming deliveries and help replenish necessary stock</p> <p>Be in the know: Conduct routine maintenance and safety checks on equipment and building systems</p> <p>Lead the experience: Ensure the maintenance meets and exceeds food safety and storage standards of excellence</p> |

## LABOR

### WAREHOUSE

|              |  |
|--------------|--|
| Location     | Honsador Lumber<br>100 Kukila St, Hilo, HI 96720   |
| Pay          | \$22.0-\$26.00 an hour   |
| Hours        | Full-Time  |
| Requirements | <ul style="list-style-type: none"> <li>● High school diploma or equivalent.</li> <li>● Ability to lift heavy objects and perform physical labor for extended periods.</li> <li>● Seeking a self-starter, highly motivated individual to work in our warehouse</li> </ul>   |
| Description  | <p>Perform warehouse duties including loading/unloading, stocking, pulling orders, and assisting customers.</p> <p>Operate forklifts and equipment to transport and organize inventory safely.</p> <p>Read work orders and shipping documents to prepare and distribute materials accurately.</p> <p>Maintain organized inventory records and properly store materials.</p> <p>Work efficiently in a fast-paced environment with</p> |

|                |                       |
|----------------|-----------------------|
| Where to Apply | <a href="#">lensa</a> |
|----------------|-----------------------|

- APPLIED
- INTERVIEWED

|                |                             |
|----------------|-----------------------------|
|                | strong attention to detail. |
| Where to Apply | <a href="#">indeed</a>      |

- APPLIED
- INTERVIEWED

## HOSPITALITY AIDE

### HOTEL HOUSEPERSON

|              |  |
|--------------|--|
| Location     | Grand Naniloa Hotel Hilo - DoubleTree by Hilton<br>93 Banyan Drive, Hilo, HI 96720   |
| Pay          | \$16.50 an hour  |
| Hours        | Full-Time  |
| Requirements | <ul style="list-style-type: none"> <li>● High school diploma or equivalent</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</li> </ul>   |
| 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 |

## HOSPITALITY AIDE

### HOTEL STEWARD

|              |   |
|--------------|---|
| Location     | Grand Naniloa Hotel Hilo - DoubleTree by Hilton<br>93 Banyan Drive, Hilo, HI 96720  |
| Pay          | \$16.50 an Hour   |
| Hours        | Full Time   |
| Requirements | <ul style="list-style-type: none"> <li>● Ability to lift 25+ lbs. and stand for extended periods.</li> <li>● High school diploma or GED required.</li> <li>● 1+ year of hospitality or customer service experience.</li> </ul>  |
| Description  | <p>Welcome and assist guests during arrival and departure to ensure a positive experience. Transport and store guest luggage safely and professionally.</p> <p>Support front desk operations and respond promptly to guest requests. Maintain a clean and organized bell desk area.</p> |

|                |   |
|----------------|---|
|                | like a great  |
| Where to Apply | <a href="https://talents.vaia.com">talents.vaia</a> |

- APPLIED  
 INTERVIEWED

### HOSPITALITY AIDE

#### PATIENT SERVICES REPRESENTATIVE

|              |   |
|--------------|---|
| Location     | Hawai'i Island Community Health Center<br>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</p> |

|                |  |
|----------------|--|
|                | Provide dependable, friendly service with a strong commitment to guest satisfaction. |
| Where to Apply | <a href="https://indeed.com">INDEED</a>  |

- APPLIED  
 INTERVIEWED

### HOSPITALITY AIDE

#### DENTAL PATIENT SERVICE REPRESENTATIVE

|              |   |
|--------------|---|
| Location     | Hawai'i Island Community Health Center<br>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</p>  |

|                |                              |
|----------------|------------------------------|
|                | individual staff.            |
| Where to Apply | <a href="#">ziprecruiter</a> |

- APPLIED  
 INTERVIEWED

### HOSPITALITY AIDE

#### FRONT DESK COORDINATOR

|              |  |
|--------------|--|
| Location     | Hilton<br>93 Banyan Drive, Hilo, Hawaii, 96720   |
| Pay          | \$18.00-\$31.00 an hour  |
| Hours        | Full-Time  |
| Requirements | This ensures that guests always have the best possible experience and that Hilton stays ahead of the curve in terms of industry standards and innovation   |
| Description  | They are now searching for a Front Desk Coordinator who can help them continue to provide outstanding customer service and uphold their values<br><br>Assigns and instructs team members in details of work<br><br>Monitors lobby traffic to make staffing adjustments accordingly Resolves customer |

|                |   |
|----------------|---|
|                | clinical staff of unusually long patient wait times or obtaining assistance for any unusual situations including patient conflicts. |
| Where to Apply | <a href="#">talents.vaia</a>  |

- APPLIED  
 INTERVIEWED

### HOSPITALITY AIDE

#### DENTAL ASSISTANT FOR GENERAL PRACTICE

|              |   |
|--------------|---|
| Location     | Dr. Steven Y. Sakata<br>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>                                    |

|                |   |
|----------------|---|
|                | complaints<br><br>Trains, supervises, schedules and assists in evaluating staff. Oversees front desk operations |
| Where to Apply | <a href="#">Bebee</a>   |

- APPLIED**
- INTERVIEWED**

|                |  |
|----------------|--|
|                | - Take digital dental X-rays<br><br>- Perform various office tasks as needed |
| Where to Apply | <a href="#">Bebee</a>  |

- APPLIED**
- INTERVIEWED**