

Career Opportunities



October 5, 2018

<u>Department</u>	<u>Location</u>	<u>Job. #</u>	<u>Job Title</u>	<u>Status</u>	<u># of Vac</u>	<u>E/NE</u>	<u>Salary</u>	<u>Job Opening Date</u>	<u>Job Posting Expires</u>
Sports Complex	Lānaʻi	18-23	Recreation Center Assistant	C	1	NE	Hourly	5/4/2018	
Theater	Lānaʻi	18-34	Theater Attendant	C	1	NE	Hourly	7/9/2018	
Lānaʻi City Bar & Grille	Lānaʻi	18-40	Sous Chef	FT	1	E	Salary	8/6/2018	
Lānaʻi City Bar & Grille	Lānaʻi	18-41	Cook II	PT	1	NE	Hourly	8/6/2018	
Finance	Honolulu	18-46	Senior Director of Finance	FT	1	E	Salary	8/30/2018	
Fleet Maintenance	Lānaʻi	18-47	Fleet Maintenance Manager	FT	1	E	Salary	8/30/2018	
Lānaʻi Estates	Lānaʻi	18-49	Housekeeper	FT	4	NE	Hourly	8/30/2018	
Lānaʻi Estates	Lānaʻi	18-50	Housekeeper	C	1	NE	Hourly	8/30/2018	
Lānaʻi Estates	Lānaʻi	18-51	Houseman	FT	2	NE	Hourly	8/30/2018	
Lānaʻi Estates	Lānaʻi	18-52	Houseman	C	1	NE	Hourly	8/30/2018	
Lānaʻi Estates	Lānaʻi	18-53	Lead Estate Engineer	FT	1	NE	Hourly	8/30/2018	
Lānaʻi City Bar & Grille	Lānaʻi	18-55	Cook II	C	2	NE	Hourly	9/6/2018	
Lānaʻi City Bar & Grille	Lānaʻi	18-56	Steward	C	2	NE	Hourly	9/6/2018	
Lānaʻi City Bar & Grille	Lānaʻi	18-57	Busser	C	2	NE	Hourly	9/6/2018	
Lānaʻi City Bar & Grille	Lānaʻi	18-58	Bartender	C	2	NE	Hourly	9/6/2018	
Lānaʻi City Bar & Grille	Lānaʻi	18-59	Hostess	C	2	NE	Hourly	9/6/2018	
Lānaʻi City Bar & Grille	Lānaʻi	18-60	F&B Server	C	2	NE	Hourly	9/6/2018	
Lānaʻi City Bar & Grille	Lānaʻi	18-61	Food Runner	C	2	NE	Hourly	9/6/2018	
Lānaʻi City Bar & Grille	Lānaʻi	18-62	Executive Chef	FT	1	E	Salary	9/6/2018	
Hotel Lānaʻi	Lānaʻi	18-63	Front Desk Clerk	C	2	NE	Hourly	9/6/2018	
Hotel Lanaʻi	Lānaʻi	18-67	Breakfast Attendant	C	1	NE	Hourly	10/5/2018	
Facilities	Lānaʻi	18-68	Carpenter 1/C State Certified	FT	1	NE	\$27.51	10/5/2018	10/10/2018
Lānaʻi City Bar & Grille	Lānaʻi	18-69	F&B Server	C	1	NE	Hourly	10/5/2018	

C= Casual T= Temporary FT= Full Time PT= Part Time

For immediate consideration please forward your applications at Human Resources - Central Services
 Applications for posted positions with expired dates are still accepted however will be considered late.

Job Summary For Job Vacancies posted October 5, 2018

Recreation Center Assistant

Number of Vacancy(ies): 1 Casual

Location: Lānaʻi City

JOB RESPONSIBILITIES: Responsible for Lifeguard duties and related tasks at the Community Swimming Pool. Under the direction of the Recreation Center Manager, exercises personal initiative, judgment and management techniques in operation of the pool facilities to ensure that all activities at the swimming pool are conducted in a safe, friendly, and professional manner. Able to give emergency care if necessary.

JOB REQUIREMENTS: Must possess a current Red Cross CPR/AED Certificate, Red Cross Lifeguard Training Certificate and First Aid Certification. Must possess a valid State of Hawaii Driver's License. Excellent communication and people skills, required. Requires working to established procedures and maintaining reliable work attendance. Able to think and make effective decisions quickly. Must be able to maintain a positive attitude and work under pressure. Must be able to regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.

Theater Attendant

Number of Vacancy(ies): 1 Casuals

Location: Lānaʻi City

JOB RESPONSIBILITIES: Operates the box office selling movie tickets, show tickets, and gift cards to guests. Ensures outstanding guest service is provided to all guests. Answers the phone fielding questions about content, provide theater operational information, inform guests about prices, policies, etc. Enforces ratings to keep underage guests from accessing the theater without adult consent. Sell appetizing and properly prepared food and beverage items to our guests. Maintains the cleanliness of the concession area, theater lobbies & restrooms while controlling access to the theater.

JOB REQUIREMENTS: Must be proficient in use of a computer/ cash register. Good math and cash-handling skills. Ability to work varied shifts, including late nights, weekends and holidays. Must be able to provide a negative TB test. Requires excellent written and verbal communication and organizational skills. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal communication skills and ability to follow oral and written instructions. Able to think and make effective decisions quickly. Must be able to maintain a positive attitude and work under pressure. Ability to meet tight deadlines under minimal supervision.

Sous Chef

Number of Vacancy (ies): 1 Full Time

Location: Lāna`i City

JOB RESPONSIBILITIES: Responsible for supervising all food production of the Hotel Lāna'i and sanitation of hotel kitchen. Works with the Executive Chef to develop a menu in accordance with the hotel's dining room and meal concepts, maintains quality within budget limits. Trains, supervises, evaluates and assists with scheduling all food production employees. Assists with weekly purchasing orders for all food products; ensures the highest standard of quality. Ensures that professional equipment is in good working condition and signal any malfunctions before it affects production for our staff and clients.

JOB REQUIREMENTS: Minimum of three (3) years food production experience in restaurant operations, required. Formal culinary training or apprentice graduate, highly preferred. Must have previous supervisory or managerial experience and proficiency in all stations of a kitchen, including garde manger, pastry and butchering. Must have a valid Hawaii Driver's License. Must have current TB Clearance. Experience in Outlook, Word and Excel. Requires excellent written and verbal communication and organizational skills. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal communication skills and ability to follow oral and written instructions. Able to think and make effective decisions quickly. Ability to create effective working relationships with employees. Must be able to maintain a positive attitude and work under pressure.

Cook II

Number of Vacancy (ies): 1 Part Time, 2 Casual

Location: Lāna`i City

JOB RESPONSIBILITIES: Assists Chef and Cook with preparation of hot sauces, soup broths, stews, braised, sautéed and roasted meats, fish and poultry. Prepares cold meats and cook vegetables. Assists with expediting food orders for the shift to include entire hot line, pantry and dessert stations. May assist with preparing desserts, pastries, confections, and ice cream. Assists with cutting, trimming, and preparing specific portions of meats, fish, and fowl for various cooking methods.

JOB REQUIREMENTS: One to years previous training and/or experience as a cook in a restaurant, required. Must have a current TB Clearance. Requires relating to people in a friendly and professional manner. Requires excellent written and verbal communication and organizational skills. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal communication skills and ability to follow oral and written instructions. Able to think and make effective decisions quickly. Ability to create effective working relationships with employees. Must be able to maintain a positive attitude and work under pressure.

Senior Director of Finance

Number of Vacancy (ies): 1 Full Time

Location: Honolulu

JOB RESPONSIBILITIES: Under general supervision, oversees the accounts payable function for Pūlama Lāna'i. Responsible for monthly consolidated financial statements. Primary liaison with auditors and tax accountants for the annual audit and tax return preparation. Assists with the preparation of the annual budgets and eventually assumes responsibility for coordinating and completing the annual budget. Assist with the 401(k) plan administration and company's insurance program under the direction of the SVP of Finance. Provides back up to the other Directors of Finance and SVP of Finance on various tasks.

JOB REQUIREMENTS: BBA in Accounting and 5 or more years work experience, supervisory experience required. Experience with job costing and Sage Accounting Software, preferred, but not required. CPA, preferred. Must be proficient in Outlook, Word, and Excel. Requires traveling to Lāna'i 2-3 times per month. Requires relating to people in a friendly and professional manner. Requires excellent written and verbal communication and organizational skills. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal communication skills and ability to follow oral and written instructions. Able to think and make effective decisions quickly. Ability to create effective working relationships with employees. Must be able to maintain a positive attitude and work under pressure. Ability to work independently and to multi-task in a fast paced office environment.

Fleet Maintenance Manager

Number of Vacancy (ies): 1 Full Time

Location: Lāna`i City

JOB RESPONSIBILITIES: Under the general supervision of the Fleet Director, the Fleet Manager is responsible for managing the programming and implementation of the maintenance, servicing, technical repair and preventative maintenance on all Pūlama Lāna'i (PL) owned vehicles and equipment, including job scheduling, work assignments, quality control and safety. The Fleet Manager is accountable for a well-maintained, highly reliable fleet consisting of a wide range of vehicles and equipment. This position is responsible for finding the best practices to maximize performance of PL owned vehicles and equipment to meet the variety of business needs on the island. These business interest includes operations such as the Four Seasons properties, Sensei Retreats, and Sensei Lāna'i Farms.

JOB REQUIREMENTS: Minimum of 5 years experience in the direct supervision and operation of a medium to large size vehicle or heavy equipment maintenance and repair facility with a fleet of approximately 250 or more units including PUC regulated vehicles. Able to read and comprehend technical information (shop manuals, manufacturers' specifications, warranties, parts catalogs, etc.). Prior experience in Logistics coordination outsourcing. Must have a valid Hawai'i Driver's License. Requires relating to people in a friendly and professional manner. Requires excellent written and verbal communication and organizational skills. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal communication skills and ability to follow oral and written instructions. Able to think and make effective decisions quickly. Ability to create effective working relationships with employees. Must be able to maintain a positive attitude and work under pressure.

Housekeeper

Number of Vacancy (ies): 4 Full Time, 1 Casual

Location: Lāna`i City

JOB RESPONSIBILITIES: This position will be responsible for maintaining the highest quality cleaning services to ensure that principals' residence and all other estate properties meet the high standards of cleanliness possible. Maintain cleanliness in hallways and stairways in main residence and all properties. Dust all furniture and fixtures, clean and polish all mirrors, chrome and other hard surfaces using only approved cleaning products. Attend to assigned daily projects and complete them on a timely manner. Report all burnt out light bulbs and any suspicious activity and emergencies.

JOB REQUIREMENTS: Must have a high school degree or equivalent. Current State of Hawai'i Driver's License, preferred. Must have a minimum 1 year experience in related field. Must be a highly motivated self-starter with excellent interpersonal skills with the ability to inspire confidence and professionalism to customers. Must relate well with employees, vendors, and customers. Ability to be on call and participate in 24-hour radio/ phone rotations, which may result in additional compensation as required by law. Must be able to work flexible shifts of morning and evenings along with weekends and holidays. Must have good organizational skills and be able to prioritize and handle multiple tasks demonstrating good time management. Must be familiar with cleaning standards. Must be able to work independently or as part of a team. Must have high energy level and stamina along with the ability to exhibit attention to details. Must be able to lift and or move up to 50 lbs of force occasionally and/ or 25 lbs frequently and 10 lbs constantly.

Houseman

Number of Vacancy (ies): 2 Full Time, 1 Casual

Location: Lāna`i City

JOB RESPONSIBILITIES: This position is responsible for the heavy housework with the Estates residences to maintain the highest quality cleaning services and ensure principals' residences and all other associated properties meet the highest standards of cleanliness possible. Duties of the Houseman include, but are not limited to maintaining the cleanliness of the exterior structures, windows, walkways, patios, garage & parking areas, pool decks, exterior furniture, etc. Maintains and checks house propane levels and coordinates the filling of the tanks. Assist Housekeeping as requested by Estate Management with heavy lifting including furniture relocation, loading and unloading containers, shipments and deliveries.

JOB REQUIREMENTS: Previous experience in estate operations (building maintenance such as carpentry, plumbing, electrical, landscaping, housekeeping, stewarding, security, etc.), preferred. Must have a high school degree or equivalent. Current State of Hawai'i Driver's License, preferred. Must be a highly motivated self-starter with excellent interpersonal skills with the ability to inspire confidence and professionalism to customers. Must relate well with employees, vendors, and customers. Ability to be on call and participate in 24-hour radio/ phone rotations, which may result in additional compensation as required by law. Must be able to work flexible shifts of morning and evenings along with weekends and holidays. Must have good organizational skills and be able to prioritize and handle multiple tasks demonstrating good time management. Must be familiar with cleaning standards. Must be able to work independently or as part of a team. Must have high energy level and stamina along with the ability to exhibit attention to details. Must be able to lift and or move up to 75 lbs of force occasionally and/ or 50 lbs frequently and 25 lbs constantly.

Lead Estate Engineer

Number of Vacancy (ies): 1 Full Time

Location: Lāna`i City

JOB RESPONSIBILITIES: The Estate Engineer is responsible for assisting the Estate Manager to execute, control and complete specific projects ensuring consistency with company strategy, commitments and goals. This position ensures that projects are completed at the highest quality standard and are completed timely, cost efficiently and with minimal liability. Directly responsible for implementing a preventive maintenance program on all heating, air conditioning, refrigeration, plumbing and electrical as well as maintenance and repair of buildings and equipment. Must participate in and contribute to the development of a response program, particularly in the areas related to response during and after seismic events.

JOB REQUIREMENTS: Must have a combined 5-10 years commercial building engineering, construction management or facilities management experience. Previous experience in estate operations (building maintenance such as carpentry, plumbing, electrical, landscaping, housekeeping, stewarding, security, etc.), preferred. Ability to be on call afterhours should issues arise and participate in 24-hour radio/ phone rotations. Must have a valid State of Hawaii Driver's License. High School degree or equivalent, required. C-40 Refrigeration Contractor license, preferred. EPA Section 608 HVAC Type I, II, & III, preferred. Electrical Certification, preferred. Ability to write routine reports and correspondence. Ability to complete problem identification and resolution. Requires written and verbal communication and excellent organizational skills. Requires relating to people (employees, vendors, customers and others) in a friendly and professional manner. Must be able to work flexible shifts of mornings & evenings, along with weekends & holidays.

Steward

Number of Vacancy(ies): 2 Casual

Location: Lāna`i City

JOB RESPONSIBILITIES: Maintains overall cleanliness and sanitation of kitchen utensils, dining room dishes and flatware and operating equipment. Assist culinary staff in basic food production and/or food platings.

JOB REQUIREMENTS: Previous training and/or experience as a steward, preferred. Must have a current TB Clearance. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal and written communication skills and ability to follow oral and written instructions. Able to think and make effective decisions quickly. Ability to create effective working relationships with employees. Must be able to maintain a positive attitude and work under pressure.

Busser

Number of Vacancy (ies): 2 Casual

Location: Lāna`i City

JOB RESPONSIBILITIES: Responsible for assisting Food Servers in servicing guests and keeping work areas clean and work stations stocked as necessary. Prepares dining room for patrons by setting tables prior to the beginning of service and maintains table settings by removing finished courses and replenishing utensils as necessary

JOB REQUIREMENTS: Must have a current TB Clearance. Must be able to speak and understand the primary

language(s) used in the workplace. Must be able to exert well-paced ability in limited space. Knowledge of appropriate table settings and service ware. Must perform general cleaning tasks to adhere to health and safety standards. Requires working to established procedures and maintaining reliable work attendance. Requires verbal and written communication skills and ability to follow oral and written instructions. Able to think and make effective decisions quickly. Ability to create effective working relationships with employees. Must be able to maintain a positive attitude and work under pressure.

Bartender

Number of Vacancy (ies): 2 Casual

Location: Lāna`i City

JOB RESPONSIBILITIES: Receives orders for beverages from patrons and responsible for correct mixing of drinks by following prescribed procedures. Ensure proper handling of guest checks, cash and charge settlements. Responsible for cleanliness of bar area, maintaining beverage par levels, and ensures proper storing and displaying of liquor bottles and glassware.

JOB REQUIREMENTS: Must have current TB Clearance. Must have current Maui County Liquor License. Previous training and/or experience as a bartender, required. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal and written communication skills and ability to follow oral and written instructions. Able to think and make effective decisions quickly. Ability to create effective working relationships with employees. Must be able to maintain a positive attitude and work under pressure.

Hostess

Number of Vacancy(ies): 1 Casual - Temporary

Location: Lāna`i City

JOB RESPONSIBILITIES: Greets and seats guest in a professional and gracious manner displaying friendliness and cooperativeness. Organizes restaurant reservations and assists in servicing guest requests.

JOB REQUIREMENTS: Must have current TB Clearance. Must have current Maui County Liquor License. Previous training and/or experience as a hostess or in the customer service area, preferred. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal and written communication skills and ability to follow oral and written instructions. Able to think and make effective decisions quickly. Ability to create effective working relationships with employees. Must be able to maintain a positive attitude and work under pressure.

F&B Server

Number of Vacancy (ies): 3 Casual

Location: Lāna`i City

JOB RESPONSIBILITIES: Receives orders and serves guest's food and beverage requests. Responsible for the applicable checks and POS opening and closing.

JOB REQUIREMENTS: Previous experience in food service and/or dining room operations, preferred. Must have current TB Clearance. Must have current Maui County Liquor License. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal and written communication skills and ability to follow oral and written instructions. Able to think and make effective decisions quickly. Ability to create effective working relationships with employees. Must be able to maintain a positive attitude and work under pressure

Food Runner

Number of Vacancy (ies): 2 Casual

Location: Lāna`i City

JOB RESPONSIBILITIES: Responsible for organizing food orders from kitchen and assisting the Chef with expedition of food. Delivers hot and cold food to the dining room and removes dirty dishes from the Dining Room.

JOB REQUIREMENTS: Previous experience in food service and/or dining room operations, preferred. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal and written communication skills and ability to follow oral and written instructions. Able to think and make effective decisions quickly. Ability to create effective working relationships with employees. Must be able to maintain a positive attitude and work under pressure.

Executive Chef

Number of Vacancy (ies): 1 Full Time

Location: Lāna`i City

JOB RESPONSIBILITIES: This position will oversee all culinary activity for the restaurant and kitchen which includes training personnel, developing menus, purchasing supplies and food for the restaurant, and manage the culinary budget. Responsible for working collaboratively with the Restaurant Manager and Staff to create goals and action plans for the year that align to the Mission, Vision and Values of Pūlama Lāna'i. Responsible for ensuring that cleanliness in the kitchen is held to the highest standard. Ensures that Regulations including Department of Health, Liquor Commission and OSHA are complied with.

JOB REQUIREMENTS: Bachelor's Degree with major concentration in food preparation, management, nutrition or related field recommended, but not required. Requires 2 years of previous Hospitality or Restaurant Management experience. Four years of progressive experience in high volume food production or catering, or an equivalent combination of relevant education and/or experience. Must have a valid State of Hawaii Driver's License. Must be proficient in Outlook, Word, Excel, and Internet. Requires excellent written and verbal communication and organizational skills. Must be detail oriented and be able to prioritize and handle multiple task demonstrating good time management. Requires working to established procedures and maintaining reliable work attendance. Requires relating to people in a friendly and professional manner. Must demonstrate good personal control and judgement under normal and stressful conditions. Must be able to work flexible shifts of mornings & evenings, along with weekends and holidays. Must be able to work independently and lead a team. Must be able to regularly lift and/or move up to 30 pounds and occasionally lift and/or move up to 50 pounds.

Front Desk Clerk

Number of Vacancy (ies): 2 Casual

Location: Lāna`i City

JOB RESPONSIBILITIES: Responsible for performing cashiering, guest check-in and check-out, retail sales and other related guest services at the Front Desk. Coordinates special requests, excursions and activities, and hotel and dining reservations for hotel guests.

JOB REQUIREMENTS: Previous experience in hotel front office operations, preferred. Previous experience with computer operations and general accounting practices, desirable. Must be proficient in Outlook, Word, and Excel. Must have a valid State of Hawaii Driver's License. Requires relating to people in a friendly and professional manner. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal and written communication skills and ability to follow oral and written instructions. Able to think and make effective decisions quickly. Ability to create effective working relationships with employees. Must be able to maintain a positive attitude and work under pressure.

Breakfast Attendant

Number of Vacancy (ies): 1 Casual

Location: Lāna`i City

JOB RESPONSIBILITIES: Responsible for set up and breakdown of Continental Breakfast station. Responsible for proper set up and breakdown of the dining room including tables and kitchen work area. Sets up assigned work station such as flatware, glasses, linen, candles, matches, table décor, table tents, etc. Responsible for continuous cleaning of station throughout the shift; reset tables as needed.

JOB REQUIREMENTS: Previous experience in food service and/or dining room operations, preferred. Must have current TB Clearance. Must have current Maui County Liquor License. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal and written communication skills and ability to follow oral and written instructions. Able to think and make effective decisions quickly. Ability to create effective working relationships with employees. Must be able to maintain a positive attitude and work under pressure

Plant Health Technician

Number of Vacancy (ies): 1 Full Time

Location: Lāna`i City

JOB RESPONSIBILITIES: Responsible for set up and breakdown of Continental Breakfast station. Responsible for proper set up and breakdown of the dining room including tables and kitchen work area. Sets up assigned work station such as flatware, glasses, linen, candles, matches, table décor, table tents, etc. Responsible for continuous cleaning of station throughout the shift; reset tables as needed.

JOB REQUIREMENTS: Previous experience in food service and/or dining room operations, preferred. Must have current TB Clearance. Must have current Maui County Liquor License. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal and written communication skills and ability to follow oral and written instructions. Able to think and make effective decisions quickly. Ability to create effective working relationships with employees. Must be able to maintain a positive attitude and work under pressure

Carpenter 1st Class (State Certified)

Number of Vacancy (ies): 1 Full Time

Location: Lāna`i City

JOB RESPONSIBILITIES: Under general supervision, builds, dismantles, repairs and alters buildings and wooden equipment, using all types of building materials. Performs the more difficult and exacting tasks requiring skilled manual operations, and closely coordinated performance which must be to close dimension limits. Plans, performs and at times directs work where only general methods of procedure are available; requires considerate ingenuity, initiative and judgement for correct action. May supervise one or more employees.

JOB REQUIREMENTS: Must be qualified as a Journeyman Carpenter. Must have a current State of Hawaii Driver's License. Must be able to work from oral instructions, blueprints, written specifications and/or sketches; complies required materials lists. Must be able to regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal and written communication skills and ability to follow oral and written instructions. Able to think and make effective decisions quickly. Ability to create effective working relationships with employees. Must be able to maintain a positive attitude and work under pressure.

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