



## **Hulbert Outdoor Center – Operations Support Staff**

The Hulbert Outdoor Center is seeking reliable, detail-oriented Operation Support Staff to help create a welcoming, well-run environment for school, college, and adult groups. This role focuses on the behind-the-scenes operations that make our experiential programs possible. This includes ensuring spaces are clean, meals run smoothly, and guests feel cared for throughout their stay on our stunning 400+ acre campus.

### **What You'll Do**

- Support daily dining hall operations including meal set-up, hosting, and clean-up
- Maintain clean, organized, and welcoming program spaces, cabins, and shared facilities
- Assist with program logistics including site set-up, turnovers, and general upkeep
- Monitor guest needs and provide friendly, responsive customer service
- Collaborate with kitchen, facilities, and program staff to ensure smooth operations
- Assist with kitchen tasks including food prep, dishes, and organization as needed
- Help maintain inventory and restock supplies such as coffee stations, condiments, and dining essentials

### **Requirements**

- Strong work ethic and attention to detail
- Ability to work independently and as part of a team
- Ability to lift and carry up to 50 lbs
- Willingness to be flexible and take on varied tasks that support the program
- Valid driver's license preferred
- First Aid/CPR certification preferred

**Starting Pay:** \$19.00 per hour for non-residential staff. \$14.42 per hour for residential staff which includes housing & meals. Part-time to full-time available

**To Apply:** Visit us here at:

<https://events.circuitree.com/AlohaFoundation/HR/JobPostingSelection/>

If you enjoy hands-on work, being part of a team, and helping create meaningful experiences from behind the scenes, we'd love to have you join us.