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| Job Title: | Mahiai II | Job Category: | Non-exempt |
| Department/Group: | Value Add | Travel Required: | No |
| Location: | Kāko'o 'Ōiwi | Position Type: | Full-time |
| Level/Salary Range: | Entry Level/\$23 | Date Posted: | |
| HR Contact: | Adam Mahia'i Dochin | Posting Expires: | |
| Will Train Applicant(s): | Will Train Applicant(s) | | |
| Internal Posting URL: | www.kakooiwi.org\jobs | | |

Applications Accepted By:

EMAIL:

Hiring@kakooiwi.org
Subject Line: Mahiai II

MAIL:

Kāko'o 'Ōiwi
PO Box 5307
Kaneohe, HI 96744

Job Description

Kāko'o 'Ōiwi is looking for a hard-working, Mahiai II to work with farm and value added staff to ensure planting and production goals are achieved. In addition, this position works with the Value Add Manager to manage the Opu Nui kitchen and poi mil, Hoolauana wash pack station, and the Hapai Pu program. Opu Nui, the kitchen and poi mill, is one of the foundational programs at Kāko'o 'Ōiwi. This position will help to implement Kāko'o 'Ōiwi's mission (To perpetuate Hawaiian Culture and Practice) through the food production system of large scale raw and value-added products that represent our cultural values and legacy from He'eia and our windward families. Opu Nui provides community activities; healthy locally available food sources and produces products that families can take back to their 'ohana creating a reciprocate benefit to both communities and land.

ROLE AND RESPONSIBILITIES

Opu Nui

- Assist with the oversight of facility repair and maintenance fro Opu Nui
- Assist with pricing determination for facility use
- Manage staff and volunteers under Opu Nui

Production Planning and Implementation

- Assist with execution of planting, production, and harvest schedules for crops
- Assist in the identifying and selecting of crops based on environmental (soil, climate, season etc.), market value, and market demand factors
- Assist in development of new value added products.

Production, Maintenance and Harvest

- Work with team to prepare fields in pre-plant and post-harvest stages

- Work with team to plant (direct seeding, transplanting etc.) crops with manual or mechanical methods
- Implement weed and pest control methods using appropriate best management practices.
- Harvest by manual or mechanical methods
- Implement harvest and post-harvest best management practices
- Crop performance observation, monitoring, reporting and analysis
- Able to lift 25 pounds unassisted

Education

- Coordinate education around food
- Assist with development of learning tools around the food area
- Support Director of Farm Operations and Value Add Manager
- Develop educational resources teaching about He'eia, Kāko'o 'Ōiwi, resource management, farming practices, food plants and value added products. Assist in making educational resources available to school groups, volunteers, and the broader community through Kāko'o 'Ōiwi's website.

Order Processing

- Work with team to manage supplies inventory (packaging etc.) and assist with supplies procurement (e.g., provide list of items needed)
- Assist with post-harvest cleaning, packaging, and preparation of crops for distribution.
- Assist with development infrastructure and systems for efficient handling and processing of crop/harvest to prepare for sales

Natural Resource Management

- Assist with land clearing and leveling for crop production using mechanical or manual methods Construction and/or installation of irrigation systems
- Assist with water quality and stream management
- Assist with erosion control

Human Resource Management

- Participate in weekly meetings with staff to schedule work projects/tasks for the coming week, and to assess past work
- Receive tasks appropriately from senior staff members
- Participate in meetings with Education Staff as needed to coordinate work projects for educational groups and coordinate work schedules
- Responsible for executing farm work activities and schedule to meet crop production goals

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High school diploma or alternative equivalent.
- Personal vehicle and current driver's license

- Ability to successfully supervise others
- Accuracy and attention to detail
- Able to use Microsoft Office 365 proficiently
- Ability to communicate effectively (verbally, access to cellular phone, email)
- Self motivated and ability to work independently and ask questions
- Integrity and a willingness to learn
- Willingness to work occasional weekends
- Positive work attitude to support all areas of a small organization
- Positive work attitude, growth mindset, and coachable

PHYSICAL REQUIREMENTS

- Must be able to stand for several hours.
- Must be able to lift up to 25 pounds unassisted
- I acknowledge that I am able to perform the position with/without accommodations:

PREFERRED SKILLS

- Grant writing and (or) management
- Experience using outdoor hand tools (pick, lopper, shovel, etc.)
- Ability to swim
- Registered personal vehicle and current driver's license. Personal vehicle must also have valid insurance coverage at all times.

ADDITIONAL NOTES

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| Reviewed By: | Adam Mahia'i Dochin Jonathan Kanekoa Kukea-Shultz | Date: | 01/15/2024 |
| Approved By: | ProService | Date: | 01/22/2024 |
| Last Updated By: | Michelle Nakayama | Date: | 01/15/2024 |