

Korean National Job Opportunities

ANNOUNCEMENTNUMBER: KN-010-15

TITLE-SERIES-GRADE: COOK, KWB-7404-03/05

SALARY RANGE: KWB-03: 11,902 – 16,907 Won per Hour
KWB-05: 13,718 – 19,589 Won per Hour

OPENING PERIOD: 18 DECEMBER 2015 – 26 DECEMBER 2015

DUTY LOCATION: Mess Hall, Commander Marine Corps Installation Pacific, Camp Mujuk, Pohang, Korea

TOUR OF DUTY: Full-Time, 40 hours per week

AREA OF CONSIDERATION:

All current USFK employees and all KN outside applicants

RPA NUMBER (HRO USE ONLY):

NOTE: Target Grade of this position is KWB-05. If the position is filled at the lower grade than target grade, the incumbent may be promoted to target non-competitively upon satisfactory completion of the job requirements, recommendation by the supervisor, and subject to meeting time-in-grade and qualification requirements.

Relocation Allowance will NOT be authorized for the selectee from outside of the commuting area

MAJOR DUTIES:

Serve as cook preparing food items in bulk quantities or individual servings for regular/modified diets required for regular meals/special feedings. Review menus, work sheets and recipes to determine quantities of items required for number of persons to be served and recipe requirements. Prepares fruits and vegetables by cleaning, peeling, and/or cutting.

Roasts, broils, bakes, fries, boils, steams, braises or otherwise cooks meats, fish poultry and fruits and vegetables and other foods. Operate various mixers, grinders, steam kettles, electric urns and other powered and mechanical kitchen equipment.

WORKING CONDITIONS

Work requires some exposure to soiling of hands by cooking oils and grease. Subject to splashing of water, noise of equipment, cold of refrigerators and heat stoves and ovens. Is subject to danger of serious burns and to cuts or other injuries in using powered equipment.

QUALIFICATION REQUIREMENTS:

a. EXPERIENCE

KWB-03: One (1) year of general experience.

KWB-05: One year of general experience plus one year of specialized experience.

GENERAL EXPERIENCE: Actual work experience at a trainee, helper or other related to the trade or craft for which being considered.

SPECIALIZED EXPERIENCE: Experience at the "Junior" or higher level in the work related to trade or craft for which being considered.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: 1. Graduation from technical high school in a field, successful completion of a for a formal training course (at least 90 days duration) or possession of a valid license or certificate of competency issued by the ROKG may be substituted for required one year of general experience. 2. Graduation from technical junior college in the field may be substituted for required one year of general and one year of specialized experience.

License or Certificate of Competency Requirements

Applicants for Cook, KWB-5 and above MUST possess a current license or a certificate of competency issued by the ROKG authority.

b. **ENGLISH LANGUAGE COMPETENCY:** 1. The American Language Course Placement Test (ALCPT) score of 34, or Management Panel Approval is required. 2. The passing score of former English Language proficiency Test ("C" series) may be substituted for ALCPT requirement. 3. The TOEFL score of 360 (or 70 on the computer based test) or TOEIC score of 250 may be substituted for ALCPT requirement. Applicants indicate the TOEFL/TOEIC score on the application (item #17) and must submit official copies of the test score. TOEFL and TOEIC scores are valid for two years from the exam date. Within 3 workdays of notification of tentative selection the selected Individual must provide one of the above documentation. Failure to provide this information will result in the applicant being considered not qualified.

EMPLOYMENT CONSIDERATION PREFERENCE:-

Placement preference will be applied IAW USFK 6 9 0 -1 using priority ground descending order (Priority 1 – Highest to Priority 9– Lowest).

1. All current USFK KN employees. (Korea-area)
2. Former USFK KN employees on the Area Reemployment Priority List (ARPL)
3. Eligible spouses of US Armed Forces members whose duty station is in Korea
4. Eligible family members of US military and US citizen civilian employees of an agency of the United States whose duty station is in Korea
5. All other Korean National applicants

WHO MAY APPLY: Refer to the Area of Consideration for each vacancy announcement.

HOW TO APPLY: Read and comply with all instruction. Failure to do so could result in disqualification and not getting referred for consideration. Applicants must submit an application for employment (USFK Form 130EK) along with copies of supporting documentations (Certificates for experience and education, required licenses, Letter of Employment if current USFK KN employees, etc.) It is imperative that each item of the application is accurately and completely filled in and the application. Must be signed (Signature) and dated. Applications should submitted via email to: CHRO_Staffing_Korea@usmc.mil Applications that are not completed correctly, received after the closing date, or submitted without legible supporting documents will not be processed. All documentation written in Hangeul must be translated into the English language and translation submitted along with an application. Applications not received at the above address by close of business on the closing date of the announcement will not receive consideration. Do not submit job descriptions, letters of recommendation or material not required. Extra material cannot and will not be used in the evaluation or selection process. Such material may be destroyed and will not be returned to the applicant. If you have letters of recommendation, etc., you may present them at the time of an interview, if such an interview is conducted.

EMPLOYMENT POLICY: It is the policy of USFK to employ based on qualifications and merit. No employee may request, offer or accept gratuity in exchange for employment of

promotion within USFK, nor may any employee interfere with applicants exercising their right to apply for consideration. Any employee guilty of such practice is subject to removal from USFK employment. Anyone aware of acts contrary to this policy is urged to contact immediately HRO Camp Mujuk at Local Com: 0503-367-4511

ADDITIONAL INFORMATION: For more information on Korean National employment program, please contact the MCIPAC Human Resources Office at Camp Mujuk at Local Com: 0503-367-4511