

MLC/IHA Position Vacancy Announcement

Civilian Human Resources Office
Marine Corps Installations Pacific-MCB Camp Butler
U.S. Marine Corps

MLC/IHA 求人募集 海兵隊 民間人人事部

履歴書 : MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire

求人案内、履歴書は下記リンク参照

<https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/JN/JN-Staffing/>

提出先 : mcipac_chro_jn_empl@usmc.mil

- 履歴書 (MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14)& Questionnaire) に添付する資格書類は、求人募集にて要求されているもののみ提出下さい。(求人募集に明記してあります)。
- 直接履歴書を投函される方は、キャンプフォスターBuilding 495 に設置されている履歴書投函箱で受付しております。
- 応募を希望する従業員は締切日の 16 : 30 までに人事部日本人雇用係 (メールによる応募も同様) に提出して下さい。不備のある書類は受け付けられません。
- 書類選考の上、被面接者のみにご連絡致します。提出された応募書類の返却はいたしません。
- お問い合わせは日本人雇用係 (645-3370/098-970-3370) 又はメール mcipac_chro_jn_empl@usmc.mil でご連絡下さい。

メール提出についての注意点 Important Notice with Email submission

- メール Subject には応募する職種名と PWO# を記載して下さい。
Email subject must contain job title and PWO#
- 添付書類は PDF (3 ファイル以内) で提出お願いします。
Submission is limited to 3 PDF file attachments.

Application forms: **MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire**

MLC/IHA Announcements, application form are available at below link

<https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/JN/JN-Staffing/>

Submit to: **mcipac_chro_jn_empl@usmc.mil**

- Submit ONLY applicable documents listed in the announcement along with your application.
- Submit your application package (hard copy) in drop box located at Camp Foster, Bldg #495.
- Application with required documents must be submitted to JN Employment Unit, CHRO no-later-than 16:30 of the announcement closing date for either hard copy or email. Incomplete applications and application packages missing required document will not be processed.
- Applications are subject to screening prior to referrals and only individuals selected for interview will be contacted. Your application package will not be returned once submitted.
- For more information: JN Employment Unit, phone: 645-3370/098-970-3370 or email: mcipac_chro_jn_empl@usmc.mil

Announcement No. 27-23		
PWO #: 041	Position: Cook, #2037/2038, BWT-2, Grade-4/5	
IHA F/T Permanent	Number of position(s): 1	Location: Torii Station
Organization: MCB, MCCS Div, Business Operations Branch, Food & Hospitality, Bonsai		
Area of consideration 募集範囲: Okinawa Wide (MLC/IHAs employed in Okinawa) 沖縄県内にて雇用されている全 MLC/IHA 従業員		Closing date: (提出期限) 31 Mar 23
Summary of duties: Cooks/prepares all type of food items from casual to fine gourmet cuisine menu independently and by direction of the Cook Leader or Executive Chef in the assigned restaurant to serve militaries, their families, and US as well as local civilians. Prepares, seasons and cooks all types of meats, vegetable and food items using various methods i.e., frying, baking, broiling, sautéing, roasting, and pan frying. Makes different types of soups and sauces as required. Prepares various kind of desserts, such as pies, cookies, brownies and cakes. The cook should be able to test progress of cooking by sight, smell, and touch. Follows recipes and regulates and adjusts ingredients, seasoning, and quantity as necessary depending on the level of servings or size of the equipment available. Checks the final product to keep consistency in quality to meet the high standard of MCCS Clubs and Restaurants. Ensures smooth operation of food production in the assigned kitchen. Makes sure all food is cooked and kept at proper temperature, and the kitchen staff follows recipes, and the food is presented properly. Garnishes platters and serving dishes. Carves meats and assures that the food is served in the best condition. Oversees the serving lines and assists in the final preparations of food, by proper portioning, carving or grilling. At the start of the shift, assures all kitchen equipment is operating properly. At the end of the shift, the cook is responsible for ensuring the proper closure of the kitchen. Cleans equipment and working area and makes sure all food and utensils are place in the appropriate places. Assists in inventories and ordering of food as necessary. May be assigned to assist other facility as directed by the supervisor.		
Qualification Requirements 資格条件		
<ol style="list-style-type: none"> 1. Must have Western style cooking experience (for 2-4 level: minimum 2years experience, for 2-5 level,: minimum 4 years-experience with a minimum of one year in U.S. military base facility, able to cook all menu items independently) 2. Basic English understanding. (enough to understand directions from an American supervisor, LPL-1)3. 3. Must have Driver's license (Futsu) and able to obtain Government Owned Vehicle (GOV) license to travel between camps. 		
Other Requirements		
<ol style="list-style-type: none"> 4. Must be able to lift, carry objects up to 18kg (40lbs) independently and objects over with assistance. 5. Must be able to continually stand, walk, frequent stooping, bending...etc in hot/cold, wet environment. 6. Must be able to work various shifts and days (including weekend, night and early morning) 7. Prefer to have Cooking license 8. Must be able to work at different camps as required 		
Remarks: Determination of grade level will be made by management at the time of selection		
Work Schedule: (Mon-Sun): 0500-1400, 0530-1430, 0600-1500, 0630-1530, 0700-1600, 0730-1630, 0800-1700, 0830-1730, 0900-1800, 0930-1830, 1000-1900, 1030-1930, 1100-2000, 1130-2030, 1200-2100, 1230-2130, 1300-2200, 1330-2230, 1400-2300, 1430-2330, 1500-2400, 1530-0030, 1600-0100, 1630-0130, 1700-0200, 1730-0230,1800-0300		
Required documents/提出書類 :		
<ol style="list-style-type: none"> 1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire: 履歴書&質問票 2. Copy of English Proficiency Test: 英語の語学能力を証明する書類のコピー 3. Copy of driver's license: 運転免許証明のコピー 		
注 : 以上の資格証のみを提出してください		

LANGUAGE PROFICIENCY LEVEL (LPL)

語学能力級

職務で必用とされる LPL レベルは下記をご覧ください。

Please see the below for the English Language Proficiency Level (LPL) required of the position:

LPL	TOEIC	ALCPT	TOEFL (PBT) Paper Based Test	TOEFL (CBT) Computer Based Test	TOEFL (iBT) Internet Based Test	CASEC	EIKEN 英検
4 – Exceptional 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st
3 – Fluent 流ちょうな能力を要する	730 ~ 859	90 ~100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
2 – Average 平均的能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
1 – Elementary 初歩的な能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
Pre-1 – Minimal 最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
0 – No language proficiency 語学能力を要さない							

2016年2月8日以前より継続雇用されている MLC/IHA 従業員で、2016年2月8日以前に発行された EPT (English Proficiency Tests) 試験結果をお持ちの方は、その試験結果の語学級レベルが現 LPL レベルとして考慮されます。

For current MLC/IHA employees who have been continuously employed since before 8 February 2016 and possess EPT test (English Proficiency Tests) result dated prior to 8 February 2016, the attained level will be “grandfathered” and honored as the employee’s current LPL.