

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

Vacancy Announcement/求人広告

ATTENTION

Application form has been updated as of 1 Oct 25.

2025 年 10 月 1 日より履歴書が新しくなりました。

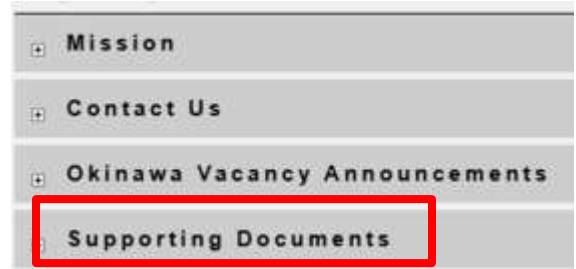
Application forms 履歴書用紙：

MCIPAC/CHRO/MLC-IHA 12300/2(Rev 9/25) & Questionnaire

NEW URL : <https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/#In-staffing>

Forms may be found at the link or QR code above. If you are unable to open the file, please save it to your desktop.

上記リンクまたは QR コードからダウンロードできます
ファイルを直接開けない場合は、デスクトップに保存してから開いて下さい。



↑ Application Form 履歴書はこちら

How to apply 提出方法

① Hard copy submission (履歴書投函)

Hard copy application package(s) are accepted at drop box located at Camp Foster, Bldg#495.

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。

② Email submissions (メール提出)

Submit to mcipac_chro_jn_empl@usmc.mil

上記メールアドレスに提出

- 1) Email subject must contain job title and PWO#
メールの (Subject) 件名 には応募する職種名と PWO# を記載して下さい。
- 2) Submission is limited to 3 PDF files including resume and attachments.
添付書類は PDF (3 個以内) で提出をお願いします。

Due to network instability, we recommend to submit hard copy.
ネットワークが不安定な為、ハードコピーでの提出をお勧めしております。

Note（注意事項）

- Application with required documents must be submitted to LN 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.
応募を希望する従業員は締切日の 16 : 30 までに人事部 MLC/IHA 雇用係に（メールによる応募も同様）提出して下さい。不備のある書類は受け付けられません
- 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.
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。
- For more information: LN Employment Unit, phone: 645-3370/098-970-3370 or email to: mcipac_chro_jn_empl@usmc.mil
お問合せは MLC/IHA 雇用係（645-3370/098-970-3370）又はメール mcipac_chro_jn_empl@usmc.mil までご連絡下さい。

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.

Announcement No. 04-26		
PWO #: 006	Position: Waiter/Waitress# 2143, BWT-2, Grade-2	
IHA F/T, Permanent	Number of position(s): 1	Location: Camp Courtney
Organization: MCB Camp Butler, MCCS Div, Business Operations Branch, Food & Beverage, Tengan Castle		
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) 23 Jan 2026
<p>Task List: Position serves as a Waiter/Waitress, adhering to proper cash handling, C.A.R.E. (Controlling Alcohol Responsibly and Effectively), asset security, and other established club procedures at all times. This position will be located in an assigned MCCS club or restaurant, and may assigned to other clubs and restaurant within MCCS clubs and restaurants at different camps as required.</p> <p>Prior to operating the dining room, and at shift end, identifies all necessary items are available to ensure prompt service to patrons. This set up includes, but not limited to, such items as: glassware, silverware, napkins, sugar, salt/pepper, condiments, tablecloths, maintains work station in an orderly fashion, etc. Receives food and beverage order (to include alcoholic beverages) from patrons, and presents food order to kitchen personnel for preparation. Enters the order into the electronic Point of Sales (POS) system. Serves beverages, appropriate condiments, and food items to patrons. Removes empty dishes after cash course and at conclusion of meal, issues guest check to patron, cleans and re-sets table for the next patron. Assists catering and banquet service (buffet and table side) including set0up/clean-up and preparation as required in support of special functions. Process different types of payment including cash, credit, and checks for all services. Wipes glasses silverware, sweeps dining room floor, dusts dining room furniture/furnishings, and removes sorts, records, and packs soiled pieces of lines for laundry. Maintains linen storage area in a neat, orderly manner. Assists in food and beverage preparations and placing all items in an appropriate area in order to provide the best possible services to guests. Participates in all associated dining room training programs in order to improve service, techniques and positive customer service. Studies menus, wine lists, and plate presentations. Ensures all are appropriately prepared and understood prior to delivery to the patrons. Other related duties as assigned.</p>		
<p>Qualification Requirements 資格条件</p> <ol style="list-style-type: none"> 1. Experience as a waiter/waitress in an American style restaurant is preferred. 2. Must be able to speak, read and write English fluently (LPL-1). LPL-2 or higher is highly desired in order to perform duties. <p>Other Requirements:</p> <ol style="list-style-type: none"> 3. Must be able to complete food service sanitation and cash handling training course and understand those standards. 4. Ability to lift and carry full waitress trays and food. 5. Must be able to lift 35 pounds (16kg), bend, stoop and reach difficult areas. 		
<p>Work Schedule: : (Mon-Sun): 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, 1500-0000</p>		
<p>Required documents/提出書類:</p> <ol style="list-style-type: none"> 1. MCIPAC-MCBB/CHRO/MLC-IHA 12300/2(Rev 9/25) & 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 <p>注: 以上の資格証のみを提出してください</p>		