

# 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**

求人募集のウェブサイトリンクが変わりました。  
**Vacancy Announcement Website Link has been updated**

## 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-employment-unit>

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](mailto: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](mailto: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](mailto: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. <b>33-26</b>			
PWO #: 034	Position: <b>Short Order Cook, #2119, BWT-2, Grade-4</b>		
<b>IHA F/T, Permanent</b>	Number of position(s): <b>1</b>	Location: <b>Camp Foster</b>	
Organization: MCB Camp Butler, MCCS Division, Business Operations Branch, Food and Beverage Section, Foster Food Concepts, Foster Bulldog, Shisa Pizza			
Area of consideration 募集範囲: <b>Okinawa Wide (MLC/IHAs employed in Okinawa)</b> 沖縄県内にて雇用されている全 <b>MLC/IHA</b> 従業員		Closing date: (提出期限) <b>16 Mar-2026</b>	
<p><b>Task List:</b> _ This position prepares and cooks simple food items for hamburgers and pizzas at Foster Bulldog in Foster Bowling center. Cooks hamburgers, sandwiches, hot dogs, and pizzas. Completes daily preparation assignments to include sanitizing and preparing vegetables, cutting hamburger and hot dog buns, pizza topping work station placement and refilling, and daily salad assembly. Uses a deep-fat fryer for such items as French fries, sweet potato fries, onion pedals, etc. Boils stock and vegetables in steam kettles or pots. Reheat soups and Chili to the proper temperature prior to serving. Obtains utensils needed for food preparation and cooking to include tongs, spatulas, Sharpens knives and pizza trays. Under the direction of Cook Foreman, conducts inventory and orders appropriate supplies and food items to support all meal service. Receives product deliveries and supporting documents and then properly stores fresh, frozen, and dry goods in an organized and orderly fashion. Keeps equipment and working area sanitized and organized. Cleans and ensures that all food service preparation areas, i.e. sinks, counter tops, stove tops, ovens, microwave are cleaned. Ensures dishwasher, refrigerators, freezer, storage shelves, exhaust filters and all kitchen floor and walls receive a thorough cleaning at least weekly. Ensures kitchen policies, regulations, and guidelines are adhered to ensuring the safety of both the product and staff. Maintain and adhere to the Joint Services Food Code Sanitation guidelines pertaining to food safety and proper storage of product. Performs other related or incidental duties as assigned.</p>			
<p><b>Qualification Requirements 資格条件</b></p> <p>1. Knowledge or experience in food preparation. 調理の知識や経験があること</p> <p><b>Other Requirements:</b></p> <p>2. Basic English understanding (enough to understand directions from an American Supervisor). アメリカ人上司からの指示を理解できる程度の基本的な英語力があること。</p> <p>3. Must be able to lift and carry objects up to 18 kg (40 lbs) independently and objects over 18 kg (40 lbs) with assistance. 約 18 キロまでを一人で、それ以上を補助付きで持ち上げたり運んだりできること</p> <p>4. Must be able to continually stand and walk, frequent stooping, reaching, pushing and pulling, and bending in hot, cold, and wet environment. 高温、低温や湿った環境で長時間立ったり、歩いたり、頻繁にかがんだり、手を伸ばしたり、押したり、引いたり、膝を曲げ伸ばしたりできること。</p> <p>5. Must be able to work various shifts and days. 様々なシフトでの勤務に対応できること。</p>			
<b>Work Schedule- : (Mon-Sun) : 0800-1700, 0900-1800, 1100-2000, 1330-2230, 1430-2330</b>			
<p><b>Required documents/提出書類 :</b></p> <p>1. MCIPAC-MCBB/CHRO/MLC-IHA 12300/2(Rev 9/25) &amp; Questionnaire: 履歴書&amp;質問票</p> <p><b>注 : 以上の資格証のみを提出してください</b></p>			