

MLA/IHA Position Vacancy Announcement

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

MLA/IHA 求人募集

海兵隊民間人人事部

ATTENTION

16. WORK HISTORY 職歴

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LIST OF JOBS YOU HAVE HELD (STARTING FROM CURRENT JOB CHRONOLOGICALLY).	
IF ADDITIONAL SPACE IS REQUIRED, USE SEPARATE SHEET OF PAPER FOLLOWING THE BELOW INFORMATION FORMAT.	
JOB TITLE (IF USFJ E)	
Clerk, IHA	事務職

REQUIRED

Please specify MLA(MLC), IHA, MA(MC)

現職の雇用種類 - MLA(MLC), IHA, MA(MC) を必ずご記載ください

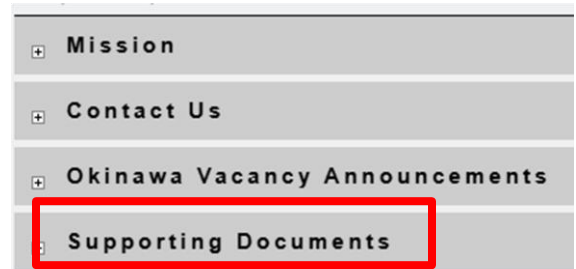
Application forms 履歴書用紙：

PERSONAL HISTORY STATEMENT 履歴書 (USFJ FORM 196aEJ, 20260415)

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

上記メールアドレスに提出

- 1) Email subject must contain position title and Vacancy Announcement (VA) number.
メールの (Subject) 件名 には応募する職種名と空席広報番号を記載して下さい。
- 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. 114-26		Date: 15 Jul 26
Position Title : Cook, Foreman A, #2038, BWT-2, Grade-6		
IHA F/T, Limited Term NTE: 2 yrs from date of issue	Number of position(s): 1	Location: Camp Kinser (Surfside)
Organization: MCB, Camp S. D. Butler, MCCA Division, Business Ops, Food & Beverage, Surfside		
Area of consideration 募集範囲: Okinawa Wide (MLA/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) 24 Jul 2026
Task List: : <u>Supervisory Duties.</u> Exercises supervisory responsibilities over 3 or more subordinates including lower level cooks and kitchen workers. May make daily work assignments for the subordinates. Solves some technical difficulties such as approaches to work, exact methods of work, steps to be followed, finishes desired, etc. May spot-check their work while work is in progress. Assumes and performs more difficult tasks or phases work assigned. Responsible for attendance and attention to work of subordinates. Maintains group discipline among the subordinates and enforces safety regulations. Take care of tools, instruments and materials for the subordinates. Transmits information received from higher supervisor to the subordinates. <u>Non-Supervisory Duties.</u> In addition to the supervisory duties described above, performs non-supervisory duties of same type as performed by subordinate cooks. Ensure the production of food operates smoothly. Seasons all meats and uses various methods of cooking, i.e., frying, baking, broiling, sauteing, roasting, and pan frying. Makes soups, sauces, and fricassees, and checks the final product in quality. Regulates ingredients, quantity, and follows recipes and makes modifications according to the level of servings or size of the equipment available. Assures all kitchen equipment is operating properly, upon the start of the shifts, i.e., air extractors and ovens, food holding boxes and refrigeration are turned to proper temperatures. 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. Prepares desserts. 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. Responsible for the proper storage of the food and all utensils are placed in their appropriate places. Ensures kitchen is maintained in accordance with published preventive policies and guidelines At the end of the shift, incumbent ensures the proper closure of the kitchen. Oversees the staff while cleaning up. Ensures the refrigerators are clean and organized, and that all perishable and prepared consumable food products are properly labeled and stored. Ensures kitchen is maintained in accordance with published preventive policies and guidelines Performs stock control clerk's duties, such as inventories and procurement of food, beverages and supplies items as required. <u>Other Duties.</u> Performs other related or incidental duties as assigned.		
Qualification Requirements 資格条件 - Minimum of 4 years working experience of western style cooking. 4年以上の洋食調理の実務経験があること。 - Cooking license is preferred. 調理師免許があることが望ましい。 - Ability to lead a team of kitchen workers. 調理場従業員を引率できること。 - Must have a basic English understanding enough to communicate with American supervisors, as well as reading comprehension to read English recipes and instructions. アメリカ人監督者とコミュニケーションできる程度の英語力があり、英語のレシピや指示書を理解できること - Ability to plan and coordinate subordinate employees work schedule, various leaves, training schedules. 部下のシフト、休暇、トレーニング等のスケジュール管理ができること。 - Ability to perform food inventory control to include food storing, ordering and receiving. 注文、受け取りを含む食品在庫管理業務を行う能力があること。 - Knowledge of basic food sanitation and personal hygiene. (Must complete Supervisory Sanitation Training within 90 Days of hire) 食品衛生および身体衛生の基本的知識があり採用後90日以内に監督者衛生講習を受講できること - Basic Knowledge of computer operating systems and Microsoft applications. 基本的なコンピューター操作ができ、マイクロソフトのオフィスアプリ（ワード、エクセル等）が使えること。 - Must be able to work flexible work shift to include weekends, holidays, and nights. 週末、休日、夜間を含む様々なシフトの勤務に対応できること。 - Ability to lift up to 40 pounds(18 kg) to carry and transfer within the work area as needed. 必要に応じて約18キロまでのものをキッチン内で持ち運びできること。		
Work Schedule: (5days per week) 0500-1400, 0530-1430 0700-1600, 1300-2200, 1330-2230, 1400-2300 1500-0000, 1700-0200		
Required documents/提出書類 : 注: 以下の資格証のみを提出してください - Personal History Statement 履歴書 (USFJ FORM 196aEJ, 20260415) - Copy of cook license if available: 調理師免許証明のコピー (お持ちの方)		