

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

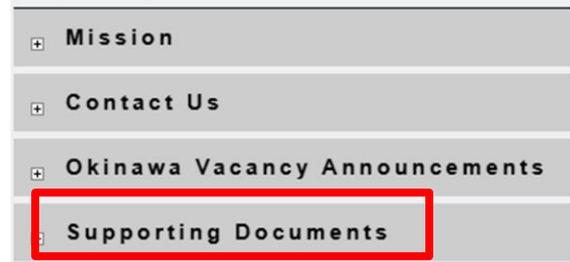
Application forms 履歴書用紙 :

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

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
 お問い合わせは 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. **24-26**

Date: 23 Feb 26

PWO #: 025

Position: **Housekeeper # 2172, BWT-2, Grade-3****IHA F/T, Limited Term
NTE: 31-Aug-2027**Number of position(s): **1**Location: **Camp Hansen**

Organization: Marine Corps Hospitality Services (MCHS), Camp Butler, Lodging Program, Inns of The Corps

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)

4 Mar-2026

Task List: GENERAL: Performs combination of general custodial work and variety of patron service type work in the Temporary Lodging Facilities or Billeting Facilities. DUTIES AND RESPONSIBILITIES: Using room assignment sheet and other related sheets such as newspaper delivery, Follow Housekeeping Manager's instruction, perform tasks as below.

1. Cleaning the guest room: a) Sweeps, mops and polishes floors, using mops, vacuum cleaners and/or polishers. b) Dusts, waxes and polishes furniture/fixture using proper cleaning cloths an premixed cleaning solution. c) Clean the walls and wash the windows, tracks and sills. d) Put finishing touches on the guest rooms. e) Makes the beds daily, changes linens as required. f) Rotate unused extra blanket, pillows, g) Rotate and Flip the mattress regularly. h) Scrub, Clean the toilet bowl, bath tub, sink, vanity, shower head, walls and floor. i) Replenish guest room amenities. j) Washes the pots & pans, dishes, cups, flatware and cooking utensils. k) Cleans the kitchen sink, stove top, oven, ventilation fan, coffee maker, toaster and Microwave oven. l) Defrost and clean the refrigerator. 2. Reports and Verifies Room Status: a) Check cleaning equipment/supply/amenities and room status. b) Ensure room amenities are operational. c) Daily, report room status, discrepancy report to housekeeping and maintenance supervisors. 3. Inventory: Conduct linen, amenity inventory by daily, weekly, monthly and as necessary. 4. Lost & Found: Collect the lost & found items from guest room and report to the supervisors. 5. Laundry Duties: Laundry Linens, towels, etc. as required. Performs other related or incidental duties as assigned.

Qualification Requirements 資格条件

1. Ability to push and/or pull wheeled carts weighing up to 100 Lbs. 45kg までの車輪付きカートを押したり引いたりできること
2. Requires lifting of linen, trash weighing up to 25Lbs. 12kg 程度までの洗濯物やゴミを持ち運ぶことができる
3. Must be able to obtain a government driver's license. 普通運転免許があり、業務車両の免許を取得できること
4. Ability to lift, bend, stoop, push or pull heavy carts, and stand, walk for long periods of time 荷物を持ち上げたり、しゃがんだり、重いカートを押したり引いたり、長時間立ったり、歩いたりすることができること
5. Working knowledge of the use of cleaning chemicals, spot cleaning as well as small equipment such as vacuum cleaners, carpet shampoo machines, and portable steam cleaners. クリーニング薬品、スポットクリーニング、掃除機、カーペットシャンプーなどの小型機器の使用に関する実務知識があること
6. Ability to prioritize, restock maid carts, and organize work. 作業の優先順位をつけ、メイドカートを補充し、仕事を整理する能力があること
7. Basic ability to comprehend English language sufficient to understand information such as cleaning solution labels and instructions and to keep logbook, simple messages etc. 英語表示の洗浄液のラベルや指示書などが理解できる程度の基本的英語力があり、日誌や簡単な伝言などが書ける事
8. Ability to follow instructions of Lost & Found procedures. 遺失物や拾得物の手続きに関する指示に従う能力があること

Work Schedule - : (Mon-Sun, 40hrs per week):

0500-1400, 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

Required documents/提出書類 :

1. Application MCIPAC-MCBB-CHRO-MLC-IHA 12300-2(Rev 9-25): 履歴書&質問票
2. Copy of Driver's license. 運転免許証のコピー

注 : 以上の資格証のみを提出してください