

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

Vacancy Announcement/求人広告

ATTENTION

**2026年4月15日より履歴書が新しくなりました。
Application form has been updated as of 15 Apr 2026.**

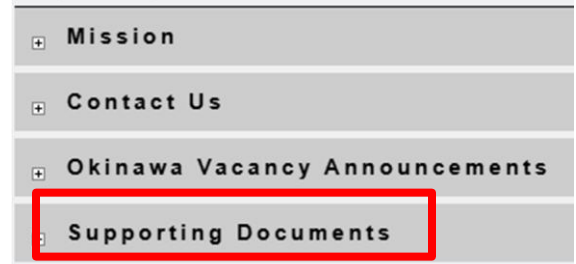
Application forms 履歴書用紙：

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.

Vacancy Announcement No.(空席広報番号): **66-26**

Date: 7 May 26

Position Title: **Cook, #2201, BWT-2, Grade-4**

IHA F/T, Permanent

Number of position(s): 1

Location: **Camp Foster (Chimugukuru)**

Organization: MCB Camp Butler, MCCS Div, Family Care Branch, CYTP, Foster CDC, Chimugukuru

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)

15 May-2026

Task List: This position is located in Family Care Branch, Child Development Center, MCB Camp Butler, Okinawa. The purpose of this position is to prepare and cook nutritionally balanced meals according to the established menu plans and maintain overall sanitary conditions at all times.

Cook Duties: Follows a food production plan which indicates the day's menu, food items, portions planned by size and number, and monitors the quantity of food planned, served and left over on a daily basis. Makes allowances for unusual circumstances to avoid preparing too much or not enough food. Keeps food seasoning to a minimum to ensure a healthy diet. Ensures that food is palatable and attractive. Provides assistance to food service worker, ensuring that they prepare all food according to quantities given on the production plan. Compiles and accurate meal count following afternoon snack. Strictly adheres to portion control. Weighs, measures, and counts quantities planned on the production plan to ensure compliance with portion requirements for each child. Keeps food loss due to improper preparation, spoilage and equipment malfunctions to a minimum. Immediately reports food loss to management and receives approval for substitution. Ensures that children are not served burned or spoiled food items. Ensures that food deliveries are within established time frames. Ensures that all food items are transported from the kitchen to the modules in covered containers to reduce contamination. Ensures that milk and juices are transferred from commercial container to serving pitcher and immediately transported to modules in quantities according to USDA requirements. Food and Supply Order and Inventory Duties: Conducts inventory and orders appropriate supplies and food times to support all meal service. Receives and ensures proper storage of food items and supplies. Maintains related inventory records. Ensures that food items used for meal preparation are those with earliest receiving date. Submits a list of items needed to implement menus. Keeps a copy of requests to the kitchen until all any variances to management before signing invoice. Immediately marks all bulk food items with date received. Properly stores all perishable food items requiring refrigeration. Stores all food items on shelving with a minimum of 6 inches above floor level. Practices appropriate principles of food storage. Rotates items so that current inventory is used prior to item just received. Stores food only in designated and secured areas. Ensures that storage areas are locked and properly secured. Cleaning and Sanitation Requirements: Adheres to health and sanitation requirements, safety standards, checklists, and inspection criteria in accordance with CDP requirements and appropriate agencies. Maintains the orderliness and cleanliness of the food service areas. Cleans and ensures that all food service preparation areas, i.e. sinks, counter tops, stove tops, ovens, microwave oven, and dishwasher are cleaned as needed or at a minimum daily. Ensures that refuse and debris is swept up immediately and placed in a covered trash container and that kitchen floor is mopped with bleached and water solution daily prior to the close of business. Ensures that refrigerators, freezer, stove, oven, storage shelves, exhaust filters and all tiled walls receive a thorough cleaning at least weekly. Follows proper hand washing procedures. Ensures that opened canned goods are not stored in original container, that leftover food is placed in approved glass or plastic container with airtight lid, and that opened food that are stored for later use is dated. Attends scheduled staff meetings and training. Implements instructions and guidance into daily job performance. Performs other related duties as assigned. **This position requires immunizations for communicable disease (Measles, Mumps, Rubella, Varicella, and seasonal Influenza and Hepatitis-B, and other as required.)

Qualification Requirements 資格条件

1. Must have experience or knowledge of cooking for large portion. 多人数向けの調理の知識または経験がある事
2. Basic conversational English skills required. 英語で簡単な会話ができること
3. Ability to understand food product information written in English. 英語で表記された食品表示が読めること
4. Must know how to follow recipes and combine ingredients for making meals and snacks. レシピに従い食事やおやつを調理したり、分量を人数に合わせて調整したりできること
5. Must be able to follow dietary restrictions for children on special diets. 食事制限のある子供のための特別メニューに従い調理ができること。
6. Must be able to conduct inventory and ordering of food and supplies. 食材及び常備品の在庫管理や発注ができること。
7. Must be able to follow and maintain appropriate cleaning and sanitation requirements. 職場をきれいに保ち、衛生管理ができること。
8. Must be able to obtain food handlers certificates and CPR/First Aid certificate. 衛生講習とCPR（心肺蘇生法）/ファーストエイド講習を受け、修了すること。

Continue to next page ----->

9. Must be able to complete and receive documented verification of required immunizations. (Measles, Mumps, Rubella, Varicella, and seasonal Influenza, and other as required) 必要な予防接種を受け、証明書類を提出できること
(はしか、おたふく、風疹、水痘、季節性インフルエンザ等、その他必要に応じて)
10. Must successfully pass background check (police record check) before and during employment. 犯罪歴がないこと
(採用前と5年毎に審査あり)

Other Requirements:

11. Must be able to lift and carry objects up to 45lbs (20Kg) independently and over 45lbs with assistance. 20kgまでの荷物を一人で(それ以上は補助付きで)持ち上げたり運んだりできること
12. Able to attend required trainings at Camp Foster, Camp Courtney and/or Camp Kinser in irregular hours which may include weekends and/or holiday. 通常勤務時間外(週末や休日)にキャンプフォスター、コートニー、キンザーで行われる必須研修に参加できること
13. Work requires constant standing, bending, stooping, and washing dishes. 長時間の立ちっぱなしや、頻繁にしゃがんだり、皿洗い等ができること

Work Schedule: (Mon-Fri): 0530-1430, 0630-1530, 0900-1800

Required documents/提出書類:

1. Personal History Statement 履歴書 (USFJ FORM 196aEJ, 20260415)

注: 以上の資格証のみを提出してください