

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

16. WORK HISTORY 職歴	
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	UNIT 2-3 事務職

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

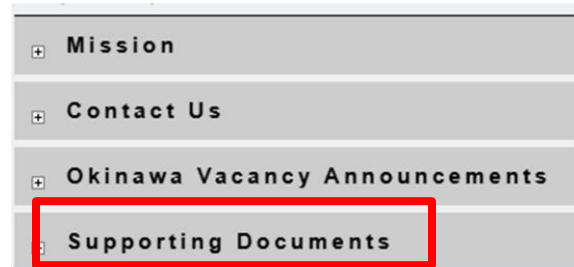
Application forms 履歴書用紙 :

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

Announcement No. **12-26R2****Re-Announcement****22 May 26**Position Title: **Counter Attendant # 2039, BWT-2, Grade-3****IHA F/T, Permanent**Number of position(s): **1**Location: **Camp Kinser (Surfside)**

Organization: MCB Camp Butler, MCCS Division, Business Ops, Food & Beverage, Surfside

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)

2 Jun-2026

Task List: Assists customers at MCCS fast food counter and Food Truck to include Sumo Burritos, Bulldog burger, Lifejuice & Bonsai. Prepares and serves soft drinks and side orders. Takes orders to the kitchen or prepare simple food items at the counter by order, such as slicing and toasting bagels, wrapping burritos, making specialty coffees, smoothies, and fruit juice etc. Making sure that areas are cleaned and sanitized using proper procedure. Assures that produce and items are stocked and not expired and available at storeroom. Fills out PAR worksheet; Informs Kitchen supervisor of items requiring replenishment. Fills condiment container, arrange dishes, keep equipment in clean and orderly condition and in accordance with proper food safety guidelines. Operates cash register. Receives payment from customers in various form to include cash, credit card, money orders, gift certificate, etc. and provides necessary changes in accordance with cash handling procedure and policies. Performs routine and job related administrative and clerical work such as job orientation and on-the-job training, participate in meeting conducted by the manager transmitting instructions and information of significance to maintaining work schedules, keeping time records, resolving minor complaints amount the workers. Prints out DAR to account daily sales and uses correct ICB procedure to account for petty cash, safe cash, safe logs & tamper proof bags deposit. Performs work as a waiter/waitress to include receiving food and beverage order from patrons, and taking 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 each course and at conclusion of meal, issues guest check to patron, cleans and re-sets table for the next patron. Performs other related or incidental duties as assigned.

Qualification Requirements 資格条件

1. Must have experience in customer service in food service. 飲食サービスでの接客経験があること。
2. Experience as a waiter/waitress in an American style restaurant is preferred. アメリカンスタイルのレストランでのウェイトレス/ウェイター経験があることが望ましい。
3. Must have basic English skills to understand simple directions from an American supervisor and food orders from customers. (LPL-1) アメリカ人監督者からの簡単な指示や、顧客からの料理の注文を理解できる基本的な英語力があること。(LPL-1)

Other Requirements:

4. Must be able to assist military and civilian customers in friendly and polite manner in a fast-paced environment. テンポの速い環境の中で軍人や民間人のお客様を親切丁寧にサポートできること。
5. Must be able to continually stand, walk, frequent stooping, bending, etc in hot/cold, wet environment. 暑い、寒い、または湿った環境下で、立ち続ける、歩く、頻繁にしゃがむ、曲げるなどの動作ができること
6. Must be able to work various shifts and days (including weekends, nights, early morning, and Holidays). 様々なシフトや日数(週末、夜間、早朝、休日を含む)で勤務できること。
7. Must be able to lift objects/equipment up to 18kg independently and objects over 18kg with assistance as needed. 必要に応じて、18kg までの物や機器を単独で、18kg を超える物は補助を受けながら持ち上げることができる
8. Must be able to satisfactorily complete food service sanitation training and Cash Handling course within 90 days of hire and follow the instruction of food safety regulation. 採用後 90 日以内にフードサービス衛星講習と現金取扱い講習を修了でき、食品安全基準に従って仕事ができる事。

Work Schedule- : (Mon-Sun, 40hrs per week): 0700-1600, 1000-1900, 1400-2300, 1800-0300**Required documents/提出書類 :** 注: 以下の資格証のみを提出してください

1. Personal History Statement 履歴書 (USFJ FORM 196aEJ, 20260415)
2. Copy of English Proficiency Test: 英語の語学能力を証明する書類のコピー