

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 //

Application form has been updated as of 1 Oct 25. Previously submitted applications prior to 30 Sep 2025 will be accepted.

2025 年 10 月 1 日より履歴書が新しくなりました。2025 年 9 月 30 日までに提出された履歴書の再提出は不要です。

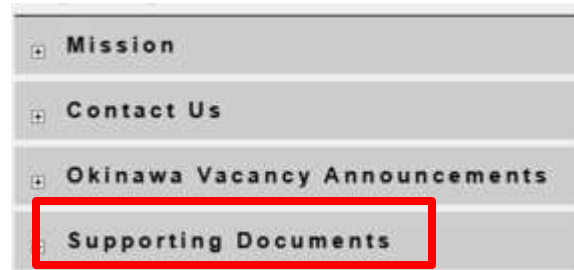
Application forms 履歴書用紙 :

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-staffing>

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. 145-25		Date: 16 Oct 25
PWO #: 225	Position: Cook, #2037/2038, BWT-2, Grade-4/5	
IHA F/T, Limited Term 1 year from date of hire	Number of position(s): 1	Location: Camp Foster (Terra)
Organization: MCB Camp Butler, MCCS Div, Business Operations, Food & Beverage, Terra		
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) 24 Oct-2025
Task List: The incumbent cooks/prepares all types of food items from casual to fine gourmet cuisine menu independently and by direction of the Cook Leader or Executive Chef in the assigned restaurant to serve militaries, their families, and US as well as local civilians. Prepares, seasons and cooks all types of meats, vegetable and food items using various methods i.e., frying, baking, broiling, sautéing, roasting, and pan frying. Makes different types of soups and sauces as required. Prepares various kind of desserts, such as pies, cookies, brownies and cakes. The cook should be able to test progress of cooking by sight, smell, and touch. Follows recipes and regulates and adjusts ingredients, seasoning, and quantity as necessary depending on the level of servings or size of the equipment available. Checks the final product to keep consistency in quality to meet the high standard of MCCS Clubs and Restaurants. Ensures smooth operation of food production in the assigned kitchen. 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. 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. At the start of the shift, assures all kitchen equipment is operating properly, i.e., air extractors and ovens, food holding boxes and refrigeration are turned to proper temperatures. Adheres to sanitation requirements and keep kitchen and equipment always clean. At the end of the shift, the cook is responsible for ensuring the proper closure of the kitchen. Cleans equipment and working area and makes sure all food and utensils are place in the appropriate places. Ensures the refrigerators are clean and organized, and that all perishable and prepared consumable food products are properly labeled and stored. Assists in inventories and ordering of food as necessary. Performs other duties as assigned. May be assigned to assist other facility as directed by the supervisor.		
Qualification Requirements 資格条件 1) Must have working experience in food preparation. (Western style cooking or US military base facility experience preferred). To be hired at 2-5 level, candidate must have Cooking License, OR 4 years of working experience as a Cook in western style cooking with a minimum of 1 year in US military base facility, able to cook all menu items independently. (※ The hiring grade level will be determined by the supervisor based on the skills and knowledge of the candidate after meeting the above requirement). 調理業務経験があること（洋食や米軍基地での調理経験があれば尚可）。2-5 級に採用されるには、調理師免許を取得しているか洋食の調理経験が4年以上（最低1年以上は米軍施設での経験）があり、全てのメニューを単独で調理できること。（※採用時の等級は、上記条件を満たした上で、候補者のスキルや知識を考慮し、監督者が決定します） 2) Must have Driver's license to operate Government Owned Vehicle (GOV) up to 1.5 ton (i.e., Van) as required. 普通運転免許証があり、必要に応じて1.5トンまでの政府所有車（GOV）を運転できること（Van） Other Requirements: 3) Basic English understanding (enough to understand directions from an American supervisor.) 基本的な英語力があること（アメリカ人上司の指示が理解できる程度） 4) Ability to prepare various food items based on the instruction from supervisor or based the recipes, using various kitchen equipment. 上司の指示やレシピに従い、様々な調理器具を使用して様々な料理ができること。 5) Must be able to lift, carry objects up to 18kg (40lbs) independently and objects over 18kg (40lbs) with assistance. 約18Kgまでの物を単独で、それ以上は補助付きで持ち上げ、運ぶことができること 6) 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 湿潤の環境下で、絶えず立ち歩き頻繁にしゃがんだり手を伸ばしたり押したり引いたり屈んだりできること 7) Must be able to work various shifts and days (including weekend, night and early morning. 様々なシフトや曜日（週末、夜間、早朝を含む）で勤務できること。 8) Must be able to obtain Food Handler's certification and follow the instruction of food safety regulation. 採用後、食品取扱者資格を受講/取得し、食品安全規則の指示に従うことができること。		
Work Schedule: (Mon-Sun): 0400-1300, 0500-1400, 0600-1500, 0700-1600, 0800-1700, 0900-1800 1000-1900, 1100-2000, 1200-2100, 1300-2200, 1400-2300, 1500-0000		
Required documents/提出書類: 1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire: 履歴書&質問票 2. Copy of cook license if obtained: 調理師免許証明のコピー（お持ちの方） 3. Copy of the GOJ Driver's license (semi-mid-sized vehicle): 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		