

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.

2025 年 10 月 1 日より履歴書が新しくなりました。

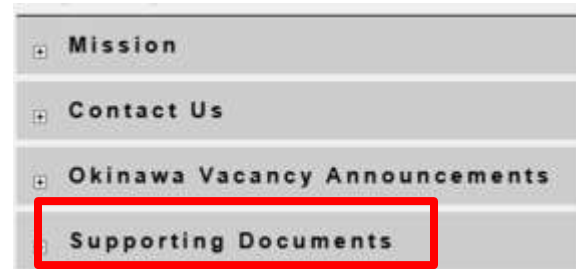
Application forms 履歴書用紙：

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. 151-25		
PWO #: 234	Position: Service Worker, #2116, BWT-2, Grade-2	
IHA F/T, Permanent	Number of position(s): 1	Location: Camp Hansen (Palms)
Organization: MCB Camp Butler, MCCS Div, Business Operations, Food & Beverage, Palms		
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) 12 Nov-2025
Task List: The position is located within MCCS clubs to perform various culinary duties and assist cooks in daily food preparation. Works under close supervision of the cook. Work includes bending, lifting, carrying and pushing. Subject to exposure to high temperatures, danger of cuts from knives and burns from stove and hot kitchen equipment. Performs various culinary work in a kitchen, prep area or dish washing room such as washing and drying dishes, glassware, silverware, kitchen tools and equipment by hand or machine, cleaning and polishing metal utensils, cutlery and silverware; cleans and degreases kitchen area to include cooking space, refrigerator, floor, walls, etc.; scrubs and buffs kitchen floor, washing windows and wood work; scrubbing, scraping, and scouring work tables, meat blocks and refrigerators; carrying out garbage and performing miscellaneous jobs such as carrying dishes, securing supplies and utensils, kindling fires. Assists cooks in daily food preparation performing various simple tasks. Weighs, cuts, and arranges bread dough for baking; cuts and prepares vegetables and fruits for salads and salad bars; heats up soup; mixes ingredients, dressings and so on. Assists cooks by using limited methods of cooking such as frying, baking, boiling, etc. and making sure to keep the proper temperature. Carries heavy items and supplies by hand, carts, or dolly from/to refrigerator, storage, and other designated areas. Performs other related or incidental duties as assigned.		
Qualification Requirements 資格条件 1) Must be able to lift objects/equipment up to 18kg (40lbs) independently and objects over 18kg with assistance. 約 18kg までの荷物を一人で、それ以上は補助付きで持ち上げることができること。 2) Must be able to satisfactorily complete food service sanitation training course within 90 days of hire. 採用後 90 日以内に衛生講習を受講/修了することができること。 3) Basic English understanding preferred: Enough to understand directions from an American supervisor . アメリカ人上司の指示が理解できる程度の基本的な英語力があることが望ましい。 4) Must be able to continually stand, walk, frequent stooping, bending, etc in hot/cold, wet environment. 暑い/寒い、または湿った環境で長時間の立ちっぱなしや歩行、頻繁にかがんだりが可能であること。 5) Must be able to work various shifts and days (including weekends, nights, early morning, and Holidays) 様々なシフトに対応できること。(週末や終日、夜間の勤務を含む)		
Work Schedule: (Mon-Sun): 0500-1400, 0530-1430, 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, 1300-2200, 1330-2230, 1400-2300, 1430-2330, 1500-0000, 1530-0030, 1600-0100, 1630-0130, 1700-0200, 1730-0230, 1800-0300		
Required documents/提出書類: 1. MCIPAC-MCBB/CHRO/MLC-IHA 12300/2(Rev 9/25) & Questionnaire: 履歴書&質問票 注: 以上の資格証のみを提出してください		