

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

コロナ感染予防の為、海兵隊MLC/IHA 求人募集に応募される方は、履歴書をメールにて提出して頂く様ご協力をお願いいたします。

履歴書 : MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire

求人案内、履歴書は下記リンク参照

<https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/JN/JN-Staffing/>

提出先 : mcipac_chro_jn_empl@usmc.mil

- 履歴書 (MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire) に添付する資格書類は、求人募集にて要求されているもののみ提出下さい。(求人募集に明記してあります)。
- 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。(Kadena CPO 及び Navy HRO への投函は一時停止しております)。
- 応募を希望する従業員は締切日の 16 : 30 までに人事部日本人雇用係 (メールによる応募も同様) に提出して下さい。不備のある書類は受け付けられません。
- 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。
- お問い合わせは日本人雇用係 (645-3370/098-970-3370) 又はメール mcipac_chro_jn_empl@usmc.mil でご連絡下さい。

メール提出についての注意点 Important Notice with Email submission

- メール Subject には応募する職種名と PWO# を記載して下さい。
Email subject must contain job title and PWO#
- 添付書類は PDF (3 個以内) で提出お願いします。
Submission is limited to 3 PDF files including resume and attachments.

During the global coronavirus pandemic, we are encouraging applicants to submit application package(s) through email. Hard copy application package(s) are only accepted at drop box located at Camp Foster, Bldg#495. KAB CPO and Navy HRO drop box are closed until further notice.

Application: MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire

MLC/IHA Announcements, application form are available at below link

<https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/JN/JN-Staffing/>

Submit to: mcipac_chro_jn_empl@usmc.mil

- Submit ONLY applicable documents listed in the announcement along with your application.
- Submit your application package (hard copy) in drop box located at Camp Foster, Bldg #495. (KAB CPO and Navy HRO drop box are closed until further notice)
- Application with required documents must be submitted to JN 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.
- Applications are subject to screening prior to referrals and only individual selected for interview will be contacted. Your application package will not be returned once submitted.
- For more information: JN Employment unit, phone: 645-3370/098-970-3370 or email to: mcipac_chro_jn_empl@usmc.mil

RE-ANNOUNCEMENT

Date: 23 Jul 21

Announcement No. 68-21R2		
PWO #101	Position title: Waiter/Waitress, #2143, BWT-2, Grade-2	
MLC F/T Limited Term (NTE: 30-Nov-2021)	Number of position(s): 1	Location: Camp Courtney
Organization: MCCS Div, Business Ops Br, Food & Hospitality Unit, Tengan Castle		
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) 30 Jul 21
<p>Summary of duties: Serves as a Waiter/Waitress, adhering to proper cash handling, C.A.R.E. (Controlling Alcohol Responsibly and Effectively), asset security, and other established club procedures at all times. This position will be located in an assigned MCCS club or restaurant, and may assigned to other clubs and restaurant within MCCS clubs at different camps as required. Prior to operating the dining room, and at shift end, identifies all necessary items are available to ensure prompt service to patrons.</p> <p>Receives food and beverage order (to include alcoholic beverages) from patrons, and presents 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. Assists catering and banquet service (buffet and table side) including set-up/clean-up and preparation as required in support of special functions. Processes different types of payment including cash, credit, and checks for all services.</p> <p>Wipes glasses silverware, sweeps dining room floor, dusts dining room furniture/furnishings, and removes sorts, records, and packs soiled pieces of lines for laundry. Maintains linen storage area in a neat, orderly manner. Participates in all associated dining room training programs in order to improve service, techniques and positive customer service. Studies menus, wine lists, and plate presentations.</p>		
Qualification Requirements 資格条件		
<ol style="list-style-type: none"> 1. Experience as waiter/waitress in an American style restaurant preferred. 2. Must be able to speak, read and write English fluently (LPL 1 or equivalent), in order to perform duties. 3. Must be able to satisfactorily complete food service sanitation training course and understand those standards. 4. Ability to lift and carry full waitress trays and food preferred. 5. Must be able to lift 35 pounds (16kg), bend, stoop and reach difficult areas. 		
Work Schedule: (Mon-Sun): 0500-1400, 0600-1500, 0700-1600, 0800-1700, 0900-1800, 1000-1900, 1100-2000, 1200-2100, 1300-2200, 1400-2300, 1500-2400.		
Required documents/提出書類 :		
<ol style="list-style-type: none"> 1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire: 履歴書&質問票 2. Copy of English Proficiency Test if obtained: お持ちの方は英語の語学能力を証明する書類のコピー 		
注 : 以上の資格証のみを提出してください		

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.