



Civilian Labor Affairs Office  
Combined Arms Training Center, Camp Fuji  
United States Marine Corps  
Gotemba-City, Shizuoka-Pref., Japan



Date: 12 Dec 23

## MLC POSITION VACANCY ANNOUNCEMENT

**Announcement No. : \*\* Re-Announcement \*\* FUJI 003-23**

(\*Please indicate this number on your application form, after the "Position applying for".)

<b>PWO # :</b> FUJI-23-PWO-028	<b>Position title :</b> <b>STOCK CONTROL CLERK</b> #204, BWT-1, Grade-3, LPL-2	
<b>Type:</b> MLC Limited Term (not to exceed one year)	<b>No. of position :</b> 1	<b>Location :</b> CATC Camp Fuji

**Organization :** Mess Hall, CATC Camp Fuji

**Open to :**  
Current MLC / IHA employees within commuting area of Camp Fuji, or to those willing to relocate at their own expenses.

**Closing dates :**  
Open until filled. **Second cut off date 05 Jan 24**

**Summary of Duties :** PD # **J1475F**

The location for this job is in the Mess Hall store room. The primary purpose of the job is food and ingredient stock control. The incumbent is responsible for the control of all stock under the supervision of Mess Hall manager and technical instruction of General Supply Specialist.

1. Process, screen and modify all requisitions for Cook Foreman A, Cooks, Baker, Mess Attendants and salad room MLC's. Decide based on inventory, what is the appropriate amount of ingredients to issue.
2. Mark, date, rotate and storage of all subsistence items. All received items must be marked with the date received before being placed into proper storage. All subsistence will be rotated, so that it is issued before newer items are issued. All items will be stored in prescribed locations in a timely manner to ensure temperature control.
3. Receive all trucks, verify all orders, prices, and delivery dates with true bills and purchase orders. Inspect cleanliness and temp of trucks, and input all items received into the automated accounting system.
4. Validate, control and account for pick- lists and pre-prep lists. Ensure all issued items meet Mess Hall standards.  
Check all reefer charts at all stipulated times. Reefers will be physically inspected for proper temperatures on both internal and exterior thermometers. Temp Charts will be marked in black ink. All abnormal temperature will be marked in red ink and reported to the Chief Cook.

5. Issue subsistence to all production areas, adjusting inventory accordingly, and input into the automated system. Return all unused items to stock and annotate as required in Marine Corps Food Management Information System (MCFMIS).

6. Inventory all subsistence using automated inventory forms, and inform the procurement clerk of stock levels, and request special orders if necessary.

Assist General Supply Specialist in conducting investigations of history and records for items that are different from those in MCFMIS.

Provide issue trends and par level data pertaining to subsistence supplies to the Mess Hall manager (Based on what is actually being issued out and what is actually returned to stock).

7. Perform other related or incidental duties as assigned.

### **Qualification / Licensing Requirements :**

- 1) Driver's License.
- 2) Healthy. Be able to lift heavy weights, stand long time, go between cold and hot work environment.
- 3) Team worker. Be flexible, and be able to work alternate work schedule, when required.
- 4) Be able to use PC to input data.
- 4) Minimum of English LPL-2.

### **Work Schedule :**

Mon-Fri, 05:00-13:45.

US Holidays and when Mess Hall serves two meals a day: 06:00-14:45.

Recess 45 minutes on each work days.

Non-work days: Sat & Sun

### **Required documents :**

1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 12300/1
2. Copies of certifications / Licenses
3. For non-Japanese citizen applicant, copy of Residence Card (front & back) and Passport.

### **How to apply :**

We are encouraging applicants to submit the application packages through an email from your personal e-mail address.

The paper based printed application packages are only accepted at a drop box, located in Room 122, Bldg#140, Civilian Labor Affairs Office at Camp Fuji.

Application form : MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 12300/1 is available at link below.

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

To download : pull down the "JN Staffing menu," and select "Supporting Documents," and click "JN Application Form and Questionnaire" to download.

Submit the completed package to : [FUJI\\_JN\\_STAFFING@usmc.mil](mailto:FUJI_JN_STAFFING@usmc.mil)

- Submit ONLY applicable documents listed in the announcement along with your application.
- Deadline : Application with required documents must be submitted to CLAO, no-later-than 16:30 of the announcement closing date. Incomplete applications will not be processed.
- Applications are subject to screening prior to referrals. Only individuals selected for an interview will be called.

Submitted application package will not be returned. It will be appropriately disposed, after the vacancy is filled.

- For more information, call CLAO at 224-8383 / 0550-88-5844, or email: [FUJI\\_JN\\_STAFFING@usmc.mil](mailto:FUJI_JN_STAFFING@usmc.mil)  
Be sure to provide your name, position, and which base you currently work at, upon inquiry.
- Important Notice about the e-mail submission.  
e-mail subject must contain "Job Title" and "Announcement CF #"  
Submission is limited to 2 PDF file attachments. Note: do not send the zipped files.

### ENGLISH LANGUAGE PROFICIENCY LEVEL (LPL)

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	Not Applicable	600 ~	250 ~	100 ~	Not Applicable	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							

Note : 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.