



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



Date: 05 Apr 2024

CAMP FUJI – MLC/IHA POSITION VACANCY ANNOUNCEMENT

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| Announcement No. : 003-24 | | |
| PWO #: FUJI-24-PWO-002 | Position title: COOK , IHA#2038, BWT2-5, LPL-1 | |
| Type: Permanent | No. of position: 1 | Location: CATC Camp Fuji |
| Organization: MCCS Club Operations, CATC Camp Fuji, MCIPAC | | |
| Open to: Current MLC / IHA employees within commuting area of Camp Fuji, or to those willing to relocate at their own expenses. | | Closing date: Open until filled. |
| Summary of Duties: <p>Cooking and Preparation: Seasons and cook meat, fish, and poultry by frying, sauteing, roasting, baking, broiling, and braising. Uses ranges, grills, various type ovens, deep-fat fryers, steam kettles, broilers, toasters, vegetable steamers, and flat grills. Regulates temperature, time and other controls. Makes bastes, sauces, and gravies. Tests progress of cooking by sight, smell and touch. Boils or stems fresh or frozen vegetables, adjusting seasoning and regulating heat. Bakes, braises, or fries vegetables in deep fat. Seasons for serving and prepares sauces. Makes stocks, soups, chowders, broths, fricassees, and stews in steam kettles or pots. Prepares food for cooking or serving by dicing, carving, chopping, grinding, and mixing. Using hand kitchen tools, and powered equipment. Applies knowledge of weights and measures in preparing recipes. Prepares stuffings of bread or other ingredients to till in meat, fish, or fowl for baking or roasting. Garnishes platters and large serving dishes. Prepares quick and short breads and desserts such as custards, jellies and puddings. Loads and portions food into trays, serving dishes, steam tables and food conveyors. May be assigned to serving lines to assist in final preparation by portioning, carving, grilling, or serving menu items as required. Serves food during special events and catered events. Carves food for individual servings. Arranges, decorates and garnishes food trays. Communicates with customers while receiving and confirming orders. Communicates with MCCS management personnel and co-workers. 70%</p> <p>Sanitation: Adheres to sanitary food preparation and serving practices and assures that food prepared and served is in the best condition. Must attend and completed US Navy Sanitation Training. Writes food sanitation labels to placed on fresh food and/or food containers being defrosted or opened. Cleans equipment and working areas. Performs routine food preparation, sanitation and kitchen cleaning duties. 10%</p> <p>Administrative: Performs kitchen clerical duties on computer using the following software: Excel for recipe cards, Word for memorandums, PowerPoint for menu changes and signs, Internet Explorer for submitting electronic timecards, and Outlook and Lotus Notes for email messages. Write Transfer Sheets and Spoilage Sheets when required. 10%</p> <p>Other Duties: Assists bartenders in the case of increased business at the bar. Performs cashiers duties using computerized cashier system, receiving and verifying payments from customers in a form of cash, credit card,</p> | | |

checks or traveler's checks. Adheres to MCCA Cash Handling procedures at all times. Assists MCCA Supply Department in performing monthly and annual inventories, and helping receiving food orders by unloading containers and storing items in the warehouse or designated areas. Assists with preparation and setup of special events by preparing menus from scratch, dressing up tables, setting up decoration, cleaning tables during the event, and breaking down at the end of the event. Serves foods to customers. Conduct security checks at the end of the shift. Performs other duties as assigned. 10%

Qualification / Licensing Requirements:

1. Must have a minimum of 1 year of cooking experience.
2. Must have basic English understanding (enough to understand directions from an American Supervisor). (LPL-1 level).
3. Must be able to lift and carry objects up to 18 kg (40 lbs) independently and objects over 18 kg (40 lbs) with assistance.
4. Must be able to continually stand and walk, frequent stooping, reaching, pushing and pulling, and bending in hot, cold, and wet environment.
5. Must be able to work various shifts and days (including weekend, night and early morning).
6. Prefer to have Cooking License.

Work Schedule for Fuji Club Operations

1) Work Schedule:

Weekly Work Days: **Varies**

Designated Non-Work day: **Varies**

Starting Time: **Varies**

Ending Time: **Varies**

Recess (lunch break): 1 hour, **Varies**

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|-----------|-----------|
| 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 | |

Required documents:

1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 12300/1
2. Copies of certifications.

1. 軍指定履歴書MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 12300/1
2. 所有資格証明書のコピー

How to apply: Submit the completed package to: FUJI_JN_STAFFING@usmc.mil

We are encouraging applicants to submit the application packages through an email to the email address above. The paper based printed application packages are also accepted at 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 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 contacted. Submitted application package will not be returned. It will be appropriately disposed, after the vacancy is filled.
- For more information, call Okinawa CHRO at 645-3370 / 098-970-3370, or email: 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 #**” Submission is limited to 3 PDF files including resume and attachments.

応募方法 : FUJI_JN_STAFFING@usmc.mil

提出先 :

海兵隊MLC / IHA求人募集に応募される方は、履歴書を上記のメールアドレスへ、eメールにて添付送信提出していただくよう、ご協力をお願い致します。プリントアウトした書面による応募は、キャンプ富士、建物140、122号室、CLAO人事事務所でも受け付けます。

応募用紙 : 求人案内、履歴書は下記リンク参照

MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 12300/1 は、以下のリンクからダウンロード可。

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

ダウンロード方法 : “JN Staffing menu”のプルダウンメニューより“Supporting Documents”を選択し、“JN Application Form and Questionnaire”をクリックし、ダウンロードします。

その他注意事項 :

eメールにて送信する際、Subject件名には、必ず、職種名と募集広告番号を明記してください。

添付書類はPDF (3 ファイル以内) で提出をお願いします。

不備のある書類は受け付けません。書類選考の上、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致しません。お問い合わせは沖縄海兵隊人事部-CLAO人事 (軍電645-3370)

電話098-970-3370) または、FUJI_JN_STAFFING@usmc.milまで、ご連絡ください。

お問い合わせの際には、必ず、お名前、現在の職種名、職場を、お知らせください。

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 |

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.