



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



Vacancy Announcement/求人広告

Date: 05 Sep 2024

## CAMP FUJI – MLC/IHA POSITION VACANCY ANNOUNCEMENT

<https://www.mcipac.marines.mil/Staff-and-Sections/Special-Staff/Civilian-Human-Resources-Office/LN-Programs-CATC-Camp-Fuji/Camp-Fuji-Vacancy-Announcements/>

<b>Announcement No. :</b> <b>012-24</b>		
<b>PWO #:</b> FUJI-24-PWO-013,013A	<b>Position title:</b> <b>Food Service Worker, #2379, BWT-2, Grade-2</b> フードサービスワーカー、#2379、基本給表2、等級2	
<b>Type:</b> Permanent	<b>No. of position 募集人数:</b> 2	<b>Location 就業場所:</b> Camp Fuji キャンプ富士(静岡県)
<b>Organization 組織名:</b> Mess Hall, CATC Camp Fuji, MCIPAC (キャンプ富士、軍食堂)		
<b>Open to 求人公開募集範囲:</b> Current MLC / IHA employees within commuting area of Camp Fuji, or to those willing to relocate at their own expenses. 現MLC/IHA従業員キャンプ富士通勤圏内に在住する方、もしくは自費にて通勤圏内へ移住できる方。		<b>Closing date:</b> <b>Open until filled.</b> 採用者が決定するまで
<b>Summary of Duties 仕事の内容:</b> <ol style="list-style-type: none"><li>1. Performs kitchen, bakery and dining room duties, such as washing dishes, glassware, silverware either by hand or machine, sweeping or mopping of decks, scullery, and pot and pan room and all common areas. (20%)</li><li>2. Preparing, washing, trimming, peeling, and cutting fruits and vegetable, for salads. Serves meat, vegetables, soups, desserts, makes hot or iced beverages. (25%)</li><li>3. Sets tables, fills salt and pepper shakers, similar condiment containers, and replenishes soda/milk/juice machines. (10%)</li><li>4. Polices inside and outside of mess hall. (5%)</li><li>5. Responsible for disposing of refuse in proper storage areas and maintaining cleanliness of Associated spaces. (Uses pulper machine for disposing) (20%)</li><li>6. Assists cooks with setting up of serving lines to include: Main-line/snack line/salad line/specialty line. (10%)</li><li>7. Mess Hall will normally remain open through TCCOR-1 C. May be required to stay during TCCOR-1 E. (Essential Duty) (5%)</li><li>8. Performs other related or incidental duties assigned. (5%)</li></ol> キャンプ富士のメスホール(軍食堂)に所属し、以下の業務を行う。		

調理場、食堂において、食器類を洗うほか、コックの配膳を補佐する。また香辛料をテーブルに備え、飲料マシンの補給も行う。  
調理場や共用部分の清掃をする。食堂の内外を巡視する。ゴミ捨てに責任を持ち、飲食調理エリアの清潔さを維持する。  
その他の付随・関連する業務を行う。

Qualification / Licensing Requirements 必要な免許資格等：

1. Self transportation. 通勤する交通手段を自ら確保できること。
2. Flexibility with shift schedule. シフトスケジュール変更の適応性。
3. Be able to lift 15 ~ 30 kilo. 15kg~30kgを持てる方。

### Work Schedule 勤務スケジュール:

Shift Schedule: 05:00~13:45; 10:00~18:45; 06:00~14:45; 08:45~17:30. Recess: 45 Minutes

交代勤務：05:00~13:45; 10:00~18:45; 06:00~14:45; 08:45~17:30. 休憩：45分

平均月間残業時間：8時間

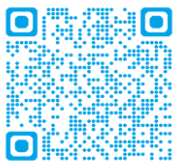
### Required documents：

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/応募方法:

Submit the completed package to/履歴書提出先メールアドレス: [FUJI\\_JN\\_STAFFING@usmc.mil](mailto:FUJI_JN_STAFFING@usmc.mil)



Application form/応募用紙:

MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 12300/1 is available at link below or QR code. 応募用紙は以下のリンク またはQRコードからダウンロード可。

<https://www.mcipac.marines.mil/Portals/28/JN%20App%20Form%20and%20Questionnaire.pdf>

We are encouraging applicants to submit the application packages through an email to the email address above.

MLC / IHA求人募集に応募される方は上記のメールアドレスへ eメールにて履歴書を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。

- Important Notice about the e-mail submission. eメールにて履歴書を提出する際の大切なお知らせ
  - e-mail subject must contain “**Job Title**” and “**Announcement #**”  
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
  - 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。

The paper based printed application packages are accepted at Room 122, Bldg#140, Civilian Labor Affairs Office at Camp Fuji. 印刷した履歴書提出の場合は **CLAO**人事事務所（キャンプ富士、建物番号**140**、**122**号室）にて受け付けいたします

- Submit **ONLY** applicable documents listed in the announcement along with your application.  
募集要項に記載の必要書類のみご提出ください
- 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.

締切日：履歴書は締切日の16：30までにCLA0に提出して下さい。不備のある書類は受付できません

- 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. 書類先行の上、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。空席が埋まり次第書類は適切に処分いたします。
- For more information, call Okinawa CHRO at 645-3370 / 098-970-3370, or email: [FUJI\\_JN\\_STAFFING@usmc.mil](mailto:FUJI_JN_STAFFING@usmc.mil) お問い合わせは沖縄海兵隊人事部-CLA0人事（軍電645-3370 電話098-970-3370）または、上記Eメールアドレスまでご連絡ください。

## 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.