



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: 21 Nov 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/>

Announcement No. : <b>020-24</b>		
PWO #: FUJI-24-PWO-021	Position title: <b>Cook, #2038, BWT2-5, LPL1</b> コック、#2038、基本給表2、等級5、語学力1	
Type: Limited Term (NTE 3/31/26) 期間限定 令和8年3月31日まで	No. of position 募集人数: 1	Location 就業場所 : Camp Fuji キャンプ富士(静岡県)
Organization 組織名: MCCS, CATC Camp Fuji, MCIPAC (キャンプ富士、福利厚生部)		
Open to 求人公開募集範囲: 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。		Closing date: <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> <b>Cooking and Preparation:</b> Seasons and cooks 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 fill 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 table 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% <b>Sanitation:</b> 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 place 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% <b>Administrative:</b> 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%

**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, checks or traveler's checks. Adheres to MCCC Cash Handling procedures at all times. Assists MCCC 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 必要な免許資格等 :**

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 勤務スケジュール:**

Weekly Work Days: Varies

Designated Non-Work day: Varies

Starting Time: Varies

Ending Time: Varies

Recess (lunch break): 1 hour, Varies

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	

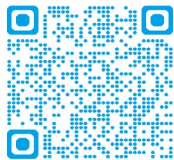
**Required documents :**

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/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CLAO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-CLAO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。

## 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 平均的な能力を要する	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	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd

最小限の能力を要する							
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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.