

**U.S. MARINE CORPS
CIVILIAN HUMAN RESOURCES OFFICE
Camp Smedley D. Butler, Okinawa**

<http://www.mcbbutler.marines.mil/BaseInformation/CivilianHumanResourcesOffice/MLCIHAAnnouncements.aspx>

Announcement No. **07-16**

Date: 13 Jan 16

POSITION VACANCY ANNOUNCEMENT

Eligible employees who are interested in being considered for the following vacant position(s) should submit the required documents listed below to the Japanese National Employment Unit, Civilian Human Resources Office (CHRO), located at bldg. #495(2F), Camp Foster by the closing date, 16:30. Incomplete applications will not be processed. Applications are subject to screening prior to referrals and only individual selected for interview will be contacted. **Submitted applications will not be returned. For information call 645-3370.**

***** PLEASE BE ADVISED SUBMISSION BY EMAIL OR FAX WILL NO LONGER BE ACCPETED *****

For those who do not have access to Camp Foster may drop off their application at Air Force or Navy HRO.

下記の職に応募を希望する従業員は、**資格条件を確認の上**、下記に指定された必要書類を毎切日の 16:30 までに人事部日本人雇用係（キャンブフォスター建物番号 495、2階）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のでご了承下さい。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）までご連絡下さい

メール/FAX での応募は受け付けておりません。Foster のパスがない方は Air Force/Navy HRO に提出下さい。

PWO #: 004	Position title: Waiter/Waitress, #2143, BWT-2, Grade-2	
IHA F/T Limited Term (NTE: 11 Nov 2016)	Number of position(s): 1	Location: Camp Kinser (Surfside)
Organization: MCCS Division, Business Operations, Food & Hospitality Unit		
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) 21 Jan 16
Summary of duties: 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. Provides banquet service (buffet and table side) including set-up/clean-up, serving and replenishing food, and preparation as required in support of special function, both indoor and outdoors. Prior to operating the dining room, and at shift end, identifies all necessary items, such as glassware, silverware, napkins, sugar/salt, papers...etc, are available to ensure prompt service to patrons.		
Qualification Requirements 資格条件 1. Experience as waiter/waitress in an American style restaurant preferred. 2. Must be able to speak, read and write English (LAD-1 level 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 required. 5. Must be able to lift 35 pounds, bend, stoop and reach difficult areas.		
Work Schedule: Mon-Sun, Shift: 0500-1400, 0600-1500, 0700-1600, 0800-1700, 0900-1800, 1000-1900, 1100-2000, 1200-2100, 1300-2200, 1400-2300, 1500-2400, 1600-0100, 1700-0200		
Required documents 1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 2. Copies of certificates/licenses	必要書類: 1. MCIPAC/CHRO/MLC-IHA 12300/2 (Rev 4/14) & 質問表 2. 免許証・終了証のコピー	

応募者の皆さまへ、連絡先の携帯番号が非通知拒否設定されている場合、面接等の連絡が取れない場合があります。募集締め切り後、1~2週程度は非通知拒否設定を解除していただくようご協力お願いします。