

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

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

Announcement No. **08-14**

Date: 5 Feb 14

POSITION VACANCY ANNOUNCEMENT

★ Applicants who applied to announcement #01-14 need not reapply to be considered for this vacancy.

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. **Incomplete applications will not be processed.** Applications are subject to screening prior to referrals and only individuals selected for interviews will be contacted. Applications will also be accepted by fax (645-7115/comm. 098-970-7115) or by email (chro_jn_empl@usmc.mil). (Up to 10 pages). **Submitted applications will not be returned. For information call 645-3370.**

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〆切日までに人事部日本人雇用係（キャンプ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。応募はFAX (DSN: 645-7115// 098-970-7115) 又はメール (chro_jn_empl@usmc.mil)でも受け付けます。(10枚以内に限りです)。お問い合わせは日本人雇用係(645-3370)までご連絡下さい。

PWO #:121	Position title: Food Supervisor, #121, BWT-1, Grade-6	
IHA F/T Permanent	Number of position(s): 1	Location: Camp Kinser
Organization: MCB, Camp S. D. Butler, MCCS Div, Business Operations Br, FBES Sec, Surfside		
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) 14 Feb 14
<p>Summary of duties: Manages a food and beverage service operation, with a \$1,000,000 annual revenue based operation. Including controlling costs of approx. \$400,000 in mess purchases and \$150,000 in labor costs. Serves as the technical analyst in the planning, executing and managing of all food activities in the facility. Manages eight IHA kitchen workers on a regular basis. Supervises up to 7 contract kitchen workers on an infrequent basis. This task includes preparing work schedule on a weekly basis as well as analyzing labor costs on a daily basis. Assigns daily duties and responsibilities to kitchen workers, and wait staff establishes workstations and administers the production of food items. Manages five full time IHA wait staff on the set up of special functions including buffets and specialty evenings. Provides technical advice on functional arrangement of interior floor plans for kitchen and during room facilities. Instructs dining room staff in techniques of food service and customer relations. Orders frozen and dry food item from vendors and warehouse, utilizing the supply technician. Ensures that waste is minimized and that the best and most cost effective products are used. Oversees the sanitation of all food service operations, establishing sanitary work conditions and applies all known cleaning procedures. Ensures sanitary food procedures, findings, and/or recommendations prescribed by any food sanitation entries (e.g., Preventive Maintenance Unit), are strictly complied with, followed, coordinated and implemented. Formulates policies for quality food preparation and service for management review. Ensures that HazMat within the realm of the food service operation are stored properly and controlled. Develop Menus that are in accordance with MCCS Pricing policy. Applies all cooking techniques needed to successfully implement the menus works hand in hand with the corporate office in the development of specialized menus required for VIP functions. Prepares food and labor cost analysis and budgetary review overall food operation. This should include banqueting and catering that amounts to over 70% of mess sales. Manages preparation of all food items for events and special functions. These functions will involve high ranking Military, Civilian as well as a high-ranking Local National Cliental. Responsible for the good conduct and morale of all assigned personnel. Ensures that MCCS Policies in regard to EEO, sexual harassment as well as other policies that pertain to the workplace are established.</p>		
<p>Qualification Requirements 資格条件</p> <ol style="list-style-type: none"> 1. Prefer a minimum of five years of managerial, supervisory or technical experience at the Executive Chef level or equivalent, experience should include Western style cooking at a resort hotel or base facility. 2. Must have a cook license 3. Must have a bilingual ability in both English and Japanese to include written and oral skills in order to write and explain recipes and communicate efficiently with subordinate cooks, club staff and management. 4. Knowledge of food/beverage cost control procedures and techniques 5. Knowledge of applicable sanitation and safety requirements 6. Extensive knowledge and ability to prepare and cook fresh, frozen, canned and dehydrated food products. 7. Familiarity with carcass structure of beef, veal, lamb, pork, and poultry. 8. Must have social skills to develop positive relations with customers. VIPs and visiting dignitaries. 		
<p>Required documents</p> <ol style="list-style-type: none"> 1. MCIPAC/CHRO/MLC-IHA 12300/2 2. Questionnaire 3. Copies of certificates/licenses 		<p>必要書類:</p> <ol style="list-style-type: none"> 1. MCIPAC/CHRO/MLC-IHA 12300/2 2. 質問表 3. 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週間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。