

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

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

Announcement No. **08-15**

Date: 4 Feb 15

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。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 #: 005		Position title: Waiter/Waitress, Forman A, #2143, BWT -2, Grade-3	
IHA F/T Permanent	Number of position(s): 1	Location: Camp Foster (Butler Officer's Club)	
Organization: MCB Camp S. D. Butler, MCCA 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) 13 Feb 15	
Summary of duties: Receives day-to-day work assignments from supervisor and passes word to co-workers along with necessary instructions. Ensure dining room and others food facilities are properly set up for the daily activities, menu board preparation as well as buffet line set up. Directs the work of co-workers staff by furnishing additional guidance, demonstrating work procedures and techniques, as directed from management. Assists the Catering Club operations Assistant with proper staffing and assures any required orders for contract labor are completed. Performs routing and job related administrative, clerical work such as job orientation, on the job training, participates in meetings conducted by management and transmits instructions and or information of significance to others. Conducts daily sanitation/cheeks Performs duties as a regular non-supervisory waitress, working side by side with other waitstaff. Performs other related duties as assigned.			
Qualification Requirements 資格条件 1. Must be able to speak, read and write English at level LAD-2 or higher 2. Must have people skills and good communications skills 3. Prefer to have experience in supervising or management 4. Prefer to have more than 2 years wait staff experience in MCCA restaurant/clubs 5. Must have a good understanding of American cuisine, a la carte, and banquet services. 6. Must be able to work various schedules			
Shift: 0500-1400, 1500-2400, 1600-0100			
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、資格などのコピー	

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。