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

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

Announcement No**. 15-14** Date: 10 Mar 14

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. **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枚以内に限ります）。お問い合わせは日本人雇用係(**645-3370**)までご連絡下さい。

PWO #:**018**	Position title: **Cook, #2037, BWT-2, Grade-4**	
IHA F/T **Permanent**	Number of position(s): **1**	Location: **Camp Hansen**
Organization: MCB, Camp S. D. Butler, MCCS Div , Business Operations, Food & Hospitality, Hansen Palms		
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） ***18 Mar 14***

Summary of duties:

Assists Cook foreman and Cook by performing simple tasks such as cooking meat, fish, poultry, vegetables, etc. Receives instructions in the performance of more difficult food preparation operations and tasks and is normally in training for the higher position.

As directed, starts electric or gas range and heats ovens, grills, and griddles to proper temperature. Fries items as hot cakes, waffles, French toast, bacon, sausages, eggs, french fried potatoes. Works under the direct supervision of higher graded cook receiving work assignments and instructions.

Ensures kitchen rules, regulations, and guidelines are adhered to ensuring the safety of both the product and staff.

Qualification Requirements 資格条件

1. Must have a cook's license.
2. Minimum 4 years restaurant experience of western style cooking
3. Basic English understanding (enough to understand directions from an American Supervisor) as well as reading comprehension.

*** Shift schedule: 8 hours between 0400 - 0200**

Required documents	必要書類：
1. MCIPAC/CHRO/MLC-IHA 12300/2	1. MCIPAC/CHRO/MLC-IHA 12300/2
2. Questionnaire	2. 質問表
3. Copies of certificates/licenses	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．