

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

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

Announcement No. **30-16**

Date: 11 Apr 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 ACCEPTED *****

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〆切日の 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 #: 041	Position title: Waiter/Waitress, #2143, BWT-2, Grade-2	
IHA F/T Limited Term (NTE: 28 Jul 2016)	Number of position(s): 1	Location: Hansen (Palms)
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) 15 Apr 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 in order to perform duties (LPL-1) 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		
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。

LANGUAGE PROFICIENCY LEVEL (LPL)

語学能力級

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 最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
0 – No language proficiency 語学能力を要さない							

*** LPL の証明書を提出してください。**