

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

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

Announcement No. **38-15**

Date: 18 Jun 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〆切日の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 #: 063	Position title: Waiter/Waitress Foreman A, #2143, BWT-2, Grade-3	
IHA F/T Permanent	Number of position(s): 1	Location: Futenma Habu Pit
Organization: MCCS Div, Business Operations Br, Food & Hospitality		
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) 29 Jun 15
Summary of duties: Serves as a head waiter/waitress with responsibility for assigning, according to supervisory instructions, and directing work performed by 3 or more subordinate employees including Waiter/Waitress, BWT-2-2, and as required, other employees of the same or lower grade level. Under general supervision of Club Manager or other supervisor, performs the following tasks: <ol style="list-style-type: none">1) Receives day-to-day work assignments from the supervisor2) Directs the work of the subordinates furnishing additional guidance, demonstrating work procedures and techniques, and taking over the difficult matters as appropriate.3) Assures that items required to carry out the assigned activities are available at storeroom and informs the supervisor of the items requiring replenishment.4) Performs routine and job related administrative and clerical work such as job orientation and on-the-job training, participate in meeting conducted by the manager transmitting instructions and information of significance to maintaining work schedules, keeping time records, resolving minor complaints among the workers, and sanitary and uniform check.5) Performs work as a regular nonsupervisory waiter/waitress.		
Qualification Requirements 資格条件 <ol style="list-style-type: none">1. Must have LAD-2 or higher, should speak, write and read English well.2. Must have at least 2 years waiter/waitress experience3. Prefer to have 2 years supervisory experience.4. Must have a good understanding of American Cuisine Shift: 0700-1600, 0800-1700, 0900-1800, 1100-2000, 1200-2100, 1400-2300, 1500-0000, 1600-0100, 1700-0200 (For Special Event) 0500-1400, 0600-1500, 0000-0900		
Required documents <ol style="list-style-type: none">1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire2. Copies of certificates/licenses	必要書類: <ol style="list-style-type: none">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。