

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

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

Announcement No. **68-14**

Date: 17 Sep 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 #: 097		Position title: Bartender, #2200, BWT-2, Grade-4	
IHA F/T Permanent	Number of position(s): 1	Location: Camp Kinser (Surfside)	
Organization: MCB Camp S. D. Butler, MCCA Div, Business Operations Br, 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) 24 Sep 14	
Summary of duties: Mixed and serve premixed alcoholic and nonalcoholic beverages from a full service bar. Serves liquor, soda, beer, wine, etc. Prepares alcoholic drinks by selecting proper premix and garnish. Prepares garnishes for mixed drinks. Waits on customer and communicates positively in a friendly manner. Makes sure to serve alcohol beverages only to authorized patrons. Collects payment from customers. Makes change and is accountable for cash fund. Operates electronic point of sales. Assists in talking inventory and maintaining records. Responsible for checking stocks and replenishing liquor, bar supplies, garnish, etc. in a timely manner. When stock levels are low, notifies and gives a list of orders to supply personnel or club manager for purchase. Uses dolly to transport beer kegs or other heavy objects. Clears tables by removing empty glasses, plates, and trash. Keeps lounge and bar area clean. Washes bar equipment, glassware, and utensils. Performs other sanitation duties within assigned work area as required. Ensures bar closing procedures are accomplished, and bar is secured at close of operating hours. Performs other duties as assigned.			
Qualification Requirements 資格条件 1. Must have ability to mix a variety of cocktails, mixed drinks, ensuring quality and consistency 2. Must have ability to learn EPOS system and cash handling procedures 3. Must have ability to lift up 40 pounds without assistance 4. Must have ability to speak and read English at a minimum proficiency of former LAD-2			
Work/Shift Schedule: Mon-Sun (14:00-23:00, 15:00-24:00, 16:00-01:00, 17:00-02:00, 18:00-03:00)			
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。