

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

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

Announcement No. **77-14**

Date: 15 Oct 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_emp@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_emp@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 #: 103	Position title: Cook Foreman B, #2073, BWT-2, Grade-7	
MLC F/T Permanent	Number of position(s): 5	Location: Camp Kinser(1), Hansen III MEF(1) Hansen 12 th MAR(1), Schwab (2)
Organization: MCB Camp S. D. Butler, G-4 Div, Food Service Br., Mess Hall Sec.		
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) 22 Oct 14
<p>Summary of duties: Plans monthly work schedule and sequence of work operations for subordinates. Establishes priorities in terms of meal preparation and deadlines in regards to completion of menu items. Determines availability of food items, personnel required for food preparation and equipment needed to complete food associated tasks. Coordinates work with other commodity areas involved to assure adequacy of sanitation, meal preparation and timeliness of meal completion is adhered to. Assigns work/products to subordinates through working leader or Cook Forman (F/A). Explains work requirements, cooking methods and procedures. Coordinates substitutions for menu items not in stock, reviews items ordered/delivered with the Chief cook on watch or Manager of facility. Reviews work in progress and at completion. Plans and conducts on-the-job training for subordinates in their respective work areas. Ascertains that workers comply with safety and sanitation standards. If there is a problem/issue, inform Food Service Branch OIC.</p> <p>Remarks: ESSENTIAL DUTY: Mess hall will normally remain open through TCCOR-1C. Essential personnel may be required to stay during TCCOR-1E to perform the tasks listed above.</p> <p>* Shift Work Schedule: 5 days 40 hours, 0400-2200.</p>		
Qualification Requirements 資格条件		
<ol style="list-style-type: none"> 1. Must be able to fluently communicate in English (Speak, Read and write) with Military personnel/Civilians. (LAD-3 or equivalent). 2. Must have a cooking license. 3. Must be familiar with e-mail (Outlook), MS Word/Excel programs, and administrative tasks. (Such as scheduling, leave, sanitation, accounting and other requirements), 4. Must be in good health and be able to lift and move up to 50 pounds. 5. Must be able to support/help other MLC employees as need for training, teaching, counseling, and as mission requires. 6. No allergy, chronic sickness etc. 7. Flexibility to work any mess hall she/he is assigned when mission requires. Will be determined by management, and mission requires. 8. Must have a valid driver's license. 		
Required documents		必要書類:
<ol style="list-style-type: none"> 1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 2. Copies of certificates/licenses 		<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。