

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

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

Announcement No. **96-14**

Date: 8 Dec 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, 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 4 9 5、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 #: 125		Position title: Club Manager, #55, BWT-1, Grade-6	
IHA F/T Permanent		Number of position(s): 1	Location: ASP2, Taiyo Golf
Organization: MCB, Camp S. D. Butler, MCCS Div, Business Operations, Food & Hospitality, Lanai Restaurant			
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) 16 Dec 14	
Summary of duties: Supervises entire staff, ranging from 7-30 NAF, IHA and contracted employees, depending on time of day and events. Acts as Facility Manager responsible for all operations in absence of Lanai Club Manager to include Bar, Game Room, Cash Cage, Restaurant, Snack Bar, Beverage Carts, Special Events. Assists Lanai Club manager in day-to-day operations of club, by personally supervision of all areas and emphasizing quality food and beverage products are prepared and delivered to our guest. Also insures the facility is clean, well-stocked and hazard free at all times. Safety representative primarily responsible for ensuring staff/facility work environment is safe and adhering to all directives/regulations. Reviews and ensures facility sanitation standards are met and sanitary work conditions are maintained according to established health/sanitary standards. Major emphasis is on kitchen and food service areas. Responsible for supervision of funds and all cash handling procedures are adhered to. Performs administrative duties required in supervising all Japanese National employees (i.e., time sheets leave requests, training, etc.). May order food, beverage, and sundry items from vendors and warehouse, ensuring that the highest quality items are purchased at reasonable costs. Conducts trainings in all sections of the facility to both JN and NAF employees. Responsible for the Good Conduct and Morale of all assigned personnel. Ensures that MCCS Policies in regard to EEO, Sexual harassment as well as other policies which pertain to the work place are established and enforced. Reports discrepancies to senior management for review and their actions, as directed. Performs cashiering and bartending duties when giving break to employees as appropriate. Creates computer generated reports using HSI system and forwards and stores them as necessary. Accounts for all items stocked and sold as well as revenues received from sale of products. Reconciles sales and inventories of all items used at these events. Coordinates with other agencies on a number of different issues, programs, events, etc.			
Qualification Requirements 資格条件			
1. Must have at least 3 years' experience that demonstrates responsible administrative, professional work involving 1 or more functions of club operations. 2. Knowledge of MCCS policies and procedure preferred 3. Must be able to demonstrate ability to deal effectively with all management and patrons and communicate orally and in writing in both English and Japanese (LAD-3 and above) 4. Must be able to supervise employees in the accomplishment of work 5. Must be able to lift and carry objects up to 45lbs independently and objects over 45lbs with assistance. • Shift Work Schedule: 5 days 40 hours, 0430-1330, 0500-1400, 0700-1600, 0800-1700, 0900-1800, 1000-1900, 1200-2100, 1600-0100			
Required documents		必要書類:	
1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 2. Copies of certificates/licenses		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をお願いします。