

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

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

Announcement No. **62-16**

Date: 3 Aug 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 #: 074  | Position title: <b>Cook, Foreman A, #2038, BWT-2, Grade-6</b> |   |  |
| <b>IHA F/T Permanent</b>  |   | Number of position(s): <b>1</b>   | Location: <b>Camp Foster (Terra)</b>     |
| Organization: MCB, Camp S. D. Butler, MCCS Div, Business Ops, Food & Hospitality Unit   |   |   |  |
| Area of consideration 募集範囲:<br><b>Okinawa Wide (MLC/IHAs employed in Okinawa)</b><br>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)<br><b>10 Aug 16</b> |
| <b>Summary of duties:</b><br>Exercises supervisory responsibilities over 3 or more subordinates including lower level cooks and kitchen workers. May make daily work assignments for the subordinates. Solves some technical difficulties such as approaches to work, exact methods of work, steps to be followed, finishes desired, etc. May spot-check their work while work is in progress. Assumes and performs more difficult tasks or phases work assigned. Responsible for attendance and attention to work of subordinates. Maintains group discipline among the subordinates and enforces safety regulations. Take care of tools, instruments and materials for the subordinates. Transmits information received from higher supervisor to the subordinates.<br><br>In addition to the supervisory duties described above, performs non-supervisory duties of same type as performed by subordinates cooks. Ensure the production of food operates smoothly, all food is cooking and kept at proper temperature, the kitchen staff follows recipes, and the food is presented properly. Oversees the serving lines and assists in the final preparations of food, by proper portioning, carving or grilling.<br><br>Assures all kitchen equipment is operating properly. Responsible for the proper storage of the food and all utensils are placed in their appropriate places. Ensures kitchen is maintained in accordance with published preventive policies and guidelines. At the end of the shift, incumbent ensures the proper closure of the kitchen. Oversees the staff while cleaning up. Ensures the refrigerators are clean and organized. Ensures kitchen is maintained in accordance with published preventive policies and guidelines.<br><br>Performs stock control clerk's duties, such as inventories and procurement of food, beverages and supplies items as required. |   |   |  |
| <b>Qualification Requirements 資格条件</b><br>1. Must have cooking license<br>2. Minimum of 4 years working in restaurant of western style cooking<br>3. Communicate in English language proficiency of level 2<br><b>Work/Shift Schedule: Mon-Sun, 0400-1300, 0500-1400, 0600-1500, 0700-1600, 0800-1700, 0900-1800, 1000-1900, 1100-2000, 1200-2100, 1300-2200, 1400-2300, 1500-2400</b>  |   |   |  |
| <b>Required documents</b><br>1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire<br>2. Copies of certificates/licenses   |   | <b>必要書類:</b><br>1. MCIPAC/CHRO/MLC-IHA 12300/2 (Rev 4/14) & 質問表<br>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をお願いします。

# LANGUAGE PROFICIENTY LEVEL (LPL)

## 語学能力級

| LPL                                      | TOEIC     | ALCPT   | TOEFL (PBT)<br>Paper Based<br>Test | TOEFL (CBT)<br>Computer<br>Based Test | TOEFL (iBT)<br>Internet<br>Based Test | CASEC     | EIKEN<br>英検 |
|--|-----------|---------|------------------------------------|---------------------------------------|---------------------------------------|-----------|-------------|
| 4 – Exceptional<br>特段の能力を要する             | 860 ~ 990 | NA      | 600 ~                              | 250 ~                                 | 100 ~                                 | NA        | 1st         |
| 3 – Fluent<br>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<br>平均的能力を要する                 | 550 ~ 729 | 75 ~ 89 | 460 ~ 549                          | 140 ~ 209                             | 50 ~ 79                               | 560 ~ 869 | 2nd         |
| 1 – Elementary<br>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<br>最小限の能力を要する            | 350 ~ 399 | 40 ~ 64 | NA                                 | NA                                    | NA                                    | NA        | 3rd         |
| 0 – No language proficiency<br>語学能力を要さない |           |         |                                    |                                       |                                       |           |             |

**\* LPL の証明書を提出してください。**