佐世保基地空席広報
VACANCY ANNOUNCEMENT

広報番号： Announcement No.	**159-2015-CFAS FRD-SA(001)**
募集締切日: Closing Date	**6 Jan 16** **1st cut off: 12 Nov 15** **2nd cut off: 25 Nov 15** **3rd cut off: 9 Dec 15** **4th cut off: 22 Dec 15**
発行日: Date of Issue	**29 Oct 15**

1.職種名 Job title **(等級** Grade 4 **／語学等級** LD N/A **)**

Cook, #2037

採用可能な下限等級 Acceptable trainee level: N/A

☐ 事務系 Administrative ☒ 技能系 Blue Collar Trade ☐ 保安系 Security ☐ 医療系 Medical

募集人数 No. of Recruitment: 1 名

4.募集範囲 Area of Consideration (AOC)
☒ I. 現 MLC/IHA 従業員（部隊内）
Current MLC/IHA Employee within Activity
☒ II.現 MLC/IHA 従業員(通勤圏内)
Current MLC/IHA Employee in commuting distance
☐ III.現 MLC/IHA 従業員(全在日米軍)
Current MLC/IHA Employee Japan Wide
☒ IV.外部 Off Base Applicant

2.部隊 Activity:
CFAS Fleet Readiness Department(HVC)

勤務場所 Working Place: 佐世保市平瀬町 Hirase-cho, Sasebo City

3.勤務時間 Work Schedule **(** 週 30 時間制 hrww **)**
勤務日 Work Days: Mon-Sun, Including Holidays
勤務時間・休憩 Work Hours/Recess Period: 6 hrs between 0700-2230/1 hour over 6 hrs
☒ 夜勤 Night Shift ☒ 残業 Overtime ☐ 出張 Business Travel

5.雇用の種類 Type of Employment
☐ MLC
☒ IHA ☒ HPT
☐ 常用 Permanent
☐ 限定 Limited Term **(** __ヵ月 Months **)**
時給¥970

6.職務内容 Duties:
Please see attached task list.

7.資格要件／身体条件 Qualification/Physical Requirements
1. Must have customer service oriented and be able to work with others.
2. Must be physically fit to perform assigned duties and work shifts.
3. Ability to speak read and write English at basic proficiency level. (LAD-1)
4. Knowledge of food service concepts and practices.

Handicapped applicants may be accepted, depending on the degree and kind of disability.

英語力 English Language Proficiency： ☐必要なし None ☒初級 Basic ☐中級 Intermediate ☐上級 Advanced ☐特段の能力 Exceptional

学歴 Educational Background：See Block 7 | 免許証／修了証 License/Certificate Required：7/8 欄参照 See blocks 7 & 8

8.提出するもの Application and Associated Documents

☒ **空席応募用紙** Application for Vacancy Announcement (HROY Form 1)
(☐ 日本語で Japanese ☐ 英語で English ☒ どちらでも Either)
☐ **専門職務経歴書** Resume of Specialized Work Experience (HROY Form)
(上記と同じ言語で, Same language as above)
☒ 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』
If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives"
☐ 運転免許証の写し Copy of Driver's License
☐ 修了証／証明書の写し Copy of Certificate
☒ 英語の能力を証明するもの（写し） Anything to certify English Proficiency (Copy)
☒ 82 円切手を貼付し、応募者の郵便番号･住所･氏名を書いた返信用封筒 (12cm x 23.5cm)
12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)
☒ 日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Residence Card and Passport/Visa Copy

職務状況 Working Condition

問い合せ先 for Job Inquiries	**提出先** Office to Submit	**事務処理欄** For Official Use
✎募集部隊担当 Activity POC: CFAS Fleet Readiness Department ☎ (内線/Extension) 252-2904	〒 857-0056 佐世保市平瀬町 米海軍佐世保基地民間人人事部雇用課 Hirase-cho, Sasebo City CNRJ, HRO Sasebo Satellite Office	**PD No.: CFAS-N926-005-PT** PD is accurate and current. **Certified by Activity: SA**

	MLC/IHA Employment Branch, Bldg# PW47 (受付時間 Customer Service Hours: 0800 – 1600) ☎0956-50-3656/3660 (DSN: 252-3656/3660)	HRO: (rcvd: 10/16) tm 10/19

外部応募者申込先 Place to Apply for Off-base Applicants

佐世保公共職業安定所　佐世保市稲荷町２―３０　電話：0956-34-8609
(受付 0900-1100, 1300-1600 Web Site: http://www.hellowork.go.jp/)
又はオンライン申し込み（駐留軍等労働者労務管理機構 Web Site: http://www.lmo.go.jp/recruitment/）
Sasebo Public Employment Security Office "HELLO WORK": 2-30 Inari-cho, Sasebo
Phone: 0956-34-8609 (Service Hour: 0900-1100, 1300-1600 Web Site: http://www.hellowork.go.jp/)
On-line application request is possible. (Web site: http://www.lmo.go.jp/recruitment/)

外部応募者申込書類提出先 Place to Submit Applications for Off-base Applicants

独立行政法人 駐留軍等労働者労務管理機構 佐世保支部
〒 857-0056 佐世保市平瀬町３－１（電話：0956-23-7191　FAX：0956-23-9229）
受付時間：午前９時～午後５時；月曜日～金曜日（祭日を除く）
Labor Management Organization, Sasebo Branch: 3-1 Hirase-cho, Sasebo (Phone: 0956-23-7191 FAX：0956-23-9229)
Open from 0900 to 1700 hours. Monday through Friday (except Holidays)

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
提出された応募書類はお返ししません Submitted applications will not be returned.
募集締切日１６時(午後４時)必着です。Ｅメールやファックスでの応募書類は受付できません。Applications must be received by the closing date of the Vacancy Announcement by 1600 hours (4:00 PM). Emailed and Faxed applications will not be accepted.
人事部へ応募書類を郵送する場合は書留にしないで下さい。書留で郵送された応募用紙は受理しません。 Please do not send applications by registered mail to HRO. Registered mail sent to HRO will not be accepted.
HRO の建物（建物番号 PW-47）1階、正面出入り口を入って右の壁に 内部応募者用の投函口が設置してあります。投函される場合は応募締め切り日の16時(午後4時)までにしてください。Job applications may be dropped in the designated HR "Drop Box" located on the right side in the first floor, main entrance of the HRO bldg. # PW-47, no later than 1600 hours (4:00 PM) by the closing date.
応募書類の書式は以下の URL よりダウンロードできます。最新の応募用紙を提出してください。 Forms for application are available for download on our web site. Please submit update application.
(https://www.cnic.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html)

****時給制臨時雇用従業員 (HPT) 雇用について****
****HPT-Hourly Pay Temporary (HPT) Employment****

契約期間：　１年を越えない期間（その後更新される事もある）
Duration of Employment: Not to exceed 1 year. (Subsequent appointment after a break in service may be effected.)
交通費支給。Commutation allowance will be paid.
勤務時間が週２０時間以上の場合は雇用保険の加入、週３０時間以上健康保険・厚生年金の加入が義務づけられています。 Employees whose weekly work hours are 20 hours or more must be covered by Employment Insurance. Employees whose weekly work hours are 30 hours or more must be covered by Health Insurance and Pension plan.
勤務場所・勤務時間・休日などは、業務の都合で変更になる可能性があります。
Work place, hour, and rest day may be changed due to operational requirements.

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).
法令: 米国行政命令 10450, 9397；及び 日本法・個人情報の保護に関する法律（平成１５年法律第五十七号）
PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.
主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。
注記：記録は電子書式、もしくは書面にて厳重に保管されます。
ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.
利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。
DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.
情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Rev: 6-3-14

TASK LIST

1. Assists Cook by performing the simpler tasks involved in the cooking of meat, fish, poultry, vegetables, farinaceous foods, soups, sauces, gravies and related dressings and garnishes. Receives instructions in the performance of more difficult food preparation operations and tasks and is normally in training for the higher position.

2. As directed, starts electric or gas range and heats ovens, grills, and griddles to proper temperature. Fries such items as hot cakes, waffles, French toast, bacon, sausages, eggs, etc., French fries potatoes. Boils stock and vegetables in steam kettles or pots. Broils steaks and chops. Cooks hot cereals. Makes mayonnaise and other cooked or whipped dressings. Mashes potatoes and other foods by machine. Obtains utensils needed by the Cook. Sharpens knives and cleavers. Keeps equipment and working area clean.

3. Works under the direct supervision of higher graded cook receiving work assignments and instructions. Work is checked both during and after completion for compliance with instructions, and also for quality of finished products. Subject to heat from stoves danger of burns from hot foods, grease, steam sterilizers, and ovens.

4. Performs other related or incidental duties as assigned.