

***** HUMAN RESOURCES *****
SASEBO SATELLITE OFFICE

한국인 직원 모집 안내
Korean National Job Opportunities

ANNOUNCEMENT NUMBER: KN26N16

TITLE-SERIES-GRADE: FOOD SERVICE WORKER LEADER, KWB-7408-3/4
(1 VACANCY)

SALARY RANGE: KWB-3: 8,776 – 11,944 Won per Hour
KWB-4: 9,464 – 12,929 Won per Hour

OPENING PERIOD: Friday, 04 Nov 2016 to Thursday, 17 Nov 2016

DUTY LOCATION: Morale Welfare Recreation (MWR)
Commander Fleet Activities
PSC 479 FPO AP 96269-1100 - Chinhae, Korea

TOUR OF DUTY: Full-Time, 40 hours per week

WHO MAY BE CONSIDERED / AREA OF CONSIDERATION:
All current USFK KN employees and all KN outside applicants.

RPA NUMBER (HRO USE ONLY): 498780

NOTE: Full performance level KWB-04. If this position is filled at the KWB-03 grade level, the incumbent may be non-competitively promoted to the full performance grade level upon meeting time-in-grade and qualification requirements. This position may require incumbent to work weekends and holidays as well as rotating shifts after normal duty hours. The position may be recalled to a duty status on an emergency basis. Relocation Allowance will not be authorized for the selectee from outside the commuting area.

Applicants need to submit a self addressed stamped envelope to receive notification of results.

MAJOR DUTIES:

Serves as leader supervisor with responsibility for supervising and directing a group of subordinate (7–10) workers performing journeyman level duties of Food Service Worker, KWB-7408-02. Passes on to workers instructions received from supervisor and assigns immediate tasks to be performed to individual members of the group led. Ensures that needed instructions, food items, supplies, equipment, and tools are available. Checks work in progress to include maintenance of quality standards, production quotas and deadlines; Plans work assignments and methods on a day-to-day basis. Estimates time, equipment, material and personnel required. Obtains routine supplies; reports recurring

failures of equipment. Follows established work procedures but is authorized to make minor deviations to meet temporary conditions. Selects from the assigned work force the individuals to be used for each operation of the project; assigns work individually indicating methods to be used; furnishes technical instructions on more difficult operations. Makes frequent inspections to insure quality control. Observes work to locate problems. Seeks solution to problems and avoidance of future problems. Reports to supervisor above-normal rejection rates. Seeks improvements in organization work flow, machine utilization and employee attitudes. Furnishes recommendations to supervisor concerning work records of subordinates; makes informal and formal appraisal of performance; recommends commendations of disciplinary actions; suggests ways of improving performance. Adjust informal complaints or refers to supervisor; recommends leave schedules, inducts new employees and conducts job training. Evaluates performance to determine individual training needs; maintains records of work orders, materials used and costs involved as required. Inspects to control supply conservation and enforce safety measures. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

a. EXPERIENCE

One year of specialized experience.

SPECIALIZED EXPERIENCE is defined as progressively responsible experience in the line of work for which being considered. Examples of specialized experience include but not limited are working in a food kitchen environment, bartender, preparing food, cutting, chopping, cooking, serving portion sized meals and servicing tables. Working with heavy duty kitchen equipment. Sweeping, mopping floors, washing pots, pans and glassware, etc.

b. ENGLISH LANGUAGE COMPETENCY: 1. The American Language Course Placement Test (ALCPT) score of 34% is required. 2. The TOEFL score of 360 (or 70 on the computer based test, 22 on IBT TOEFL) or TOEIC score of 250 may be substituted for ALCPT requirement. Applicants indicate the TOEFL/TOEIC score on the application (item #17) and must submit official copies of the test score within 3 workdays of notification of tentative selection. Failure to provide this information will result in the applicant being considered “not eligible”.

KNOWLEDGE, SKILLS AND ABILITIES (KSA) HIGHLY QUALIFYING CRITERIA:

1. Knowledge of food and beverage service to be able to take orders and/or serve food and prepares tables.
2. Ability to lead, supervise and train staff and respond to informal complaints.
3. Ability to use and maintain tools and equipment.

EMPLOYMENT CONSIDERATION PREFERENCE:

Placement preference will be applied IAW USFK 690-1 using priority groups in descending order (Priority 1 – Highest to Priority 9 – Lowest).

1. All current USFK KN employees. (Korea-wide)
2. All Korean National outside applicants.

WHO MAY APPLY: Refer to the Area of Consideration for each vacancy announcement.

HOW TO APPLY: Read and comply with all instruction. Failure to do so could result in disqualification and not getting referred for consideration. **Applicants must submit an application for employment (USFK Form 130EK) along with copies of supporting documentations (Certificates for experience and education, required licenses, Letter of Employment if current USFK KN employees, etc.) and a self addressed stamped envelope to receive notification of results.** It is imperative that each item of the application be accurately and completely filled in and the application **Must be signed (Signature) and dated.** Applications submitted via mail should be addressed to: COMMANDING OFFICER, COMFLEACT CHINHAE, ATTN: HUMAN RESOURCES OFFICE, PSC 479, FPO AP 96269-2100 / ZIP Code - 51698, 경상남도 창원시 진해구 여명로 23 주한미해군 진해부대 (구직신청서 재중). Postmark dates will not be accepted. Applications using US Government indicia envelopes, faxed or sent via email will not be accepted and will not receive consideration. Unsolicited documents will be discarded. Applications and attachments will not be retrieved for duplication or for return. **Applications that are not completed correctly, faxed, received after the closing date, or submitted without legible supporting documents will not be processed. All documentation written in Hangul must be translated into the English language and translation submitted along with an application. Applications not received at the above address by close of business on the closing date of the announcement, due to failure of the Korean or US Postal Service or distribution system will not receive consideration. Do not submit job descriptions, letters of recommendation or material not required. Extra material cannot and will not be used in the evaluation or selection process. Such material may be destroyed and will not be returned to the applicant. If you have letters of recommendation, etc., you may present them at the time of an interview, if such an interview is conducted.**

EMPLOYMENT POLICY: It is the policy of USFK to employ based on qualifications and merit. No employee may request, offer or accept gratuity in exchange for employment of promotion within USFK, nor may any employee interfere with applicants exercising their right to apply for consideration. Any employee guilty of such practice is subject to removal from USFK employment. Anyone aware of acts contrary to this policy is urged to immediately contact the HRO Sasebo Satellite Office at DSN 252-3428.

ADDITIONAL INFORMATION: For more information on Korean National employment program, please contact the Human Resources Korea Support Office at DSN: 762-5253 / 5252 or COM: 055-544-1611 / 055-540-5253. If you are unable to reach a HRO representative please contact the Human Resources Satellite Office, Sasebo at DSN 252-3428.