*** HUMAN RESOURCES ***
SASEBO SATELLITE OFFICE

한국인 직원 모집 안내

Korean National Job Opportunities

ANNOUNCEMENT NUMBER: KN10N16

TITLE-SERIES-GRADE: WAITER / WAITRESS, KWB-7420-02 (1 VACANCY)

SALARY RANGE: KWB-2: 7,821 - 10,593 Won Per Hour

OPEN PERIOD: Wednesday, 04 May 2016 to Tuesday, 17 May 2016

DUTY LOCATION: Morale Welfare Recreation (MWR) Food & Beverage Division, Commander Fleet Activities PSC 479 FPO AP 96269 – Chinhae, Korea

TOUR OF DUTY: Part-Time, 32 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): 363329

NOTE: Full performance level KWB-02. This position may require incumbent to work weekends and holiday as well as rotating shifts after normal duty hours.

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

MAJOR DUTIES:
Spreads clean linen and sets tables with silverware, glasses, sugar bowls, salt and pepper shakers, napkins and ash trays. Takes orders for food from guests and transmits orders for hot foods to a cook or to a steam table attendant. Carries food and beverages to tables. Removes empty dishes to dishwasher and sets the table for the next diner. Wipes glasses and silverware; sweeps dining room floor, dusts room furniture and furnishings and removes, sorts, records and packs soiled pieces of table linen for laundry. Discusses menu with manager or dining room supervisor to learn specials and to familiarize self with prices and dinners that are listed by number to expedite giving orders to the cooks. May answer questions about certain dishes. Periodically observes customers first served to fulfill any additional requests and to notice when meal has been completed. Presents bill for payment. Accepts cash payment or signature of member or guest. Asks patron for beverage order describing the types of cocktails, liquors, highballs, and wines. Writes the order down on order book or pad. Transmits order to bartender; receives and places the order on tray and serves customers. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:
a. EXPERIENCE / EDUCATION
No prior experience or education required

b. ENGLISH LANGUAGE COMPENTENCY: The American Language Course Placement Test (ALCPT) score 34% is required or the TOEFL score of 450 (or 133 on the computer based test, 45 on IBT TOEFL) or TOEIC score of 550 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. TOEFL and TOEIC scores are valid for two years from the exam date. Within 3 workdays of notification of tentative selection the selected individual must provide one of the above documentation. Failure to provide this information will result in the applicant being considered not qualified.

KNOWLEDGE, SKILLS AND ABILITIES (KSA) HIGHLY QUALIFYING CRITERIA:
1. Knowledge of food and beverage service, serving food and preparing tables. May answer questions about certain dishes. Ability to full fill any additional requests by customer and presents bill for payment.
2. Skill in food service, writing down food orders and serving customers. Prepares table and dining room for service.
3. Ability to take orders from guests and transmit order to kitchen. Ability to perform other duties as assigned.

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 여명 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 contact immediately 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 unable to reach a HRO representative please contact the Human Resources Satellite Office, Sasebo at DSN 252-3428.