

# 沖縄基地空席広報

## VACANCY ANNOUNCEMENT

広報番号: Announcement No.	<b>OKI-USNH-007-17</b>
募集締切日: Closing Date	<b>30-JAN-17</b>
発行日: Date of Issue	<b>17-JAN-17</b>

### 1.職名, 職番, 給与表 Job title, Job No., & Basic Wage Table (BWT):

Cook Foreman B, #2073  
(コック フォーマン B)

目標等級/語学能力級 Target Grade & Language Proficiency Level (LPL):  
等級 Grade-7, 語学能力級 LPL-2

採用可能見習い等級/語学能力級 Acceptable Trainee level: BWT2-6  
Cook, Foreman A, #2073

事務系(BWT-1)  技能系(BWT-2)  保安系(BWT-3)  医療系(BWT-5,6)  
Administrative Blue Collar Trade Security Medical

募集人数  
No. of  
Recruitment

1名

### 4.募集範囲 Area of Consideration

- 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

U.S. Naval Hospital, Okinawa  
Directorate for Administration  
Combined Food Operations

勤務場所 Working Place: Camp Zukeran (Camp Foster)

### 5.雇用の種類 Type of Employment

- MLC  IHA  HPT  
 常用 Permanent  
 限定 Limited Term ( \_\_ヵ月 Months )

### 3.勤務時間 Work Schedule ( 週 40 時間制 hrww )

勤務日 Work Days: Shift Work

勤務時間・休憩 Work Hours/Recess Period:

- 1) Early Shift: 0430-1315, Recess: 1015-1100
- 2) Swing Shift: 0830-1715, recess: 1230-1315
- 3) Late Shift: 1000-1845, Recess: 1230-1315

夜勤 Night Shift  残業 Overtime  出張 Business Travel

### 6.職務内容 Duties

Please see attached Task list.

特別な職務状況 Outstanding Working Condition, if any: N/A

## 7. 資格要件／身体条件 Qualification/Physical Requirements

\* Must possess English language ability meeting the Language Proficiency Level (LPL) indicated in column #1.

#1 項に示された語学能力級レベルに相当する英語の語学能力が必要となります。

- a. One year of specialized experience in the related work at the BWT 2-6 level.
- b. Knowledge of institutional & therapeutic cooking for medical dining facility.
- c. Knowledge of basic food sanitation and personal hygiene.
- d. Skills in proper application of effective management tools.
- e. Ability to act as a liaison between MLC employees and military Food Management Department.
- f. Ability to plan, coordinate subordinate employees work schedule, various leave, training and work effectively with subordinates.
- g. Ability to perform the tasks involved in preparation, cooking and serving food using various cooking tools.
- h. Ability to lift and carry objects approximately up to 20 lbs (approximately 9 kg).
- i. Ability to speak, read, and write English at intermediate proficiency level. (LPL: 2)

\*\* An applicant who does not fully meet the qualifications stated above may be considered at a lower grade level as below :

BWT: 2-6 One year of specialized experience in the related work at the next lower grade (BWT: 2-5) level.

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

## 8. 提出するもの Application and Associated Documents

\*  空席応募用紙 Application for Vacancy Announcement

\*  専門職務経歴書 Resume of Specialized Work Experience

\* の記入は Complete \* in  日本語で Japanese  英語で English  どちらでも Either

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"

上記書式は以下の URL よりダウンロードできます。 The above forms can be downloaded from;

[http://www.cnrc.navy.mil/regions/cnrj/om/human\\_resources/MLC\\_IHA\\_HPT\\_Jobs/JN\\_Forms.html](http://www.cnrc.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html)

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の写し。TOEIC, TOEFL, CASEC, 英検のみを有効な証明書として受け付けます。

(現/前基地従業員は ALCPT も可) その他の証明書、及び英語能力に関する自己申告は不可となります。英語を日常言語とする方も上記証明書の提出が必要です。

Certificate of English Proficiency. Only TOEIC, TOEFL, CASEC, and EIKEN certificates are accepted as English Proficiency Test (EPT) certificate. (ALCPT certificate is acceptable for current/former USFJ employees.) Other EPT certificates or self-statement on English proficiency will not be accepted. The same applies to those whose native language is English.

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 (両面) 及びパスポートのコピー For non-Japanese citizen applicant, copy of Residence Card (front & back) and Passport

DD-214 Copy (Member-4 copy) only for former U.S. military personnel.

9. 応募書類提出先 Office to Submit

Hard copy submission:

応募用紙の提出は、嘉手納基地内Bldg # 3596 海軍人事課 (業務時間: 08:00~16:00)、キャンプフォスター内Bldg # 490 AAFES 人事課 (業務時間: 07:30~16:30)、又はキャンプフォスター内Bldg # 495 海兵隊人事課 (業務時間: 07:30~16:30)で受け付けています。業務時間内必着。

Please submit the application to Bldg#3596 Navy SHRO (Office Hours: 08:00~16:00) on Kadena AB, Bldg#490 AAFES (Office Hours: 07:30~16:30) or Bldg#495 CHRO on Camp Foster (Office Hours: 07:30~16:30).

Applications must be received by the close of business on the closing date of the Vacancy Announcement.

Mailing address/郵送先:

FEDEX or KURONEKO YAMATO TRANSPORT:

〒904-0200

CNRJ, CHRO Okinawa Satellite Office

Kadena Air Base

Mizugama Kadena-cho

Okinawa Japan

Bldg#3596

Phone Number: 098-961-6717

フェデックス若しくはクロネコヤマト運輸利用の場合:

〒904-0200

在沖縄米国海軍人事部

沖縄県嘉手納町水釜

嘉手納空軍基地

建物番号3596

電話番号: 098-961-6717

NOTE: We are no longer accepting applications via e-mail. 電子メールでの履歴書の受付は終了いたしました。

10. 事務処理欄 For Official Use

募集部隊担当 Activity POC : USNH 軍電 (DSN) 646-7717

PD No.: USNH-09DH000-003 PD is accurate and current. Certified by Activity: A.S. (1/12/17) HRO: (1/17/17:ky)

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.

職務で必要とされる語学能力級 (LPL) レベルは下記をご覧ください。

Please see the below for the English Language Proficiency Level (LPL) required of the position:

Table with 8 columns: LPL 語学能力級, TOEIC, ALCPY, TOEFL (PBT) Paper Based Test, TOEFL (CBT) Computer Based Test, TOEFL (iBT) Internet Based Test, CASEC, EIKEN 英検. Rows include proficiency levels from 4 (Exceptional) to 0 (No language proficiency).

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。

Format Rev: 3-8-16

#### **SUPERVISION:**

Supervises all MLC staff while on duty in the galley during shift hours.

Plans and coordinates MLC employees work schedule, leave, training and proper performance of their duties.

Direct liaison point-of-point between MLC employee and military Food Management Department.

#### **FOOD PREPARATION:**

Prepares main dishes, gravies, sauces, and accompaniments, potatoes, potato substitute, vegetables and soup in accordance with Armed Forces Recipe Service and other local standardize recipes.

Make stocks and prepares food for cooking or serving by dicing, carving, chopping, grinding, mixing, etc. using hand kitchen tools, and powered equipment.

Applies knowledge of weights and measures in applying standard recipes.

Cooks multiple special diet items in smaller quantities, when required for various prescribed therapeutic diets. May be assigned baking duties.

#### **FOOD SERVICE:**

Prepares the serving line.

Loads and portions food into trays, serving dishes, steam tables and food conveyors.

Carves food for individual servings. Arranges, decorate and garnishes food trays.

#### **SANITATION:**

Cleans equipment and working areas, incident to the above duties.

Adheres to sanitary food preparation and serving practices and assures that food prepared and served is in best condition.

Performs other related or incidental duties as assigned.