

# 沖縄基地空席広報

## VACANCY ANNOUNCEMENT

広報番号:

Announcement No.

OKI-USNH-037-16L

募集締切日:

Closing Date

2 AUG 16

発行日:

Date of Issue

20 JUL 16

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

Food Cart Worker Foreman A, #2383  
(配膳運搬員 - フォーマン A)

目標等級/語学能力級 Target Grade & Language Proficiency Level (LPL):  
等級 Grade-4, 語学能力級 LPL-1

採用可能見習い等級/語学能力級 Acceptable Trainee level: N/A

募集人数  
No. of  
Recruitment

1名

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

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 (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: 0545-1430, Recess: 1015-1100  
2) Late Shift: 1015-1900 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。

- Knowledge of patient tray line service (assembling meal trays for patients in the hospital) with an ability to ensure consistency and accuracy of all products served.
- Knowledge of food sanitation and personal hygiene
- Knowledge of customer service concepts and practices.
- Skills in basic food preparation.
- Ability to speak, read, and write English at elementary level (LPL: 1).
- Ability to stand long hours, stretch, bend, and lift.
- Ability to lift and carry objects of at least 20lbs.

\* 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:**

書類の提出先は、嘉手納基地内Bldg # 3596 海軍人事課、キャンプフォスター内Bldg # 490 AAFES 人事課、又はキャンプフォスター内Bldg # 495 海兵隊人事課にて受け付けています。 **募集締切日必着。**

Please submit the application to Bldg#3596 Navy SHRO on Kadena AB, Bldg#490 AAFES or Bldg#495 CHRO on Camp Foster. **Applications must be received by 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

在沖縄米海軍人事課

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-09DH000-014**

PD is accurate and current. Certified by Activity: M.K. (6/13/16)

HRO: (ky:7/8/16)

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:

<b>LPL 語学能力級</b>	<u>TOEIC</u>	<u>ALCPT</u>	<u>TOEFL (PBT)</u> Paper Based Test	<u>TOEFL (CBT)</u> Computer Based Test	<u>TOEFL (iBT)</u> Internet Based Test	<u>CASEC</u>	<u>EIKEN</u> 英検
<b>4 – Exceptional Proficiency</b> 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st
<b>3 – Fluent proficiency</b> 流ちょうな能力を要する	730 ~ 859	90 ~100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
<b>2 – Average proficiency</b> 平均的能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
<b>1 – Elementary proficiency</b> 初歩的な能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
<b>Pre-1 – Minimal proficiency</b> (準1級) 最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
<b>0 – No language proficiency</b> 語学能力を要さない							

**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

Task list

Supervise Food Cart/Food Service Workers on an assigned shift. Makes leave schedules for subordinated.

Responsible for the effective and accurate delivery of patient tray line svc.

Responsible for the sanitation PTS areas and scullery.

Prepares and delivers supplemental nourishments for patients.

Arranges patient tray assembly assuring that all needed items are prepared and ready and on time.

Assembles patient trays for delivery to wards.

Manually pulls food carts to and from wards.

Maintains cleanliness and sanitation standards set for food carts and related food service spaces.

Assists in the preparation of fruits, vegetables, and salads.

Prepares late trays.

Sets tables and fills the salt and pepper shakers and similar containers.

Portions salads, desserts, juice, bread, butter and other cold items for food trays.

Wraps all the spoons forks and knives with napkins for patients, CPO and wardroom mess use.

Obtains daily from day storeroom for patients.

Performs other related or incidental duties as assigned.