

沖縄基地空席広報

VACANCY ANNOUNCEMENT

広報番号：

Announcement No.

OKI-NCR-001-17

募集締切日：

Closing Date

15 NOV 16

発行日：

Date of Issue

2 NOV 16

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

Cook, #2037
(コック)

目標等級/語学能力級 Target Grade & Language Proficiency Level (LPL):
等級 Grade-5, 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

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

THREE ZERO Naval Construction Regiment DET Okinawa

勤務場所 Working Place: **Camp Shields**

3.勤務時間 Work Schedule (週40時間制 hrww)

勤務日 Work Days: 5 day/week. Various shift schedule including weekends/holidays

勤務時間・休憩 Work Hours/Recess Period:

- 1) 0400-1300, Recess:0730-0830, 2)0430-1330, Recess:0800-0900
3) 0500-1400, Recess:0800-0900, 4)0530-1430, Recess:1000-1100
5) 0930-1830, Recess:1200-1300, 6)1030-1930, Recess:1300-1400

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)

6.職務内容 Duties

Prepare and cook any food in bulk quantities for regular and modified diets required by 1st Naval Construction Division or the deployed Naval Mobile Construction Battalion master menu. All work will be in the English language and cooks will be required to read and write in English. While working, will only wear cook uniforms issued by LMO/GOJ. Prepare a full variety of meats, poultry, seafood, vegetable, sauces, and gravies over a period of time. On a day-to-day basis, perform typical tasks as follows: Prepare all required master menu items in the required quantities using appropriate menu cards. Determine kind and amount of ingredients required from master menu or manufacturer's recipe and gather, prepare, and cook ingredients using appropriate equipment. Clean and sanitize all food service equipment and maintain sanitation in all food prep areas (clean as you go). Ensure that the production area is maintained with the highest level of sanitation per NAVMED P5010 Chapter 1. Have knowledge of Cook Chill Products and follow all Re-Thermal instructions and methods when preparing Cook Chill Products. Have knowledge of safety and operation instructions on all food service equipment within the galley. Work directly for the Cook Foreman A, and can be trained and appointed Chief Cook. Prepare and complete production guide while working as Chief Cook. Prepare garnish for all line items. Operate various mixers, grills, steam kettles, ovens, and other powered and mechanical kitchen equipment used in the preparation and service of food. Perform duties as baker when required. Perform other related or incidental food service duties as assigned.

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 or trade and/or manual work in a related field.
- b. Knowledge of basic food sanitation and personal hygiene.
- c. Knowledge of customer service concepts and practices.
- d. Ability to read and understand Navy recipes.
- e. Ability to perform the task involved in cooking and serving food including meat, fish and using various cooking tools.
- f. Ability to lift and carry approximately 50 lbs (23kg).
- g. Ability to speak and write English at elementary proficiency level (LPL-1).

* 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

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

在沖縄米軍海軍人事部

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 : Akamine, Masaru, PO1 Wright, Xavier

軍電 (DSN) 632-4022

PD No.: NCR-NULL-011

PD is accurate and current. Certified by Activity:
(DET OIC 10/18/2016)

HRO: (ky:10/31/16)

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:

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