

# 沖縄基地空席広報

## VACANCY ANNOUNCEMENT

広報番号：

Announcement No.

OKI-NCR-008-17

募集締切日：

Closing Date

31-JAN-17

発行日：

Date of Issue

18-JAN-17

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

Food Service Worker, #2379  
(フードサービスワーカー)

目標等級/語学能力級 Target Grade & Language Proficiency Level (LPL):  
等級 Grade-2, 語学能力級 LPL-0

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 hr/w)

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 R:0700-0800, 2) 0430-1330 R: 0730-0830  
3) 0500-1400 R:0800-0900, 4) 0530-1430 R:1000-1100  
5) 0600-1500 R:1000-1100, 6) 0930-1830 R:1200-1300  
7) 1030-1930 R:1400-1500

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 ( \_\_\_ヶ月 Months )

## 6.職務内容 Duties

Serve as food service workers, assisting the military Mess Specialist by performing duties in the kitchen and the mess decks. Tasks include: washing dishes, glassware, silverware either by hand or machine; cleaning and polishing metal utensils; sweeping and mopping floors; serving and delivering foods; peeling, cutting, trimming, and washing vegetables and fruits. Assist Mess Specialist in preparing salads and salad bar items; serving meat, vegetables, soups, desserts or in the making of hot or iced beverages, stocking desert cooler. Sets tables and fills salt and pepper shakers, napkin dispensers, and various additional condiments. May unload items from food carts, stock bins, and police inside kitchen or around mess facility. May count, weigh, or measure ingredients as instructed by supervisors. Cut/prepare fruits, vegetables, and meats for meals and special events. To include: preparation of salads and salad bar items and clean associated equipment. Clean all items associated with dining area. To include: Salad bar unit and polish sneeze guard, dessert cases, and restock with desserts. Clean and restock cereal container, clean tray, bowl, and cup lowerators, clean doors and windows, clean and polish serving line, clean toasters, clean A/C vents, marble walls, clean dining tables and chairs, refill/ replace condiments on table, refill napkin holders, and sweep and mop floors. Clean, sanitize, beverage bar and equipment. Clean all items associated with the scullery and deep sink. To include: washing pots and pans, utensils, all items used for eating, scullery tables, deep sinks, descale dishwashing machines, and wash scullery and deep sink walls. General cleanliness of galley cooking and working spaces. To include but not limited to: trash cans, clean and degrease loading docks; scrub and rinse floors and tile walls; sanitize prep tables; and all refrigerator gaskets; sharpen knives. Clean, sanitize and organize storage spaces shelves, walk in, reach in freezer and reefer units. Additional areas to be cleaned include: Walls and floors at the front entrance; clean and restock restrooms, all storage cabinets, food warmers, and refrigerators. Perform any other related or incidental duties 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. Knowledge in food service at facility where serve more than 80 portions of food at one meal.
- b. Knowledge of basic food sanitation and personnel hygiene. Completion of Japanese food sanitation course (食品衛生責任者講習), or US food sanitation course.
- c. Knowledge of customer service concepts and practices.
- d. Ability to lift objects weighs 50 lbs. (23Kg.).
- e. Ability to speak elementary minimal proficiency level of English communication skill.

\* 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.enic.navy.mil/regions/cnrj/om/human\\_resources/MLC\\_IHA\\_HPT\\_Jobs/JN\\_Forms.html](http://www.enic.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 : Akamine, Masaru, POI Wright, Xavier

軍電 (DSN) 632-4022,4154

PD No.: NCR-NULL-008

PD is accurate and current. Certified by Activity:  
(DET OIC 12/15/2016)

HRO: (ky:1/17/17)

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。