

横須賀基地空席広報 VACANCY ANNOUNCEMENT

Open Until Filled

*** Amendment ***

2024年8月26日より外部応募者の方は、返信用封筒に
110円分の切手を貼付して下さい。
From 26 August 2024, Y110 postage is required for return envelope
submitted by External applicant.

広報番号 : NS-VA-53-24(A)
Announcement No.

初回選考締切日 20 Jun 24
1st Cut-off Date

募集締切日: 5 Jun 25
Closing Date

発行日: 6 Jun 24
Date of Issue

1. 職種名 Job title (等級 Grade 2 / 語学等級 LD 1)

Waiter/Waitress #2143
(ウェイター・ウェイトレス)

事務系 Administrative 技能系 Blue Collar Trade 保安系 Security 医療系 Medical

募集人数
No. of
Recruitment

4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

**This is an open until filled (OUF)
vacancy announcement (VA), which
will be posted until filled.**

2. 部隊 Activity

The New Sanno
Food & Beverage Dept.,
Food Service Division

勤務場所 Working Place: 東京都港区 Minato-ku, Tokyo

5. 雇用の種類 Type of Employment

- MLC
 IHA
 時間制 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: 5 days/week

勤務時間 Work Hours: 8 hours/day in 24 hours operations (00:00-24:00)

休憩 Recess Period: 1 hour/day

夜勤 Night Shift 残業 Overtime 出張 Business Travel

6. 職務内容 Duties

Spreads clean linen and sets table with silver ware, glasses, sugar bowls, and salt and pepper shakers and napkins. Takes orders for food from guests and transmits orders for hot foods to a cook or to a steam table attendant. Obtains breads, butter, fruits, from appropriate stations in food service department. Carries food and beverages to tables. Serves food in individual dishes to each diner "family" style service. Removes empty dishes at end of each course and serves the succeeding course. At conclusion of meal, brushes crumbs from table cloths, carries or wheels dishes to dishwasher and set the table for the next diner.

Wipes glasses and silverware. Cleans, organizes and arranges dishes, service utensils, silverwares, etc. Maintains a neat, tidy and orderly work area. Sweeps dining room floor, dusts dining room furniture and furnishings, and removes, sorts, records and packs soiled places of table linen for laundry. Responsible for setting, resetting and restocking adequate supplies for the working station. Stands by and refills beverage at the back of the house. Picks up any necessary beverage and food item from other Food & Beverage outlets in the hotel. Fills out Internal Transfer Form and give it to the supervisor for him/her to place an order to transfer regular stock items from warehouse to food outlets and maintains bar supplies.

Processes payments, balances sales and receipts according to the Navy regulation and procedure. Maintains accurate records of transactions. Processes sales using MICROS.

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

- a. Knowledge of customer service concepts and practices.
b. Ability to speak, read, and write English at elementary proficiency level (LD-1).

* 障害のある方は、障害の種類や度合いにより考慮されます。

* A handicapped applicant may be accepted, depending on the degree and kind of disability.

* Non-Japanese applicants: Only those who possess non-restricted work permit (permanent resident, long-term resident, spouse or child of a Japanese national) in Japan will be eligible.

* U.S. Citizens (including dual citizenship with US) are not eligible for IHA (HPT) employment.

英語力 English Language Proficiency : 必要なし None 初級 Basic 中級 Intermediate 上級 Advanced 特段の能力 Exceptional

学歴 Educational Background: N/A

免許証 / 修了証 License / Certificate Required: N/A

8.提出するもの Application and Associated Documents		職務状況 Working Condition
<p>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement</p> <p>*<input type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience</p> <p>*の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either</p> <p><input checked="" type="checkbox"/> 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"</p> <p><input type="checkbox"/> 運転免許証の写し Copy of Driver's License</p> <p><input type="checkbox"/> 修了証/証明書の写し Copy of Certificate</p> <p><input type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</p> <p><input checked="" type="checkbox"/> 110円分の切手を貼付し、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 110 yen stamp (MPS is unacceptable.)</p> <p><input checked="" type="checkbox"/> 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 Copy</p>		<p>Stands and walks long period of time.</p> <p>Irregular work schedule including Sat, Sun & Holiday.</p>
問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
<p>☎担当部署/担当者名 Office/POC The New Sanno, Tokyo ニューサンノー人事課 ☎03-6868-2311 (Extension/内線 7047)</p>	<p>〒106-0047 東京都港区南麻布4-12-20 4-12-20 Minami Azabu, Minato-ku, Tokyo ニューサンノー人事課 The New Sanno, Personnel Office ☎03-6868-2311 (内線/Extension 7047)</p>	<p>PD No.: Sanno-32-011</p> <p>PD is accurate and current. Certified by Activity: at</p> <p>HRO: (rcvd 6/5) ks 6/5 (A)ks 8/26</p>

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。

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.

勤務場所・勤務時間・休日などは、業務の都合で変更になる可能性があります。

Work place, hour, and rest day may be changed due to operational requirements.