

# 横須賀基地空席広報

## VACANCY ANNOUNCEMENT

\*\*\*Open Until Filled\*\*\*

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

### Service Worker #2116 (サービスワーカー)

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

募集人数  
No. of  
Recruitment

1名

広報番号 :  
Announcement No.

NS-VA-21-26

初回選考締切日  
1<sup>st</sup> Cut-off Date

21 Jan 26

募集締切日:  
Closing Date

7 Jan 27

発行日:  
Date of Issue

8 Jan 26

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.

5.雇用の種類 Type of Employment

- MLC
- IHA
- 時間制 HPT
- 常用 Permanent
- 限定 Limited Term (    カ月 Months )

2.部隊 Activity

The New Sanno

F&B Department, Food Production Division, Kitchen

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

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

Performs a variety of duties in an eating establishment such as cleaning tables, stocking serving counters, assisting waiters and waitresses, and cleaning dining or kitchen area. Performs ordinary culinary work in a kitchen, pantry, or mess hall such as washing and drying dishes, cleaning and polishing metal utensils, cutlery and silverware; sweeping and mopping floors; washing windows and wood work; scrubbing, scraping, and scouring work tables, meat blocks and refrigerators; performing miscellaneous jobs such as carrying dishes, securing supplies and utensils, kindling fires, watching cooking foods to prevent burning; cutting or peeling or otherwise preparing vegetables, carrying out garbage, and performing miscellaneous tasks. Works under close supervision of the cook. Work includes bending, lifting, carrying and pushing. Subject to exposure to high temperatures, danger of cuts from knives and burns from stove and hot kitchen equipment. Sweeps, mops, waxes and polishes floors, using mops, cloths, brushes, brooms and cleaning solution and, if necessary, other equipment including vacuum cleaners and/or polishers; dusts, waxes and polishes brass fitting, furniture and fixture; empties waste baskets; cleans ash trays; cleans light globes, blinds and radiator pipes; cleans and replenishes supplies in washroom; washes windows, polices surrounding outside areas; replaces burned out light bulbs. Opens and shuts windows, blinds; operates valve of radiator or heating stove; and switches on and off light, etc. Performs, for a minor portion of time, heavy janitorial work, such as moving heavy and/or bulky packages, furniture or trash containers (approximately up to 25 lbs (11 kg)).

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

- a. Knowledge of customer service concepts and practices. カスタマーサービスの基本を理解していること。
- b. Ability to use dish washing machine and janitorial equipment. 食器洗浄機・掃除用具の取り扱いができる方。
- c. Ability to speak, read, and write English at elementary proficiency level (LD-1). 初歩的な英語力がある方。
- d. Ability to move packages, furniture or trash containers approximately up to 25lb (11kg). 11kg 程度の荷物、家具、ごみ箱等を動かすことができる方。

\*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.

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

\* 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.

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: なし

免許証／修了証 License/Certificate Required : なし

8.提出するもの Application and Associated Documents

職務状況  
Working Condition

下記に示される必要書類の全てが揃っていない場合、選考対象となりませんのでご注意下さい。When all of required documents indicated below, your application will not be accepted or considered for this position.

Works on Sat, Sun & Holiday.

- 空席応募用紙** Application for Vacancy Announcement (HROY Form 1)
- 専門職務経歴書** Resume of Specialized Work Experience

1 & 2 の記入は Complete in  日本語で Japanese  英語で English  どちらでも Either

**3.その他必要書類等** Other Required Documents

運転免許証の写し Copy of Driver's License

マイナ運転免許証の方は「マイナ免許証読み取りアプリ」等より印刷された免許情報を提出。

For My Number Driver's License, submit the license information printed from the My Number Driver's License Reading Application, etc.

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。Certificate of English Proficiency.

TOEIC, TOEFL 等の語学試験結果証明書をお持ちでない方はご自身の英語力（会話、読み、書き）レベルについての自己申告、若しくは英語を使った職務経験を応募用紙の職務経歴欄に記述して下さい。

If you do not have Certificate of English Proficiency Test, such as TOEIC, TOEFL, provide self-statement on the level of your English proficiency (speaking, reading, writing) or describe the work you have performed using English under the work experience section of the application form.

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.

NOTE: Retired US military/reservist must obtain approval for employment under foreign government from both the Secretary of State and the Service Secretary from which you retired, and attach the approval letter to be considered.

- (外部応募者のみ For external applicants only) 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 110 yen stamp (MPS is unacceptable.)

**\*資格要件審査に必要な応募書類ではありませんが、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』を提出してください**

The "Questionnaire on Relatives" is not a form essential in screening applicant's qualification. However, if you have any family/relatives who work at U.S. Navy base/facility in Japan, please submit this form.

\* VA 締切日後の募集進捗状況と過去 60 日の募集結果はこちらからご確認下さい。

<https://cnrj.cnic.navy.mil/Operations-and-Management/Human-Resources/How-To-Apply-MLC-IHA-JOB-Opportunities/JN-Yokosuka-Region/>

問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
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)	〒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)	<b>PD No.:</b> Sanno-31K-014
		PD is accurate and current. <b>Certified by Activity:</b> at
		HRO: (rcvd 1/6) kw 1/7

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.

**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。