

# 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 :  
Announcement No.

NS-VA-68-24(A)

初回選考締切日  
1<sup>st</sup> Cut-off Date

26 Jun 24

募集締切日:  
Closing Date

12 Jun 25

発行日:  
Date of Issue

13 Jun 24

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

2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

3. 勤務時間 Work Schedule ( 週 8-20 時間制 hrww )

勤務日 Work Days: 1 or 2 day(s)/week

勤務時間 Work Hours: 8-10 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

5. 雇用の種類 Type of Employment

- IHA  
 時間制 HPT ¥1,190

別途チップが加算される事があります。  
May earn more with tips.

午後 10 時から翌朝 5 時まで夜勤給 (25% 割増)

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).  
c.

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

\* 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。

\* 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
<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement <input type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience *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 <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" <input type="checkbox"/> 運転免許証の写し Copy of Driver's License <input type="checkbox"/> 修了証/証明書の写し Copy of Certificate <input type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 110 円分切手を貼付し、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.) <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		Stands and walks long period of time.  Irregular work schedule including Sat, Sun & Holidays.
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.: Sanno-32-010-PT</b>  PD is accurate and current. <b>Certified by Activity: at</b>  HRO: (rcvd 6/12) ks 6/12 (A) ks 8/26

PRIVACY ACT STATEMENT 個人情報保護について
<p>AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).            法令: 米行政命令 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)</p> <p>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。</p> <p>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。</p> <p>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。</p>

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.  
 交通費支給。Commutation allowance will be paid.

勤務時間が週 20 時間 以上の場合は雇用保険・健康保険・厚生年金の加入が義務づけられています。  
**Employees whose weekly work hours are 20 hours or more must be covered by Employment Insurance, Health Insurance and Pension Plan.**

**契約期間: 1年を超えない期間。当該雇用は更新、または更新されない場合があり、更新させる場合においても最初の採用から通算した雇用期間は3年間を超えない期間となります。Duration of Employment: Not to exceed 1 year. The employment may or may not be renewed. Even when renewed, the total employment period counted from the initial hire will not exceed three years.**