

横田基地職員求人案内 2026年6月18日

Yokota Vacancy Announcement for Local National Positions 18 June 2026

指定履歴書の様式が変更されました。今後は内部応募・外部応募ともに新様式での提出が必要となります。

The designated application form has been updated. Both internal and external applicants must submit applications in the new format.

締切日 Closing Date: 労務管理機構横田支部(エルモ) **2026年6月26日(金) 17時 The LMO : 26 Jun 26 (Fri) at 17:00**
 民間人人事部雇用課 **2026年6月29日(月) 15時 The CPS : 29 Jun 26 (Mon) at 15:00**

職種名をクリックすると、求人内容のページが表示されます。Click on the position title to view the description of the vacancy announcement.

• 常用雇用従業員募集 Permanent Position

職種 Job Title	部隊 Organization	等級 Grade	語学 LPL	契約 Contract	募集範囲 Area of consideration	揭示日 Open Day
技師職 (電気) * Engineer (Electrical)	施設中隊 プロジェクト管理課 374 Civil Engineer Squadron – CENMP	1-7	4(2)	MLA	内部・外部 INT/EXT	6/4
技師職 (土木) * Engineer (Civil)	施設中隊 プロジェクト管理課 374 Civil Engineer Squadron – CENMP	1-7	4(2)	MLA	内部・外部 INT/EXT	2/26
技師職 (土木) * Engineer (Civil)	施設中隊 業務部オペレーションズ 374 Civil Engineer Squadron - CEOER	1-7	4(2)	MLA	内部・外部 INT/EXT	12/5
技師職 (環境) ** Engineer (Environmental) (エンジニアリング専門職 Engineering Technician)	施設中隊 コンプライアンス 374 Civil Engineer Squadron – CEIEC	1-7 (1-6)	4 (3)	MLA	内部・外部 INT/EXT	5/14
クラブマネジャー Club Manager	軍支援中隊 将校クラブ 374 FSS/FSBD-W1	1-7	3	IHA	内部・外部 INT/EXT	4/23
会計技術職 Accounting Technician	米国防省防衛財務会計局 DFAS/JRGC	1-5	3	MLA	内部・外部 INT/EXT	6/5
建設検査主任職 *** Construction Representative	施設中隊 374 Civil Engineer Squadron – CENMP	1-5	2	MLA	内部・外部 INT/EXT	6/4
エンジニアリング専門職 (電子) Engineering Technician (Electronics)	国防総省 日本代表 DoD Special Representative Japan	1-5	2	MLA	内部・外部 INT/EXT	9/5
貯蔵品管理事務職 Stock Control Clerk	装備即応中隊 374 Logistics Readiness Squadron	1-4	2	MLA	在日米軍従業員 USFJ Employee	6/4
ラジオ、テレビ維持修理工 Radio and Television Maintenance Man	空軍放送局 American Forces Network	2-8	2	MLA	内部・外部 INT/EXT	11/16

冷蔵及び空気調節機械工** Refrigeration and Air-Conditioning Mechanic (上級技能見習工 Advanced Trainee)	施設中隊インフラストラクチャー 374 Civil Engineer Squadron – CEOIH	2-7 (2-6)	0	MLA	内部・外部 INT/EXT	5/14
自動車塗装工 Automotive Painter	装備即応中隊 374 Logistics Readiness Squadron	2-6	0	MLA	内部・外部 INT/EXT	新規 New
自動車車体及びフェンダー修理工 Automotive Body and Fender Repairer	装備即応中隊 374 Logistics Readiness Squadron	2-6	0	MLA	内部・外部 INT/EXT	6/4
配管工 Plumber	施設中隊 374 Civil Engineer Squadron - CEOIU	2-6	0	MLA	内部・外部 INT/EXT	5/14
コック Cook	軍支援中隊 多摩ロッジ 374 FSS/FSWL	2-5	1	IHA	内部・外部 INT/EXT	1/29
コック Cook	軍支援中隊 下士官クラブ 374 FSS/FSBE-X2	2-5	1	IHA	内部・外部 INT/EXT	1/15
肉切り工 Meat Cutter	横田カミサリー DeCA	2-5	0	MLA	内部・外部 INT/EXT	再掲示 Re-ad
営繕工 Maintenance Worker	軍支援中隊 多摩ロッジ 374 FSS/FSWL	2-5	0	IHA	内部・外部 INT/EXT	4/23
動物世話係 Animal Caretaker	軍支援中隊 ペットケアセンター 374 FSS/FSWPB	2-3	0	IHA	内部・外部 INT/EXT	5/14
警備員 Guard	憲兵中隊 374 Security Forces Squadron	3-1	1	MLA	内部・外部 INT/EXT	2/12
歯科衛生職 Dental Hygienist	国防保健局 DHA/JLKB000	5-3	2	MLA	内部・外部 INT/EXT	5/14
歯科補助職 Dental Assistant	国防保健局 DHA/JLKB000	5-2	2	MLA	内部・外部 INT/EXT	5/14

* 標記の語学等級が必要ですが、該当する職務の経験、知識、技術を有していればカッコ内の語学等級が適用されます。

This position requires language proficiency level (LPL) indicated, but if applicants have required work experience, knowledge, skills, LPL in parentheses is applicable.

** 目標レベル/訓練生の職種です。応募者の知識、職務経験等によって等級が決定され見習いのレベルから採用される場合があります。

This is a target grade/trainee position. Selection may be made from intern level and hiring grade will be determined by qualification.

*** 募集範囲が変更されて継続掲示になっています。The area of consideration was changed from USFJ wide to On/Off base wide.

● **限定期間雇用従業員募集 Limited Term Position**

職種 Job Title	部隊 Organization	等級 Grade	語学 LPL	契約 Contract	募集範囲 Area	揭示日 Open Day
予算専門職 Budget Technician	航空機動中隊 730 AMS/DOH	1-5	3	MLA	内部・外部 INT/EXT	新規 New
発電装置修理工 Power Generating Equipment Repairman	施設中隊 374 Civil Engineer Squadron - CEOFP	2-7	0	MLA	内部・外部 INT/EXT	9/18
コック Cook	軍支援中隊 下士官クラブ 374 FSS/FSBE-X2	2-4	1	IHA	内部・外部 INT/EXT	3/26

● **時給制臨時雇用従業員募集 Hourly Pay Temporary Position**

職種 Job Title	部隊 Organization	等級 Grade	語学 LPL	契約 Contract	募集範囲 Area	揭示日 Open Day
ホテル事務職 Hotel Desk Clerk	軍支援中隊 関東ロッジ 374 FSS/FSVL	1-3	2	IHA	内部・外部 INT/EXT	4/23
カウンター・アテンダント Counter Attendant	軍支援中隊 将校クラブ (ルート 16) 374 FSS/FSBD-W4	2-3	1	IHA	内部・外部 INT/EXT	新規 New

● **部隊別・内部募集 In-House Position**

下記募集範囲の部隊に所属する在日米軍従業員の方以外は応募できませんのでご注意ください。

In House announcement is only for employees who are assigned to the announced area of recruitment.

職種 Job Title	部隊 Organization	等級 Grade	語学 LPL	契約 Contract	募集範囲 Area of Recruitment	揭示日 Open Day
儀礼専門職 Protocol Specialist	空輸航空団 374 AW/CCP	1-5	3	MLA	374 空輸航空団従業員 374 Airlift Wing	新規 New

- **新様式の指定履歴書は LMO ウェブサイトにてダウンロードできます。** The new designated application form can be downloaded from the LMO website.
https://www.lmo.go.jp/recruitment/oubo/honsyu_kyusyu/oubosyorui/airforce.html
- **監督者の要望により職種によっては締切日が早まる場合があります。** Closing date may be changed upon management request for some vacancies.
- **同職種名の求人が複数ある場合は必ず希望職種の部隊名、等級、雇用形態(常用/限定等)を明記してください。** 未記入の場合受理されないことがあります。
- 面接に関する詳細は、応募された職種の部隊からご本人に直接連絡されます。職場や仕事内容に関するご質問は各職場の監督者や面接官にご確認ください。
- 日本国籍以外の方は就労資格の証明を必ず添付してください。People who are not Japanese nationals need to attach the work permission in Japan.
- 雇用の制限に関して Limitation of Employment
 - ❖ 基本労務契約 (MLA) - アメリカ合衆国軍隊構成員, 軍属又はそれらの家族は雇用不可
Master Labor Agreement – Member of the United States Armed Force Japan (USFJ) cannot be hired.
 - ❖ 諸機関労務契約 (IHA) - アメリカ合衆国の国籍保有者は雇用不可
Indirect Hire Agreement – United States Civilian Personnel cannot be hired.

応募方法、採用基準に関しては別紙または人事部求人サイトをご覧ください

Please see other documents or visit the LN vacancy site for how to apply and minimum qualifications.

Website: [Share Point Site](#) or [AF PORTAL SITE](#) *Current employees who have “mil” or “gov” e-mail address.

駐留軍等労働者労務管理機構(エルモ) LMO vacancy announcement website: Web Site: <http://www.lmo.go.jp>

下記のQRコード(FSS Web Site)からもご覧いただけます。Please check the [FSS Web Site](#) via QR code

不明な点がありましたら横田基地人事部雇用課までお問い合わせ下さい。

For any questions, please contact the Local National Staffing, the Civilian Personnel Office at Yokota AB.

空軍横田基地人事部雇用課 LN Staffing Civilian Personnel Section Yokota AB, DSN: 225-3923

電話 Phone : 042-552-2511 (内線 ex. 53923), email : Yokota.JNStaffing@us.af.mil



Minimum Qualification

1. Position Title:
Engineer (Electrical) 0525
374CES/CENMP (Project Management)

2. Basic Wage Table, Grade, and LPL:
BWT 1-07, LPL-4(2)

3. Language Proficiency Level (LPL): 2 by management request

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
2	550-729	66-75	75-89	460-549	140-209	50-79	550-869	2nd

4. Knowledge, Skill and Experience:

- Knowledge and skills in electrical engineering projects involving operations and maintenance, including planning, designing, constructing, renovating, and repairing facilities.
- Skills in operating computers with office automation software, such as Microsoft Word, Excel, Power Point, and Microsoft Suite are preferred.

5. Education and/or License Requirement:

- A university degree in engineering is required. Possession of a professional license is highly preferred.

6. License Requirement:

- Current possession of a Valid Ordinary Manual Shift Driver's License

7. Other:

- Working at height, exposed to loud noise, dust, heat, sparks from high temperature welding, chemical fumes, etc., extreme weather (hot/cold/snow/rain/strong wind), and shift and irregular schedule work.

Work Schedule:

- Work Hours: 40 hours/ week
- Workdays: Mon-Fri
- Work Schedule: 0730-1615

Remarks:

- The duty location / section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

Main Duties

Responsible for program/project management of all aspects of assigned activities and electrical engineering projects from conception to construction completion/financial closeout to include Government of Japan (GOJ) funded as well as US funded design/construction projects.

Performs professional duties as the Civil Engineer Squadron (CES) recognized expert covering the full range of electrical engineering expertise.

Performs construction management. Visits construction sites during execution of assigned projects to verify USAF directives and decisions are carried out. Documents and reports to contracting officers are any observed violation of contract requirements. Coordinates with internal and outside agencies as necessary to ensure appropriate corrective actions are taken for noted deficiencies.

Responsible for engineering support of in-house programs. Acts as senior electrical engineer making technical decisions as required.

Minimum Qualification

- | | |
|--|---|
| 1. Position Title:
Engineer (Civil) 0525
374CES/CENMP (Project Management) | 2. Basic Wage Table, Grade, and LPL:
BWT 1-07, LPL-4(2) |
|--|---|

3. Language Proficiency Level (LPL): 2 by management request

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
2	550-729	66-75	75-89	460-549	140-209	50-79	550-869	2nd

4. Knowledge, Skills, and Experience:

- Knowledge and skills in civil engineering, including structural design, site development, and infrastructure projects.
- Software skills, specification of expected proficiency level (example: intermediate proficiency in Microsoft suite, Excel for project budgeting and tracking.)

5. Education and/or License Requirement:

- A college or university graduate with specialized education in engineering is required. Possession of a professional license is highly preferred.

6. License Requirement:

- Current possession of a Valid Ordinary Driver's License (Automatic transmission only is not allowed).

Work Schedule:

- Work Hours: 40 hours/ week
- Workdays: Mon-Fri
- Work Schedule: 0730-1615

Remarks:

- Basic wage may be considered based on knowledge, skills, and work experience.
- The duty location / section / work schedule/ employment period may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

Main Duties

Responsible for program/project management of all aspects of assigned activities and civil engineering projects from conception to construction completion/financial closeout to include Government of Japan (GOJ) funded as well as US funded design/construction projects.

Performs professional duties as the Civil Engineering Squadron (CES) recognized expert covering the full range of civil engineering expertise.

Performs construction management. Visits construction sites during execution of assigned projects to verify USAF directives and decisions are carried out. Documents and reports to contracting officers any observed violation of contract requirements. Coordinates with internal and outside agencies as necessary to ensure appropriate corrective actions are taken for noted deficiencies

Responsible for engineering support of in-house programs. Acts as senior civil engineer making technical decisions as required

Minimum Qualification

- | | |
|--|---|
| 1. Position Title:
Engineer (Civil) #0525
374CES/CEOER (Requirements & Optimization) | 2. Basic Wage Table, Grade, and LPL:
BWT 1-07, LPL-4(2) |
|--|---|

3. Language Proficiency Level (LPL): 2 by management request

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
2	550-729	66-75	75-89	480-549	140-209	50-79	550-869	2nd

4. Knowledge, Skills, and Experience:

- At least one year experience in project manager for simple to complex projects involving site studies, design and construction of building, road and/or utility systems. Or knowledge of such demonstrated through university coursework or internships.
- Knowledge of civil engineering to perform design work for new construction, renovations, improvements, and repair to real property facilities.
- Skilled in operating computers with office automation software, such as Microsoft Word, Excel, Power Point and Outlook.

5. Education and/or License Requirement:

- Bachelor's degree in civil engineering or a First Class Kouzou Sekkei Kenchikushi.

6. License Requirement:

- Current possession of a Valid Ordinary Driver's License (Automatic transmission only is not allowed).

Work Schedule:

- Work Hours: 40 hours/ week
- Workdays: Mon-Fri
- Work Schedule: 0730-1615

Remarks:

- Basic wage may be considered based on knowledge, skills, and work experience.
- The duty location / section / work schedule/ employment period may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

Main Duties

Conduct performance, preventative maintenance and corrective maintenance analysis, resource optimization and life-cycle requirements planning for the base facilities.

Perform operations and maintenance (O&M) engineering involving design, construction, maintenance, repair, acquisition, and disposal of facilities/Real Property that encompass

the maintenance, repair, upgrade, and operation of the infrastructure facilities, including utility systems, utilizing knowledge of civil engineering.

Integrates and synchronizes operations flight work force in assigned areas including demand maintenance, customer service, Work Request Review Board (WRRB), In-Service Work Program (IWP), BUILDER and other SMS, TRIRIGA data standards & analysis, Interactive Geographic Information System (IGIS) standards and analysis, Industrial Control Systems (ICS) standards & analysis, contract project review integration, contingency planning, and response.

Prepares packages for contracting ensuring projects are biddable, executable, and meet operational requirements.

Provides guidance to junior staff and help train new inbounds on as needed basis.

Keeps abreast of emerging technologies to ensure programmed development will not prematurely become obsolete.

Minimum Qualification

1. Position Title:
Engineer (Environmental) 0525
374 CES/CEIEC

2. Basic Wage Table, Grade, and LPL:
BWT 1-07, LPL-4

3. Language Proficiency Level (LPL): 4

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
4	860-990	86-100	N/A	600~	250~	100~	N/A	1st

4. Knowledge, Skills, and Experience:

- Work experience in engineering for environmental projects.
- Knowledge of programs such as natural/cultural resources, hazardous material/waste management, pollution prevention, recycling, environmental protection, etc.
- Skills in operating computers with office automation software, such as Microsoft Word, Excel, Outlook, etc.
- Ability to provide training on assigned programs to Unit Environmental Coordinators.

5. Education Requirement:

- A bachelor's degree in a Chemical Engineering, Physical Science, Natural Science, Environmental Engineering/Management or any other related Engineering field.

6. License Requirement:

- Current Possession of Ordinary Vehicle Driver's License

Work Schedule:

- Work Hours: 40 hours/ week
- Workdays: Mon-Fri
- Work Schedule: 0730-1630

Remarks:

- Selection will be made at Engineering Technician (Environmental), BWT 1-6, LPL-3 depending on experience of selectee.
 *At least one year training will be conducted for the trainee level.
- The duty location / section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

Main Duties

Serves as an Environmental Program Manager responsible for planning, developing installation environmental procedures/programs and implementing environmental policy directives that embrace a range of subjects directly or indirectly concerned with protecting the quality of resources and the environment.

Manages the following programs as part of Cultural and Natural Resources Program; Conservation, Outdoor Recreational Resources, Pre-historic Assets, and Facilities.

Provides extensive environmental expertise to support assigned environmental projects through application of senior-level professional knowledge and skill in environmental management practices.

Provides professional environmental expertise to develop and update environmental management plans. as required by higher headquarters, international agreements, Japan regulations, and the Status of Forces Agreement (SOFA).

Prepares briefing slides and minutes as well as provides training on assigned programs to Unit Environmental Coordinators; prepares and delivers quarterly briefing slides for various meetings related to environmental issues.

Coordinates with Government of Japan, municipal offices and other municipal leaders as a liaison officer for environmental and cultural awareness efforts.

1. Position Title:
Engineering Technician (Environmental) 0384

2. Basic Wage Table, Grade, and LPL
BWT 1-06, LPL-3

3. Language Proficiency Level (LPL): 3

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
3	730-859	76-85	90-100	550-599	210-249	80-89	870~	Pre 1st

Main Duties

This position is a developmental position. The incumbent performs developmental duties which are designed to orient the employee in the application of academic theories and basic principles of engineering assignments. Works under the close general supervision of the Team Supervisor while performing the duties of the targeted position and gains familiarity and experience with the position's requirements, and appropriate application of established principles, guides, and standards.

Minimum Qualification

1. Position Title, Number:
Club Manager, #0056
374FSS/FSBD-W1 (Officers' Club)

2. Basic Wage Table, Grade, and LPL:
BWT 1-07, LPL: 3 (IHA)

3. Language Proficiency Level (LPL): 3

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
3	730-859	76-85	90-100	550-599	210-249	80-99	870~	Pre-1st

4. Knowledge, Skills and Abilities:

- Experience as a manager/supervisor of a food and beverage activity.
- Training and/or experience in operating computers and multiple office automation software.
- Training and/or experience to translate documents from English to Japanese and vice versa.

Work Schedule:

- Work Hours: 1300 - 2200
- Workdays: Tuesday-Saturday (Recess: 1500-1600)
- Off Days: Sunday and Monday

Remarks:

- This position is subject to the provisions of the “Sales Volume Classification Criteria” in IHA. Please see next 2 pages and submit a signed copy with your application.
 この職種には諸機関労務協約（IHA）の「売上高による格付基準」という規定が適用されます。次項2ページをご確認のうえ署名済みの用紙を応募書類とともにご提出ください。
- The duty location/ section / work schedule may be changed at management’s request. For any questions or concerns, please contact the Local National Staffing Section.

Main Duties

Plans, organizes, and directs the operation of the activities in assisting the area supervisors. Implements directives and assist in formulating policies, procedures and programs to ensure high standards of food, beverage, sound financial management, and adequate facilities.

Plans and schedules work in a manner that promotes smooth flow. Identifies need for changes in priorities, discusses issues with subordinates as necessary and takes action to implement such changes. Establishes the method for employees to follow; sets and adjusts priorities; and prepares schedules.

Exercises personnel management responsibilities. Provides directions and guidance to subordinates. Select or recommend selection of candidates for vacancies, promotions, details, and reassignments in consideration of skills and qualifications and mission requirements.

Condition of Employment:

This position is designated as Mission Essential. Incumbents are required to report to work or to remain at work to accomplish the mission of US Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

ご応募に当たっての説明事項 Explanatory Notes for Applicants

応募者の皆様へ

To all applicants

職種 Club Manager へのご応募にあたり、担当者から特にご留意いただきたい項目について説明いたします。内容をご理解いただいた上でご署名をお願いいたします。

As for your application for job number #0056, we would like to explain about the points to which you need to pay special attention. Please provide your signature upon understanding the contents of items.

基地従業員に適用される労働条件等について

Working conditions, etc., applicable to USFJ Employees

今回ご応募いただく職種 Club Manager は「諸機関労務協約（IHA）」の下で雇用され、労働条件等は諸機関労務協約（IHA）に定められています。

The job number #0056 for which you are applying will be employed under "Indirect Hire Agreement (IHA)." Working conditions, etc., are stipulated in the IHA.

応募職種 Club Manager に適用される給与制度について

Pay system applicable to the job number #0056 you are applying for

今回ご応募いただく職種 Club Manager には、諸機関労務協約（IHA）の「売上高による格付基準」という規定が適用されます。この制度は、今回ご応募いただく職種 Club Manager の等級が職場の月平均売上高の変動に応じて定期的に見直しされ、等級が変動されることがある制度です。この制度の適用により、当該職位の等級が上がり給与は高くなる（基本給増額）又は、等級が下がり給与は低くなる（基本給減額）可能性があります。

The job number #0056 for which you are applying is subject to the provisions of the "Sales Volume Classification Criteria" in the IHA. Under this system, the grade of the position may be reviewed periodically, and grading of the position may change based on the organization's average monthly sales. Through the application of this system, the grading of the position may go up or down depending on sales which may also impact your pay (decrease in monthly base pay or increase in monthly base pay).

私は、この書類に記載された内容について説明を受け、その内容を理解した上で職種 Club Manager に応募します。

I am applying for the job number #0056 upon briefed on the information contained in this document and understand its contents.

<応募者の署名>
<Signature of Applicant>

<署名日>
<Date of Signature>

令和 8 年 4 月 23 日

- * ご不明な点につきましては、下記までお問い合わせください。
- * なお、この書類にご署名いただけない、又はこの書類を応募書類締切日までにご提出いただけない場合は、応募職種 Club Manager の選考試験の受験を拒否されたり、不採用となる可能性がありますので、ご了承ください。
横田防衛事務所 (TEL : 042-551-6722)
エルモ横田支部 (TEL : 042-542-7663)
- * 現従業員の方でご不明な点等ある場合は、今回応募職種 Club Manager を募集している軍の人事課までお問合せください。横田基地人事部雇用課 (DSN:225-3923)

Date: 23 Apr 2026

- * If you have any questions, please contact us at the phone numbers below.
- * Please be advised that your failure to sign or submit this document by the application deadline may result in your being refused to take the selection examination for the job number #0056 or rejected for selection.
Yokota Defense Office (TEL: 042-551-6722)
LMO Yokota Branch (TEL: 042-542-7663)
- * If you are a current USFJ employee and have any questions, please contact 225-3923 the Local National Staffing Section, Yokota Air Base where job number #0056 is advertised.

Minimum Qualification

1. Position Title, Number: Accounting Technician #0008 DFAS/JRGC	2. Basic Wage Table, Grade, LPL: BWT 1-05, LPL: 3
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3. Language Proficiency Level (LPL): 3

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
3	730-859	76-85	90-100	550-599	210-249	80-99	870~	Pre-1st

4. Knowledge, Skills, and Abilities:

- Work experience at least one year of clerical, technical or administrative duties in any field, or completion of 2-year junior college or 2-year of technical school.

Work Schedule:

- Work Hours: 40 hours/ week
- Work Days: Mon - Fri
- Work Schedule: 730-1630

Remarks:

- The duty location/ section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

Main Duties

As the senior technician, receives, reviews, and classifies complex transactions where guidelines lack specificity to requirements, circumstances, or problems and/or frequent change.

Reviews documents to verify accounting data and mathematical accuracy. Determines necessary accounting transactions and codes.

Enters or directs entry of data into a computerized system or onto required form(s), reviews transactions for validity, corrects or directs correction of invalid or incorrect entries, and reviews the trial balance or summary account.

Troubleshoots nonstandard complaints or discrepancies, provides advice or performs other work that requires authoritative procedural knowledge.

Performs accounting technician work using the prescribed accounting system operated on a double-entry basis.

Prepares the weekly, monthly, and quarterly reports in a timely manner with complete supporting documentation; notifies the supervisor of problems or potential problems and recommends solutions as required.

Performs other related or incidental duties as assigned.

Minimum Qualification

- | | |
|--|--|
| 1. Position Title, Number:
Construction Representative #0050
374 CES/CENMP | 2. Basic Wage Table, Grade, and LPL:
BWT 1-05, LPL-2 |
|--|--|

3. Language Proficiency Level (LPL): 2

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
2	550-729	66-75	75-89	460-549	140-209	50-79	560-869	2nd

4. Knowledge, Skills, and Experience:

- Knowledge of operation, coordination or inspection work in construction or related fields.
- Experience in administrative duties and computer operations.
- Skills in interpreting and translating oral or written statements/documents in English to Japanese and vice versa.

5. License Requirement

- Current possession of a valid ordinary driver's license (Automatic transmission only is not allowed)

Work Schedule:

- Work Hours: 40 hours / week
- Workdays: Monday - Friday
- Work Schedule: 0730 – 1615

Remarks:

- The duty location / section / work schedule may be changed at management's request. For any questions or concerns, please contact the Civilian Personnel Flight.

Main Duties

Performs reviews and surveillance of base Operations & Maintenance (O&M) and Non-appropriate funded projects as Construction Representative.

Prepares correspondence and project documentation/files. Ensures that required project documents are developed and maintained in accordance with applicable Department of Defense (DOD), AF, and local guidance and follows file management plans as established.

Coordinates/schedules and conducts final inspections to ensure that all contractual requirements have been completed.

Minimum Qualification

1. Position Title, Number, and Organization
Engineering Technician (Electronics), #0310
DOD SPEC Representative Japan

2. Basic Wage Table, Grade, and LPL:
BWT 1-05, LPL: 2

3. Language Proficiency Level (LPL):2

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
2	550-729	66-75	75-89	460-549	140-209	50-79	560-869	2nd

4. Knowledge, Skills, and Ability:

- Work experience in the field of electrical or electronics engineering.
- Knowledge to utilize Computer Aided Engineering (CAE) software package.
- Skills in basic clerical work to maintain test data records.
- Ability to create and repair (electronics) equipment.
- Ability to research for estimation of project cost.
- Knowledge and skills in soldering.
- Knowledge of basic metalworking, and materials preferred.
- Desired is experience and knowledge of design and CAD.

5. Physical Requirement:

- Requires heavy lifting (20 kg) and long period of standing.

6. Others:

- Wearing personnel protective equipment and following safety program is required.

Work Schedule:

- Work Hours: 40 hours/ week
- Work Days: Monday - Friday
- Work Schedule: 700-1545

Remarks:

- The duty location/ section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

Main Duties

Performs work involved in design, fabrication, manufacturing and repairing of variety of component parts and tools for the fabrication or repair of HF, VHF and UHF antennas and Radio Frequency Communication equipment, which is of specific, one of a kind nature and not available through the procurement/supply channels.

Assembles antennas components and parts to a level consistent with customer needs and shipping constraints.

Uses Solid Works CAD programming to create 3D models and shop drawing to be used within ESF.

Performs general administrative work such as writing purchase orders and tracking inventory.

Operates manual and computer-controlled machines.

Minimum Qualification

1. Position Title, Number:
Stock Control Clerk, #342
374 LRS/LGRMCC

2. Basic Wage Table, Grade and LPL:
BWT 1-04, LPL: 2

3. Language Proficiency Level (LPL): 2

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
2	550-729	66-75	75-89	460-549	140-209	50-79	560-869	2nd

4. Work Experience:

- At least one year of work experience in clerical and administrative support.
- Experience in operating computers, such as Microsoft Word, Excel, Outlook, etc.
- Experience in customer services in any field.

5. License Requirement:

- Current possession of an ordinary Vehicle Driver's License with automatic and manual transmission.

6. Physical Requirement:

- Ability to move, lift and store about 25lbs (11kg) minimum.

Work Schedule:

- Work Hours: 40 hours/ week
- Workdays: Mon - Fri
- Work Schedule: 0700 - 1600

Remarks:

- The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

Main Duties

Processes customer request IAW with the Expendable Item Customer Issue Request (ISU) transaction format and documentation. Maintains all Initial Issue Request Letter and monitors the D04/D20 for daily Initial Issue transactions. Traces and resolves lost or misplaced requisitions that contain an ILS-S shipment status detail. Creates and maintains bench stock records to document requested and approved customer bench stock authorization requests. Responsible for the monitoring of the overall maintenance and materiel interface, performs research and base level records maintenance, records maintenance actions.

Greets visitors/customers. Answers telephone calls/e-mails from customers or resolves customer complaints and serves as the liaison on problems between LRS/supply activity, Air Force Materiel Command (AFMC), and end user customers.

Monitors supplies and equipment documents that establish the LRS CC/AO's accountability of stock items.

Minimum Qualification

1. Position Title and Number:
Radio and Television Maintenance Man # 2353
DMA/SCOI AFN Pacific

2. Basic Wage Table, Grade, and LPL:
BWT 2-8, LPL-2

3. Language Proficiency Level Requirement: **LPL-2**

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
2	550-729	66-75	75-89	460-549	140-209	50-79	560-869	2nd

4. Knowledge, Skills, and Experience:

- Work experience in computer-based broadcasting equipment maintenance and repair.
- Skills in conducting computer repair, upgrade, and trouble shooting.
- Skill to perform clerical duties.

5. License Requirement:

- Current possession of Ordinary Vehicle Driver's License. (Not automatic transmission limited)

7. Other:

- Graduation from a department such as Information, Electronic or Communication Technology is desirable.

Remarks:

- The duty location / section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

Work Schedule:

- Work Hours: 40 hours/ week
- Workdays: Mon-Fri
- Work Schedule: 0730-1630

Main Duties

Serves as a Broadcast and Telecommunications Specialist for American Forces Network, Pacific (AFNP). Understands AM/FM frequencies, transmitter communications, studio to link (STL), network streaming, knowledge of analog and digital circuits and understanding of drawings, and electronic principles to ensure the integrity and continuity of broadcasting capabilities in accordance with AFNP, Defense Media Activity (DMA), and Japan's technical performance standards.

Possess a basic understanding of Information Technology to perform computer-based broadcast equipment installation, maintenance/testing, and documentation.

Confirm the configurations of audio and video media management software utilized to disseminate community command and control and entertainment throughout the region.

Minimum Qualification
採用基準

<p>1. Position Title, Number / 職種名、職番： Refrigeration and Air-Conditioning Mechanic 2240 冷蔵及び空気調節機械工、 374CES/CEOIH 施設中隊 (HVAC)インフラストラクチャー</p>	<p>2. Basic Wage Table, Grade / 基本給表、等級 BWT 2-07 2表7等級</p>
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3. Knowledge, Skills and Experience / 知識、技能と職務経験：
- Work experience in maintaining and repairing refrigeration and air conditioning equipment and systems.
冷蔵・空調機器及びシステムの保守・修理に関する実務経験。
4. Required License and Certification / 必要免許及び修了証：
- Gas Welding Certificate
ガス溶接技能認定証
 - High Pressure Gas Class 3 Refrigeration Certificate.
高圧ガス第三種冷凍機器責任者資格
 - Current possession of Ordinary Vehicle Driver's License (Manual Transmission vehicle License is desirable).
現在有効の普通自動車運転免許証（マニュアル車の運転免許であれば尚可）

Work schedule :

- Work Hours: 40 hours / week 週 40 時間
- Workdays: Mon - Fri 月～金曜日
- Work Schedule: 730-1615 7 : 30 - 16 : 15

Remarks:

- This is a target grade. Depending on the applicant's qualification, they will be hired at BWT 2-6 level as a Refrigeration and A/C Mechanic Advanced Trainee and will acquire the necessary skills and obtain the required qualifications.
これは目標等級です。応募者の資格に応じて、2表6等級の「冷蔵及び空気調節機械工 上級技能見習工」として採用され、必要な技術を習得し、所定の資格を取得することになります。
- The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.
勤務地・部署・勤務スケジュールは、監督者の要請により変更される場合があります。ご質問やご不明な点がございましたら、人事部雇用課までお問い合わせください。

Main Duties 主な仕事

Maintains refrigeration and air conditioning systems and refrigerated water-cooling units by conducting periodical inspections of equipment to ascertain proper cooling operations. Conducts repair work based on the work order requests received.

各種冷蔵及び空気調節システムの装置や水冷装置の定期点検・メンテナンス作業を行い、各装置並びにシステムを正常な状態に保つ。

<p>1. Position Title, Number/職種名、職番： Refrigeration and Air-Conditioning Mechanic - Advanced Trainee 2223 冷蔵及び空気調節機械工 上級技能見習工</p>	<p>2. Basic Wage Table, Grade /基本給表、職番、等級： BWT 2-06, 2 表 6 等級</p>
<p>3. Knowledge, Skills and Experience/知識、技能と職務経験： <ul style="list-style-type: none"> Basic knowledge and practical experience in the maintenance and inspection of machinery and equipment systems. 機械・設備システムの保守・点検に関する基礎知識と実務経験。 <p>4. Required License and Certification/必要免許及び修了証： <ul style="list-style-type: none"> Gas Welding Certificate (Requires the certification before employment date) ガス溶接技能認定証。（採用日までに取得済みであること） High Pressure Gas Class 3 Refrigeration Certificate must be obtained within three years. 3年以内に高圧ガス第三種冷凍の資格を取得する必要がある Current possession of Ordinary Vehicle Driver's License (Manual Transmission vehicle License is desirable). 現在有効の普通自動車運転免許証（マニュアル車の運転免許であれば尚可） </p> </p>	
<p>Main Duties 主な仕事</p>	
<p>This is developmental position. The duties performed are identical to the Refrigeration and Air-Conditioning Mechanic, BWT 2-7 level, expect that the employee will receive more supervision and adequate training. The incumbent works closely with the supervisor in performing the duties of the full performance.</p>	
<p>見習工としての職種。職務内容は冷蔵及び空気調節機械工、BWT2-7と同様、従業員は適切な監督の下で目標レベルの訓練を受けながら職務を行う。</p>	

Minimum Qualification

採用基準

<p>1. Position Title, Number／職種名、番号： Automotive Painter #2036 自動車塗装工 2036 番 374 Logistics Readiness Squadron 装備即応中隊</p>	<p>2. Basic Wage Table、Grade： 基本給表、職番、等級： BWT 2-6 2表6等級</p>
<p>3. Knowledge, Skills, and Work experience／知識、技能、職務経験:</p> <ul style="list-style-type: none">• Knowledge of accepted surface preparation and coating methods including how to achieve finely smoothed surfaces. 一般的な下地処理およびきめ細かく滑らかな表面仕上げを含む塗装方法に関する知識• Skills to apply coating materials using all accepted techniques, including those required for special effects. 特殊効果に必要な技法を含め、あらゆる一般的な技法を用いて塗料を塗布する技術• More than one year of professional experience related to automotive paint or repair.自動車塗装もしくは修理に関連する1年以上の実務経験 <p>4. License Requirement／必要資格等:</p> <ul style="list-style-type: none">• Current possession of a valid Ordinary Vehicle Driver's License (Not automatic transmission limited). 普通自動車運転免許(オートマ限定不可) <p>5. Physical Qualification／身体的要件:</p> <ul style="list-style-type: none">• Requires to handle materials and equipment up to 40 pounds (18 kilograms). 約40ポンド(18キログラム)程度の重量物を扱うことができる• Ability to stand, stoop, bend, kneel, climb, and work in uncomfortable positions. 立ち、かがみ、身体を曲げ、ひざを曲げ、梯子を上り、不自然な姿勢での作業が出来る• Required to work frequently in various weather conditions with heavy or uncomfortable conditions. 重さがあつたり快適でない装着物を装着した状態で、様々な天候条件下で作業をこなすことが頻繁に要求される	
<p>Work Schedule／勤務時間:</p> <ul style="list-style-type: none">• Work Hours: 40 hours / week 勤務時間: 週40時間• Work Days: Monday-Friday 勤務日: 月曜～金曜• Work Schedule: 07:15-16:15 勤務スケジュール: 7時15分—16時15分	
<p>REMARKS:</p> <ul style="list-style-type: none">• The duty location/section/work schedule may be changed at management's request. For any question or concern, please contact the JN Staffing Section. 監督者からのリクエストにより勤務場所・部署・勤務予定表が変わる可能性があります。ご質問やご不明な点がございましたら人事部雇用課までお問い合わせください。	
<p style="text-align: center;">Main Duties</p>	

<p>Work is performed with little to no checking during progress, demonstrating autonomy. Determines the methods, techniques, materials, and devices best suited to obtain smooth-textured, decorative surfaces. Removes and reinstalls components that may obstruct surface preparation. Tints, tones, matches, and blends coating materials.</p>
<p>Accomplishes the coating work using accepted trade methods and special finishing techniques (e.g., marbling, graining). Determines the optimal methods, techniques, devices, and materials required to achieve specific surface finishes, such as glossy or grained effects, while ensuring thickness and level requirements are met. Prepares surfaces using smoothing techniques (utilizing pumice and rottenstone), and by filling, shaping, and leveling with metal and synthetic resins.</p>
<p>Complies with Host Nation & USAF applicable checklists, technical orders, commercial manuals, safety policies, OSHA/ AFOSH standards. Research vehicle parts ensuring the correct parts are being ordered.</p>
<p>作業中はほとんど、あるいは全く確認を受けずに進められ、自律性を発揮する。滑らかな質感の装飾的な表面を実現するために最適な方法、技術、材料、機器を決定する。表面処理の妨げとなる可能性のある部品を取り外し、再取り付けを行う。コーティング材の色合い、トーン、色合わせ、および調合を行う。</p>
<p>業界で認められた手法や特殊な仕上げ技術(マーブリング、グレイン加工など)を用いて、塗装作業を行う。光沢仕上げや木目調仕上げといった特定の表面仕上げを実現するために必要な最適な方法、技術、装置、材料を決定するとともに、厚みや平滑性の要件が満たされるよう確保する。 平滑化技術(軽石やロテンストーンを使用)を用い、また金属や合成樹脂による充填、成形作業を通じて、表面を準備する。</p>
<p>受入国および米空軍(USAF)の適用されるチェックリスト、技術指令、市販マニュアル、安全方針、OSHA/AFOSH基準に準拠する。車両部品を調査し、適切な部品が発注されるよう確認する。</p>

Minimum Qualification

採用基準

1. Position Title, Number / 職種名、番号 :

Automotive Body and Fender Repairer #2031

自動車車体及びフェンダー修理工 2031 番

374 Logistics Readiness Squadron 装備即応中隊

2. Basic Wage Table、Grade :

基本給表、職番、等級 :

BWT 2-6 2表6等級

4. Knowledge, Skills, and Work experience / 知識、技能、職務経験:

- At least three years of work experience in sheet metal work as well as operations including electric, arc, gas, TIG, MIG etc. welding.
電気、アーク、ガス、TIG、MIG溶接等を含んだ最低3年以上の板金作業の職務経験
- Knowledge of mobile equipment construction and understand the specific installation methods for various components and parts
移動式機器の構造に関する知識を有し、各種コンポーネントや部品(ボルト締め、はんだ付け、リベット留め、溶接など)の具体的な取り付け方法の知識
- Ability to properly remove, repair, and reinstall vehicle interior components as required by maintenance specifications.
整備仕様に基づき、車両内装部品を適切に取り外し、修理し、再取り付けする能力を有する
- Ability to obtain Arc and/or Gas Welding Certificate
(Arc and/or Gas Yosestu Ginou Koshu Shuryo Sho)
アーク及びもしくはガス溶接技能講習終了証を取得する能力

5. License Requirement / 必要資格等:

- Current possession of a valid Ordinary Vehicle Driver's License
(Not automatic transmission limited).
現在普通自動車運転免許を所有している (オートマ限定不可)

6. Physical Qualification / 身体的要件:

- Requires to perform frequent lifting, pushing, pulling, carrying and handling of objects weighing 14 to 23 kilograms, and occasionally up to 34 kilograms.
14~23kg の物を頻繁に持ち上げたり、押す、引く、運ぶ、などで取扱い、場合により34kg 程度までの物を取り扱うことが要求される
- Ability to work frequently various conditions, high noise level, outside exposed to various weather conditions.
様々な環境下や天候条件での頻繁な野外業務をこなせる

Work Schedule / 勤務時間:

- Work Hours: 40 hours / week 勤務時間: 週40時間
- Work Days: Monday-Friday 勤務日: 月曜~金曜
- Work Schedule: 07:15-16:15 勤務スケジュール: 7時15分—16時15分

REMARKS:

- The duty location/section/work schedule may be changed at management's request. For any question or concern, please contact the JN Staffing Section.
監督者からのリクエストにより勤務場所・部署・勤務予定表が変わる可能性があります。
ご質問やご不明な点がございましたら人事部雇用課までお問い合わせください。

Main Duties

Performs repairs on mainframes and critical body structural members, including door posts, door frames, skeletal frameworks, and main support members to ensure vehicle safety and alignment. Executes fitting of body components to the frame, maintaining close tolerances for doors, window channels, hoods, trunk lids, and other critical interfaces.

Performs repairs of mobile equipment metal body components such as fenders, panels, and truck beds, including associated parts such as brackets, covers, and braces. Straightens and knocks out dent sand creases, and welds small cuts and holes. Smooths, fills, sands, and finishes damaged body components utilizing standard tools, and gas and electric arc welding equipment.

Independently plans and lays out work utilizing sketches, blueprints, or technical specifications. Makes independent technical judgments and decisions within accepted trade practices and procedures. Completed work is spot-checked for quality of workmanship and compliance with work orders.

ドアポスト、ドアフレーム、骨格フレーム、主要支持部材など、車体フレームおよび重要な車体構造部材の修理を行い、車両の安全性とアライメントを確保する。ドア、ウインドウチャンネル、ボンネット、トランクリッド、その他の重要な接合部において、厳密な公差を維持しながら、ボディ部品をフレームに組み付ける作業を行う。

金属製ボディ部品（フェンダー、パネル、フード、トラック荷台など）および関連部品（ブラケット、カバー、補強材など）の修理を行う。へこみや折れ目を修正・叩き出し、小さな切れ目や穴を溶接修理する。標準工具を使用し、またはガス溶接・電気アーク溶接によって、損傷したボディ部品の平滑化、充填、研磨、仕上げを行う。

スケッチ、設計図、または技術仕様書を活用して、自主的に作業の計画とレイアウトを行う。業界の慣行や手順の範囲内で、技術的な判断や決定を自主的に行う。完了した作業については、仕上がりの品質および作業指示書への準拠状況について抜き打ち検査が行われる。

Minimum Qualification 採用基準	
1. Position Title, Number / 職種名、職番: Plumber, #2218 配管工 2218番 374 CES/CEOIU 施設中隊	2. Basic Wage Table, Grade / 基本給表、職番、等級 BWT 2-06 2表6等級
3. Knowledge, Skills, and Experience / 知識、技能、能力: <ul style="list-style-type: none"> • Knowledge and skills to perform maintenance and repair of various type of plumbing system. 様々な配管システムの維持管理や修理を行う知識と技能。 • Understanding of basic level of English Language is desirable. 基礎レベルの英語を理解出来る事が望ましい。 	
4. License Requirement / 必要免許: <ul style="list-style-type: none"> • Current possession of a valid ordinary vehicle driver's license. (Not automatic transmission limited) 現在有効な普通自動車運転免許証(オートマ限定不可) 	
Work Schedule	
<ul style="list-style-type: none"> • Work Hours: 40 hours/ week 勤務時間: 週40時間 • Workdays: Monday-Friday 勤務日: 月曜日～金曜日 • Work Schedule: 730 – 1615 勤務時間: 730 – 1615 	
Remarks	
<ul style="list-style-type: none"> • The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the Civilian Personnel Section. 監督者からのリクエストにより勤務場所・部署・勤務予定表が変わる可能性があります。ご質問やご不明な点がございましたら人事部雇用課までお問い合わせください。 	
Main Duties 主な仕事	
Inspects, maintains and repairs base water systems to include 300K linear feet (LF) of water distribution lines systems and seven sewage lift stations. Maintains, repairs, and inspects fire hydrants, fire suppression systems and backflow prevention devices. Provides technical support to work centers for infrastructure systems and coordinates on multi-craft projects.	
Coordinates with controller for job assignment and provides specific information as to whether job is completed or not.	
300K リニアフィート(LF)の配水管システムと7つの下水リフトステーションを含む、基本給水システムの検査、保守、修理。消火栓、消火システム、逆流防止装置の保守、修理、検査。インフラシステムの作業センターに技術サポートを提供し、複数の技術を要するプロジェクトの調整を行う。	
コントローラと仕事の割り当てを調整し、仕事が完了したかどうかの具体的な情報を提供する。	

Minimum Qualification

- | | |
|--|--|
| 1. Position Title, Number:
Cook #2038
374FSS/FSWL (Tama Lodge) | 2. Basic Wage Table, Grade, and LPL:
BWT 2-05, LPL-1 (IHA) |
|--|--|

3. Language Proficiency Level (LPL) Requirement: 1

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
1	400-549	51-65	65-74	430-459	120-139	40-49	475-559	Pre-2nd

4. Knowledge, Skills, and Abilities:

- 3+ years of experience in food preparation and cooking for customers.

5. Others:

- Culinary license/certificate preferred.

Work Schedule:

- Work Hours: 40 hours / week
- Work Days: 5 Days / week
- Days Off : Monday and Tuesday / Tuesday and Wednesday.
- Work Schedule: Shift Schedule
0545-1430 / 0645-1530 / 0945-1830 / 1045-1930 / 1145-2030 (Recess: 45 min)

Remarks:

- The duty location/ section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

Main Duties

Prepares and cooks a variety of menu items including breakfast, lunch, dinner entrees and desserts using standard recipes and cooking techniques. Evaluates varieties of raw and cooked food items to determine if they are fresh and whether cooked foods are done by their appearance, consistency, texture, and temperature. Plans, coordinates, and times work assignments to assure food items are prepared on time and are at the proper temperature.

Uses, maintains and cleans tools to include toasters, steamers, meat slicers, warmers, electric/gas ovens/burners, and microwave ovens. Cleans equipments, and assigned areas utilizing health, safety and sanitation practices, procedures, rules and regulations to maintain a safe and clean work environment.

As required removes empty dishes from tables/ counters after customers are finished and clean the table area. Maintains the required level of sanitation and cleanliness of work areas at all times. Attends training sessions provided by the management intended to enhance job performance.

Minimum Qualification

1. Position Title:

**Cook #2038
374FSS/FSBE-X2 (Enlisted Club)**

2. Basic Wage Table, Grade and LPL:

BWT 2-05 LPL: 1 (IHA)

3. Language Proficiency Level (LPL): 1

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
1	400-549	51-65	65-74	430-459	120-139	40-49	475-559	Pre-2nd

4. Knowledge, Skills, and Abilities:

- Professional cooking experience preparing a wide variety of menu items from raw ingredients, following standard recipes.
- Ability to assist the supervisor in oversight and provide direction in the kitchen.

5. Others:

- Requires obtaining Food Handler's Certificate and/or taking food handler's training.

Work Schedule:

- Work Hours: 40 hours / week
 - Work Days: 5 days / week
 - Work Schedule: Shift Schedule
 1. 0530-1430 (Recess: 1130-1230)
 2. 0600-1500 (Recess: 1200-1300)
 3. 0800-1700 (Recess: 1400-1500)
 4. 1230-2130 (Recess: 1600-1700)
- *Work schedule and rest days are subject to change

Remarks:

- The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

Main Duties

As a senior cook, assists the supervisor in oversight and providing direction in the kitchen. Monitors individual work schedules, oversees preparation of a full range of raw or precooked foods; provides on-the-job training to subordinate cooks on food preparation and associated topics, food standards and utilization of leftovers to ensure that the skill and knowledge are enhanced and up to date.

Prepares and cooks a variety of menu items including regular and special diet entrees and dessert items using standard recipes and cooking techniques. Evaluates varieties of raw and cooked food items to decide if they are fresh and whether cooked foods are done by their appearance, consistency, texture, and temperature. Plans, coordinates, and times work assignments to assure food items are prepared on time and are at the proper temperature.

Cleans and/or oversees cleaning of the food preparation area and cooking utensils routinely in accordance with sanitation standards. Ensures the food facility health inspections meet or exceed the grading standard of satisfactory or higher as determined by routine health inspections.

Minimum Qualification

1. Position Title, Number: Meat Cutter, #2174 肉切り工 DeCA/WLXDM 横田カミサリー	2. Basic Wage Table, Grade: 基本給表, 等級 BWT 2-5, 2表5等級
3. Physical Qualification: 身体的要件 : <ul style="list-style-type: none">Requires lifting or moving heavy objects up to approximately 70 lbs. 約 70 ポンド (35kg) までの重量物を持ち運ぶ作業ができることRequires working in the cold area including refrigerator room. 寒い貯蔵庫など低温の場所での作業がこなせること 4. Others: その他 <ul style="list-style-type: none">Understanding of basic level of English language is desirable. 基礎レベルの英語を理解できると望ましいMeat cutting experience is desirable. 業務用精肉のカット経験があると望ましい	
Work Schedule: <ul style="list-style-type: none">Work Hours: 40 hours/ week 勤務時間: 週40時間Work Days: Sunday-Thursday 勤務日: 日曜日～木曜日Work Schedule: 0730 - 1630 勤務時間: 0730－1630 * Work schedules are subject to change depending on future assignments and operational needs. 勤務スケジュールは今後の業務内容や運営上の必要性に応じて変更される場合があります。	
Remarks: <ul style="list-style-type: none">The duty location/ section / work schedule may be changed at management's request. For any questions or concerns, please contact the Local National Staffing Section. 監督者からのリクエストにより勤務場所・部署・勤務予定表が変わる可能性があります。ご質問やご不明な点がございましたら人事部雇用課までお問い合わせください。	
Main Duties 主な仕事	
<p>Cuts, processes meat into retail and ready-to-eat cuts for sale by uses of hand tools and electrical equipment in accordance with established cut and trim practices and policies. Wraps, weighs and displays a variety of meat products. Responds to inquiries from customers with advice for their purchases, cooking methods, temperature to use in preparing meats and/or possible recipes. Maintains adequate shelf stock by obtaining stock from storage area and transporting to shelving or display area. Receives, stores and rotates, bulk meats in refrigerated cooler and freezer.</p> <p>Keeps working area organize, clean, and sanitize with proper temperatures following activity's prescribed procedures. Cleans sanitizes work areas and equipment. Advises supervisor of any safety or potential safety hazards.</p>	
<p>規定のカットおよびトリミングの手順や方針に従い、手工具や電動機器を使用して、肉を小売用や調理済み商品用のカットに加工する。様々な食肉製品を計量、包装し、陳列する。顧客に対応し、購入、料理方法、調理温度/レシピ等に関して助言する。</p> <p>保管場所から在庫を取り出し、棚や陳列エリアへ運搬することで適切に在庫量を維持する。冷蔵/冷凍室において肉類を受け入れ、保管、ローテーションをおこなう。業務規定の手順に従い、適切な温度管理を行いながら、作業エリアを整理・清掃・消毒する。作業エリアおよび機器の清掃・消毒を行う。安全上の問題や潜在的な危険について、上司に報告する。</p>	

Minimum Qualification

採用基準

1. Position Title: 職種名、職番

Maintenance Worker, 営繕工 (施設管理全般) #2080
374FSS/FSWL 多摩ロッジ

2. Basic Wage Table: 基本給表、等級

BWT 2-05, 2 表 5 等級 (IHA)

3. Knowledge, Skills, and Abilities / 知識、技能、能力:

- Experience and/or training of repair and maintenance of facilities.
施設の修理や保守作業の経験及びまたは訓練を受けていること
- Ability to operate hand and power tools safely and effectively.
手工具および電動工具を安全かつ効果的に操作する能力

4. License Requirement / 必要資格等:

- Current possession of a valid Ordinary Vehicle Driver's License (for vehicle with automatic and manual transmission). 普通自動車免許 (AT限定不可)
- Forklift Operator's Certificate. フォークリフト技能講習修了証
- Small Sized Construction Machinery Operator's Certificate (under 3 tons for leveling ground, transportation, loading and excavating).
小型車両系建設機械特別教育修了証 (3トン未満、整地・運搬・積込・掘削)

5. Physical Qualification / 身体的要件:

- Ability to frequently lift and carry up to 50 pounds unassisted. (*Must state in application forms.)
50 ポンド (約 23 キロ) までの物を頻繁に持ち運べる能力 (応募書類に要記載)
- Capable of performing physically strenuous work for extended periods, which includes standing, kneeling, stooping, crawling, and climbing.
長時間の起立、膝つき、かがみ、這い、登りを含む身体的な活動を長時間行える体力
- Comfortable working at heights on ladders, scaffolding, platforms, and rooftops.
はしご、足場、プラットフォーム、屋上など高所での作業に対応できること

Work Schedule:

- Work Hours: 40 hours / week 勤務時間: 週40時間
 - Off Days: Mon/Tue or Tue/Wed 休日: 月、火 / 火、水 のいずれか
 - Work Schedule: 08:00-17:00 (Recess: 1hr) 勤務時間: 08:00-17:00 (休憩: 1時間)
- *Subject to change 勤務時間、休日等は変更される場合があります

Remarks:

- The duty location/ section / work schedule may be changed at management's request. For any questions or concerns, please contact the Local National Staffing Section.
監督者のリクエストにより勤務場所・部署・勤務予定表が変更される可能性があります。
ご質問やご不明な点がございましたら人事部雇用課までお問い合わせください。

Main Duties 主な仕事

Performs various types of work to maintain the recreation facilities, equipment and grounds to include picnic areas, ball fields, playground, swimming pools, golf course, tennis courts, dining halls, lodging facilities, offices, campsites, retail outlets, etc., within Tama Hills Recreation Area. Performs interior and exterior repair and maintenance works.

多摩ヒルズレクリエーションエリア内のピクニックエリア、野球場、遊び場、プール、ゴルフコース、テニスコート、ダイニングホール、宿泊施設、事務所、キャンプ場、販売店等を含むレクリエーション施設、設備、土地を良好な状態に保つため様々な作業を行う。施設内外の修理及び、維持作業を行う。

Operates and maintains tools and equipment. Operates motored vehicles to include trucks up to 2 tons, forklift up to 3 ton, and golf carts. Loads and unloads cargo to and from vehicles as required.

工具や機器の操作とメンテナンス。2トンまでのトラック、3トンまでのフォークリフト、ゴルフカートを含む車両を運転する。必要に応じて荷物の車両への積み込み、車両からの積み下ろしを行う。

Minimum Qualification
採用基準

1. Position Title, Job Number / 職種名、職番:

Animal Caretaker、#2003
動物世話係、2003番
374FSS/FSWPB

2. Basic Wage Table, Grade /

基本給表、等級:
BWT 2-03 2表3等級 (IHA)

3. Knowledge, Skills, and Abilities/知識、技能、能力:

- Experience with grooming dogs.
犬のトリマーとしての経験。
- Skills to take care of the animals feeding and watering per instructions.
指示に従って餌、水を与えるなどの動物の世話をする技術。
- Knowledge of basic computer operations.
基本的なコンピューター操作の知識。

4. Physical Qualification / 身体的要件:

- Must be able to lift and carry items weighing up to 40 pounds (18kg).
40ポンド(約18キロ)までの物や動物を持ち上げたり、運んだりできること。

5. Others / その他:

- Have experience and/or knowledge of handling animals.
動物を扱った経験及び、もしくはその知識があること。
- Certified professional groomer is preferred.
トリマーの資格があることが望ましい。
- Must receive vaccination against Tetanus after the employment date.
雇用後、破傷風の予防接種を受ける事が出来ること。

Work schedule / 勤務時間:

- Work Hours: 40 hours/week
- Sat, Sun and 3 other weekdays
- Work Days: 5 Days per week
- Work Schedule:

08:00-16:45/08:15-17:00/08:30-17:15/09:15-18:00

*Work Schedule may vary

勤務時間: 週40時間

土曜、日曜および平日の3日間

勤務日: 週5日間勤務

勤務時間:

スケジュールは変更される場合があります。

Remarks / その他:

- The duty location/section/work schedule may be changed at management's request.
For any questions or concerns, please contact the JN Staffing Section.
監督者からの要求により勤務場所・部署・就業計画が変わる可能性があります。ご質問や不明点がございましたら人事部雇用課までお問い合わせください。

Main Duties 主な仕事

Provide grooming service – shampoo, hair cutting, nail filling, etc. – to animals as requested by the owner.

Takes care of the animals that are lodged at the facility by following feeding and watering schedules per owner instructions. Observes and makes judgments on the animals for obvious changes in appearance and activity and reports obvious changes to the manager for further instruction.

Administers medication as required by the owner, manager, and/or supervisor. Checks for fleas and ticks, applies flea powder as required. Bathes animals if required. Exercises the pets daily within the grounds of the facility. Ensures that satisfactory sanitary conditions of the facility and vicinity are maintained at all times to ensure the readiness of the facility to receive animals at unscheduled hours and after office hours.

Notifies the pet owner or point of contact to remove the animal from the facility immediately, if the animal becomes ill or endangers the health of other animals. If the animal is vicious and may cause harm to employees and/or other animals, the owner or responsible person will be asked to remove the animal. Receives incoming calls for reservation and appointments for boarding, adoption, and grooming services of the facility.

Executes various clerical and administrative duties.

飼い主の要望に応じて全身カット、シャンプー、爪切り等を含むグルーミングサービスを提供する。

飼い主の指示による給餌および給水スケジュールに従い、施設に預けられている動物の世話をを行う。動物を観察し、外見や活動の明らかな変化について判断し、状況に応じてマネージャーに報告を行う。

飼い主および／または監督者の要求に応じて投薬を行う。ノミやダニのチェックを行い、必要に応じてノミよけパウダー等を塗布します。必要に応じて動物を入浴させる。施設内の敷地で、毎日ペットを運動させる。予定外の時間帯や営業時間外でも動物を受け入れることができるよう、施設およびその周辺の良い衛生状態を常に維持する。

動物が病気になった場合、または他の動物の健康を脅かす恐れがある場合、直ちに施設から引き取るようペットの飼い主または連絡先に通知する。

動物が凶暴で従業員や他の動物に危害を加える可能性がある場合、飼い主または責任者に動物の引き取りを求める。施設でのペットの預かり（宿泊）、里親探し、およびグルーミングサービスに関する予約やアポイントメントの電話対応を行う。

その他、割り当てられた様々な事務管理作業を行う。

Minimum Qualification

- | | |
|--|---|
| 1. Position Title, Job Number, Organization:
Guard #3001
374 SFS/S30 | 2. Basic Wage Table, Grade, and LPL:
BWT 3-1, LPL:1 |
|--|---|

3. Language Proficiency Level (LPL):1

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
1	400-549	51-65	65-74	430-459	120-139	40-49	475-559	Pre-2nd

4. Education level:

- High School Graduate or local equivalent.

5. License Requirement:

- Current possession of a valid Ordinary Vehicle Driver's License.

6. Physical Qualification:

- Physical health and stamina to accomplish job requirements.

7. Other:

- About eight weeks (maybe more) of initial training will be given.

Work Schedule:

- Work Hours: 40 hours / week
- Work Schedule: Day: 0500-1600 / Mid:1700-0400 (Subject to change)
 Nine months rotational schedule with six months of day shifts followed by three months of midnight shifts.

*Rotating schedule will be set after completion of an initial 8 weeks training.

Remarks:

- The duty location/ section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

Main Duties

Static guard at assigned gates with equipment such as pistols, shotguns, carbine (regular duties require qualification with firearm) Taser, nightsticks, OC (Oleoresin Capsicum) spray etc.; controls vehicle and pedestrian traffic of military and civilian personnel entering and leaving USFJ facilities to ensure safety is maintained for USFJ personnel and facilities. Checks gate passes, vehicle passes, ID cards and other authorizations as required to permit entry into the facility. Provides appropriate written and oral reports of encountered incidents to superiors. Guards will have to drive Security Forces vehicles to and from posting locations and Building 210 (Security Forces Building) due to carrying weapons.

Issues visitors' permits after obtaining necessary clearance from individual or organization involved and ascertaining appropriate documents such as driver's license, passport, or vehicle insurance policy from visitors.

Condition of Employment:

This position is designated as Mission Essential. Incumbents are required to report to work or to remain at work to accomplish the mission of US Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

Minimum Qualification

1. Position Title, Number:
Dental Hygienist, #5016
DHA/JLKB000

2. Basic Wage Table, Grade,
 and LPL:
BWT 5-03, LPL: 2

3. Language Proficiency Level (LPL): 2

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
2	550-729	66-75	75-89	460-549	140-209	50-79	560-869	2nd

4. Knowledge, Skills, and Abilities:

- Knowledge to examine patient's oral condition and provide dental hygiene treatment.
- Skill in maintaining and sterilizing dental instruments.
- Skill in operating computers and office automation software (e.g., Microsoft Word, Excel, Outlook, etc.) to maintain patient records and confirmation of appointment.
- Ability to conduct training classes of oral hygiene care.

5. License and Certification Requirement:

- Current possession of a Dental Hygienist License.

6. Others:

- Must receive vaccination against Influenza (Flu), Measles, Mumps, Rubella, Varicella, Hepatitis B, and Tetanus after the employment date.

Work Schedule:

- Work Hours: 40 hours / week
- Workdays: Monday - Friday
- Work Schedule: 0700-1600

Remarks:

- The duty location, section, or work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

Main Duties

Clean teeth and mouth of patients after examination by a dental officer.

Make appropriate entries in dental electronic records and assist in scheduling and planning appointments.

Instruct patients on proper dental health care and oral hygiene.

Assist the dentist during patient treatment and provide support in other areas of the clinic as needed.

Maintain equipment and ensure the treatment room is kept in a clean condition.

Perform other related or incidental duties as assigned.

Minimum Qualification

1. Position Title: Dental Assistant, #5000 DHA/JLKB000	2. Basic Wage Table, Grade, and LPL: BWT 5-2, LPL: 2
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3. Language Proficiency Level (LPL): 2

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
2	550-729	66-75	75-89	460-549	140-209	50-79	560-869	2nd

4. Knowledge, Skills, and Abilities:

- Experience in operating computers with office automation software, such as Microsoft Word, Excel, Outlook, etc. to prepare spreadsheets and e-mail.

5. Others:

- A minimum of 6 months of prior experience as a dental assistant is preferred.
- Must receive vaccination against Flu, Measles, Mumps, Rubella, Varicella, Hepatitis B and Tetanus after the employment date.

Work Schedule:

- Work Hours: 40 hours/ week
- Workdays: Monday - Friday
- Work Schedule: 7:00 - 16:00

Remarks:

- The duty location / section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

Main Duties

Performs chairside assistance duties during examinations and treatment. Prepares patients for treatment such as reviewing health history.

Preparing instruments and dental treatment room. Cleans treatment area for the next patient in accordance with guidelines.

Schedules appointments and reviews patient charts.

Performs other related or incidental duties as assigned.

Minimum Qualification

1. Position Title, Number, Organization:
Budget Technician #0254
730 AMS/DOH

2. Basic Wage Table, Grade, and LPL:
BWT 1-05, LPL-3

3. Language Proficiency Level (LPL): 3

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
3	730-859	76-85	90-100	550-599	210-249	80-99	870~	Pre-1st

4. Knowledge, Skills, and Abilities:

- One year of work experience in administrative duties including generating various correspondence, letters, reports, spreadsheets, etc. or at least two years of college education.
- Skills in operating computers by using office automation software, such as Microsoft Word, Excel, Outlook, Power point, etc.
- Work experience in budget and/or accounting field is preferred.
- Experience in customer service in any field.

Work Schedule:

- Work Hours: 40 hours / week
- Work Days: Mon-Fri
- Work Schedule: 0730-1630 *Subject to change

Remarks:

- Period of LTE: Not to exceed 12 months * Subject to change
- The duty location/section/ work schedule may be changed at management’s request. For any questions or concerns, please contact the JN Staffing.

Main Duties

Monitors obligations incurred and the actual expenditures of a budget with different funding sources and types of funding. Performs assigned budget execution and expenditures to meet the needs of organization(s) at the lowest operational level. Prepares a variety of reports covering the status of funds, expenses and obligations as required by higher headquarters.

Oversees Government Purchase Card (GPC) transactions and cardholders as the designated Approving Official. Reviews cardholder purchase logs and receipts to ensure full compliance with FAR and local policies.

Accurately prepares required forms, schedules, and reports in accordance with established procedures and guidelines.

Monitors the use/rate of expenditures of funds through continued dialogue with program officials and their staff, review of written documents, and examination of accounting records to ensure alignment with approved budget limit.

Minimum Qualification
採用基準

1. Position Title and Number / 職種名、職番:

Power Generating Equipment Repairman, #2381
発電装置修理工
374CES/CEOPF 施設中隊

2. Basic Wage Table, Grade
基本給表、等級:

BWT 2-7 2表7等級

3. Knowledge, Skills, and Abilities / 知識、技術、能力:

- Work experience in maintenance and repairs electrical components such as generators, voltage regulators, governors, starter motors, battery systems, fuel pumps, fuel lines, and oil pumps are desirable.
発電機、電圧調整器、調速機、始動モーター、バッテリーシステム、燃料ポンプ、燃料ライン、オイルポンプなどの電気部品の保守・修理に関する実務経験があれば望ましい。
- Ability to perform repair, replacement, and overhaul of power support system components for any related duties.
動力支援システム部品の修理、交換、オーバーホールを行う能力。

4. License and Certification Requirement / 必要資格等:

- Current possession of Ordinary Vehicle Driver's License (not automatic transmission limited) is desirable.
普通自動車運転免許(AT 限定不可)を所持していることが望ましい。
- Current possession of the Class-2 Electrical License is desirable.
第二種電気工事士免許を所持していることが望ましい。

5. Others / その他:

- Working at heights, exposure to loud noise, dust, heat, sparks from high temperature welding, chemical fumes, extreme weather (hot/cold/snow/winds), shift and irregular work schedule.
高所作業、大きな騒音、粉塵、熱、高温溶接による火花、化学ヒューム、極端な天候(暑さ/寒さ/雪/風)、交代勤務、不規則なスケジュール。

Work schedule:

- Work Hours: 40 hours/ week 勤務時間: 週40時間
- Workdays: Monday-Friday 勤務日: 月曜日～金曜日
- Work Schedule: 730 – 1615 勤務時間: 730 – 1615

Work schedules are subject to change based on operational conditions.
勤務スケジュールは運営状況により変更される場合がある。

Remarks:

- Period of Limited Term employment: 30 Sep 2027 (Subject to change)
雇用期間: 2027年9月30日まで(期間は変更される場合がある)
- The duty location/section/work schedule may be changed at management's request.
For any questions or concerns, please contact the JN Staffing Section.
監督者からの要求により勤務場所・部署・就業計画が変わる可能性があります。ご質問や不明な点がございましたら人事部雇用課までお問い合わせください。

Main Duties 主な仕事

Installs, inspects, and performs modifications and repairs to electrical power support systems such as electrical combined heat plants, power plants and power distribution equipment.

電気熱併給プラント、発電所、配電設備などの電力供給システムの設置、点検、改造、修理を行う。

Utilizes safety practices and procedures following established safety rules and regulations and maintains a safe and clean work environment.

安全規則・規制に従った安全対策と手順を実施し、安全で清潔な職場環境を維持する。

Operates internal combustion engine-driven power generating equipment such as electric power generators, gasoline engine, diesel engines, water and petroleum distribution pumps, air compressors, frequency converters as required.

発電機、ガソリンエンジン、ディーゼルエンジン、水・石油配給ポンプ、エアコンプレッサー、周波数変換器など、内燃機関駆動の発電設備を操作する。

Minimum Qualification

- | | |
|--|---|
| 1. Position Title:
Cook #2037
374FSS/FSBE-X2 (Enlisted Club) | 2. Basic Wage Table, Grade and LPL:
BWT 2-04 LPL: 1 (IHA) |
|--|---|

3. Language Proficiency Level (LPL): 1

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
1	400-549	51-65	65-74	430-459	120-139	40-49	475-559	Pre-2nd

4. Knowledge, Skills, and Abilities:

- Experience working in a professional kitchen preparing and serving food in a restaurant, etc.

5. Physical Qualification:

- Ability to frequently lift objects up to 40 pounds (18kg).
 * Must state your capability on the application form.

6. Others:

- Requires obtaining Food Handler's Certificate and/or taking food handler's training.

Work Schedule:

- Work Hours: 40 hours / week
- Work Days: 5 days / week
- Work Schedule: Shift Schedule
 1. 0530-1430 (Recess: 1130-1230)
 2. 0600-1500 (Recess: 1200-1300)
 3. 0800-1700 (Recess: 1400-1500)
 4. 1230-2130 (Recess: 1600-1700)
 *Work schedule and rest days are subject to change

Remarks:

- **Period of Limited Term Employment: 31 Mar 2027 (subject to change)**
- The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

Main Duties

Prepares and cooks a variety of menu items including regular entrees, special diet entrees and dessert items as well as entrees for special functions using standard recipes and cooking techniques. Plans, coordinates, and times work assignments to assure food items are prepared on time and are at the proper temperature. Adjusts standardized recipes for large quantity cooking.

Cleans the food preparation area and cooking utensils routinely in accordance with sanitation standards to ensure that the food facility health inspections meet or exceed the grading standard of satisfactory or higher as determined by routine health inspections.

Minimum Qualification

- | | |
|---|--|
| 1. Position Title, Number:
Hotel Desk Clerk, #0156
 374FSS/FSVL (Kanto Lodge) | 2. Basic Wage Table, Grade, and LPL:
BWT 1-03, LPL-2 (IHA/HPT) |
|---|--|

3. Language Proficiency Level (LPL): 2

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
2	550-729	66-75	75-89	460-549	140-209	50-79	560-869	2nd

4. Knowledge, Skills, and Abilities:

- Experience in customer Service such as dealing with English speaking customers in person, working at front counter, receiving telephone call, etc.
- Skills in operating computers.
- Skills to handle receiving payment in the form of cash, credit cards, etc.

5. Physical Qualification:

- Requires lifting and carrying luggage weighing up to 50 pounds (Approx.22 kg).
* Must state your capability in application forms.
- Requires standing for prolonged period of time.

6. License Requirement:

- Current possession of a valid Ordinary Vehicle Driver's License.

Work Schedule:

- Work Hours: 28 hours/ week
- Work Days: 4-5 days /week (Sat and Sun: Day Shift/ Mon and Fri: Swing Shift)
- Off Days: 2 or 3 days of Tue, Wed, Thu
- Work Schedule: Day shift: 0800-1545 (Recess:1145-1230)
 Swing shift: 1515-2300 (Recess:1900-1945)
 Mid shift: 0000-0745 (Recess:0400-0445) *Rotation 3 shift

Remarks:

- Hourly Pay Temporary Employment: Not to exceed 1 year (subject to change)
- The duty location/ section / work schedule may be changed at management's request. For any questions or concerns, please contact the LN Staffing Section.

Main Duties

Receives and confirms room reservations by fax, email, telephone or personal contact.

Prepares a daily activity report to track and analyze customer flow of the facility and may prepare the consolidated daily activity report.

Presents statement to departing guests and receives payment in the form of cash or credit card and make changes as appropriate for each customer transaction.

Assists in restocking/re-arranging saleable merchandise

Provides housekeeping of the lounge, front desk area during duty hours to ensure that cleanliness and orderly are maintained at all times.

Transport lodging guest to/from on base lodging facilities.

Condition of Employment:

This position is designated as Mission Essential. Incumbents are required to report to work or to remain at work to accomplish the mission of US Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

Minimum Qualification

1. Position Title, Number:
Counter Attendant, #2039
374FSS/FSBD-W4 (Route 16)

2. Basic Wage Table, Grade and LPL:
BWT 2-03, LPL-1 (IHA/HPT)

3. Language Proficiency Level: LPL-1

LPL/LD	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
1	400-549	51-65	65-74	430-459	120-139	40-49	475-559	Pre-2nd

4. Knowledge, Skills, and Abilities:

- Work experience in food service, customer service, or a related field is required.
- Experience operating a cash register and handling cash transactions is desirable.

5. Physical Qualification:

- Ability to frequently lift objects up to 15 pounds (7kg).

6. Others

- Requires obtaining following training and certificates after employment:
 Food Handler's, Cash Handling, Payment Card Industry (PCI), DRAM shop.

Work Schedule:

- Work Hours: 40 hours / week
- Work Days: 5 days / week
- Work Schedule : 0600-1500 (Recess 1000-1100)
 1000-1900 (Recess 1300-1400)
 1100-2000 (Recess 1400-1500)
 1200-2100 (Recess 1400-1500)

Remarks:

- Hourly Pay Temporary: Not to exceed 1 year (subject to change)
- The duty location/ section / work schedule may be changed at management's request.
 For any questions or concerns, please contact the Local National Staffing Section.

Main Duties

Responsible for greeting patrons, taking their food and beverage orders. Accepts funds for sales of food, beverages, sundries and resale merchandise. Operate cash register to record sales or merchandise and provide sales receipts for sales transactions to customer.

Assists management in insuring optimum stock availability by periodic stock counts, advising management on slow moving, out of stock, defective or damaged items.

May perform related food service duties such as assisting in setting up the serving line, replenishing beverage dispensers, ensuring kitchen staff is advised when buffet line needs replenishment.

Maintains register area in clean and orderly condition. Performs cleaning duties such as sweeping, mopping, and so forth, in assigned areas, or cleaning entryways.

Minimum Qualification

1. Position Title, Number:
Protocol Specialist, #0283
374 Airlift Wing (Protocol)

2. Basic Wage Table and LPL:
BWT 1-05, LPL: 3

3. Language Proficiency Level (LPL): 3

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
3	730-859	76-85	90-100	550-599	210-249	80-99	870~	Pre-1st

4. Knowledge, Skill and Experience:

- Knowledge of administrative duties and operating computers with various office automation software.
- Work experience to be an interpreter and a translator (English and Japanese).
- Skills in receiving visitors/guests such as arranging accommodation and coordinating official function.
- Skills in managing budget and purchasing.
- Ability to be a liaison with other organizations and distinguished visitors.

Work Schedule:

- Work Hours: 40 hours/ week
- Workdays: Mon - Fri
- Work Schedule: 7:30 – 16:30

Remarks:

- The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

Main Duties

Protocol Specialist acts as project officer for assigned installation and wing functions, responsible for the construction of invite lists, invites, seating plans, program development, scripts, and physical set-up of event venues. In addition, briefs official parties on flow and execution of events. Receives/tracks RSVP's and pro-rata sheets. Interprets, greets and escorts Japanese distinguished visitors during events hosted by the wing commander. Prepares name tags and place cards for all functions.

Reserves billeting for distinguished visitors (DV's). Creates coordinates and sends welcome cards and welcome baskets for distinguished visitors staying overnight at Yokota AB. Reserves/coordinates for transportation of DV's. Liaisons to Mayors' offices, Japan Air Self Defense Forces (JASDF), other offices and private organizations.

Purchases and prepares mementos, presentos and food items for DV visits. Stocks DV lounge. Maintains/updates DV database for office use and historical records. Maintains Japanese and American key personnel rosters and biographical binder.