

# 横田基地職員求人案内 2024 年 3 月 7 日

Yokota Vacancy Announcement for Local National Positions 7 March 2024

**締切日 Closing Date:** 労務管理機構横田支部(エルモ) **3 月 15 日 (金) 17 時 The LMO: 15 Mar 24 (Fri) at 17:00**  
民間人人事部雇用課 **3 月 18 日 (月) 15 時 The CPS: 18 Mar 24 (Mon) at 15:00**

## • 常用雇用従業員募集 Permanent Position

\* 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.

職 種 Job Title	部 隊 Organization	等 級 Grade	語学 LPL/ LD	契 約 Contract	募集範囲 Area of consideration	掲示日 Open Day	
技師職（土木） Engineer (Civil)	施設中隊 374 Civil Engineer Squadron	1-7	3*	MLC	内部・外部 INT/EXT	新規 New	
技師職 / エンジニアリング専門職（環境）** Engineer / Engineering Technician (Environmental)	施設中隊 374 Civil Engineer Squadron	1-7(6)	4(3)	MLC	内部・外部 INT/EXT	2/8	
児童成育プログラム補助職 Child Development Program Assistant	空席数: 4 Vacancies: 4	軍支援中隊 チャイルドケアセンター 374 FSS/FSYC	1-3	2	MLC	内部・外部 INT/EXT	新規 New
救命職 *** Lifeguard	空席数 : 6 Vacancies : 6	軍支援中隊 ナタトリウム 374 FSS/FSWO-P	1-3	1	MLC	内部・外部 INT/EXT	1/11
福利厚生プログラム補助職 (フィットネスセンター) MWR Program Aid (Fitness Center)	軍支援中隊 サムライフィットネスセンター 374 FSS/FSVS	1-3	2	IHA	在日米軍従業員 USFJ Employee	新規 New	
救命職 *** Lifeguard	軍支援中隊 ナタトリウム 374 FSS/FSWO-P	1-3	1	IHA	内部・外部 INT/EXT	1/25	
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	MLC	内部・外部 INT/EXT	11/16	
メス・スチュワード Mess Steward	軍支援中隊 下士官クラブ 374 FSS/FSBE	2-8	1	IHA	内部・外部 INT/EXT	7/7	
メス・スチュワード Mess Steward	軍支援中隊 将校クラブ 374 FSS/FSBD-W2	2-7	1	IHA	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	2-7	0	MLC	内部・外部 INT/EXT	1/11	
冷蔵及び空気調節機械工 ** Refrigeration and Air-Conditioning Mechanic	空席数 : 2, Vacancies : 2	施設中隊 ハウジングメンテナンス 374 Civil Engineer Squadron CELN1	2-7(6)	0	MLC	内部・外部 INT/EXT	1/11
アドバンス訓練生冷蔵及び空気調節機械工 Advanced Trainee Refrigeration and Air-Conditioning Mechanic							

重車両運転手 Heavy Vehicle Driver		装備即応中隊 374 Logistics Readiness Squadron	2-6	1	MLC	内部・外部 INT/EXT	7/7
ボイラー装置操作工 Boiler Plant Operator	空席数：3 Vacancies：3	施設中隊 374 Civil Engineer Squadron	2-6	0	MLC	内部・外部 INT/EXT	1/11
車両運転手 **** Vehicle Driver	空席数：2 Vacancies：2	装備即応中隊 374 Logistics Readiness Squadron	2-5	1	MLC	内部・外部 INT/EXT	2/8
コック Cook		軍支援中隊 将校クラブ 374 FSS/FSBD-W2	2-5	1	IHA	内部・外部 INT/EXT	新規 New
倉庫係 Warehouseman		施設中隊 374 Civil Engineer Squadron	2-4	0	MLC	内部・外部 INT/EXT	新規 New
コック Cook		軍支援中隊 ルート 16 374 FSS/FSBD-W4	2-4	1	IHA	内部・外部 INT/EXT	新規 New
ウェ이터/ウェイトレス Waiter/Waitress		軍支援中隊 下士官クラブ 374 FSS/FSBE	2-2	1	IHA	内部・外部 INT/EXT	2/22
警備員 Guard	空席数：5 Vacancies：5	憲兵中隊 374 Security Forces Squadron	3-1	1	MLC	内部・外部 INT/EXT	9/21

\* 語学等級 4 が必要ですが経験、知識、技術を有していれば語学等級 3 が適用されます。This position required LPL-4, but if applicants have experience, knowledge, skills, LPL-3 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.

\*\*\* 同一の職種名および等級ですが、職務内容の一部が異なります。These are the same job title and grade, however, some of the duty is differ.

\*\*\*\*必要書類の提出が追加になって継続掲示されています。Additional document is required for the submission of the applications.

## ● 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/ LD	契約 Contract	募集範囲 Area	掲示日 Open Day
損害賠償請求審査事務職 Claims Examining Clerk	第 374 空輸航空団 374 Air Wing	1-4	2	MLC	内部・外部 INT/EXT	再掲示 Re-ad
航空機燃料補給車運転手 Aircraft Refueling Vehicle Operator	装備即応中隊 374 Logistics Readiness Squadron	2-7	0	MLC	内部・外部 INT/EXT	2/22
歯科衛生職 Dental Hygienist	国防保健局 Defense Health Agency	5-3	2	MLC	内部・外部 INT/EXT	2/8

• **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/ LD	契約 Contract	募集範囲 Area	掲示日 Open Day
自動車部品事務職 Auto Parts Clerk	軍支援中隊 オートホビーショップ 374 FSS/FSWT-A	1-4	2	IHA	内部・外部 INT/EXT	2/22
販売事務職 (多摩) Sales Clerk (Tama)	軍支援中隊 多摩ゴルフコース 374 FSS/FSWG	1-3	2	IHA	内部・外部 INT/EXT	8/24
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	1/11

- 監督者の要望で職種によっては締切日が変更になる場合があります。  
Closing date will be changed at management request for some vacancies.
- 同職種名で雇用形態や募集範囲が異なる求人が複数ある場合は、必ず希望職種の部隊名、雇用形態 (常用/ 期間限定 / 時給制 等) を明記のうえ提出してください。不明の場合は受理されない場合があります。
- 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確認していただく事ができます。
- 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 (MLC) - アメリカ合衆国軍隊構成員、軍属又はそれらの家族(SOFA)は雇用不可  
Master Labor Contract –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 attached 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](mailto:Yokota.JNStaffing@us.af.mil)

<b>Minimum Qualification</b>																															
1. Position Title: <b>Engineer (Civil) #0525</b> <b>374CES/CEOER</b>					2. Basic Wage Table, Grade, and LPL: <b>BWT 1-07, LPL-3</b>																										
3. Language Proficiency Level (LPL): 3 by management request																															
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th rowspan="2" style="width: 10%;">LPL</th> <th rowspan="2" style="width: 10%;">TOEIC</th> <th style="width: 10%;">ALCPT(LD)</th> <th style="width: 10%;">ALCPT</th> <th colspan="3" style="width: 20%;">TOEFL</th> <th rowspan="2" style="width: 10%;">CASEC</th> <th rowspan="2" style="width: 10%;">EIKEN</th> </tr> <tr> <th>~8 Feb 16</th> <th>8 Feb 16~</th> <th>PBT</th> <th>CBT</th> <th>iBT</th> </tr> <tr> <td>3</td> <td>730-859</td> <td>76-85</td> <td>90-100</td> <td>550-599</td> <td>210-249</td> <td>80-99</td> <td>870~</td> <td>Rre-1st</td> </tr> </table>									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~	Rre-1st
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~	Rre-1st																							
4. Knowledge, Skills, and Experience: <ul style="list-style-type: none"> <li>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.</li> <li>Knowledge of civil engineering to perform design work for new construction, renovations, improvements, and repair to real property facilities.</li> <li>Skilled in operating computers with office automation software, such as Microsoft Word, Excel, Power Point and Outlook.</li> </ul>																															
5. Education and/or License Requirement: <ul style="list-style-type: none"> <li>Bachelor's degree in civil engineering or a First Class Kouzou Sekkei Kenchikushi.</li> </ul>																															
6. License Requirement: <ul style="list-style-type: none"> <li>Current possession of a Valid Ordinary Driver's License.</li> </ul>																															
<b>Work Schedule:</b> <ul style="list-style-type: none"> <li>Work Hours: 40 hours/ week</li> <li>Workdays: Mon-Fri</li> <li>Work Schedule: 0730-1615</li> </ul>																															
<b>Remarks:</b> <ul style="list-style-type: none"> <li>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.</li> </ul>																															
<b>Main Duties</b>																															
Acts as Activity Management Program (AMP)/Sub-AMP manager for complex assigned AMP/Sub-AMP programs. Conducts performance, preventative maintenance and corrective maintenance analysis, resource optimization and life-cycle requirements planning for the base facilities.																															
Serves as professional civil engineer and performs 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. Performs administration for MLC leave, time and attendance records and submitting to the supervisor for approval. Acts as translator for required documents and/or interpreter at meetings.
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

5. Knowledge, Skills, and Experience:

- Work experience in engineering for environmental project.
- Knowledge of programs such as hazardous material/waste management, disposal management, recycling, natural/cultural resources, 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.

6. Education Requirement:

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

7. License Requirement:

- Ordinary Vehicle Driver's License restricted to Automatic Vehicle License

8. Other:

- Working at height, exposed to loud noise, dust, heat, sparks from high-temperature welding, fumes, etc., extreme weather (hot/cold/snow/rain/strong wind), and morning/late night work schedule during no-fly hours.

#### Work Schedule:

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

#### 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/ employment period may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

Main Duties	
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Serves as an Environmental Engineer responsible for planning, developing installation environmental procedures/programs and implementing environmental engineering policy directives and that embrace a range of subjects directly or indirectly concerned with public safety and welfare and protecting the quality of resources and the environment.

Verifies existing inventory of waste generation sources and develops base-wide hazardous waste stream inventory procedures.
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Provides extensive environmental expertise to support assigned environmental projects through application of senior-level professional knowledge and skill in environmental engineering practices.
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Provides professional environmental engineering expertise to develop and update environmental management plans as required by higher headquarters, international agreements, host nation regulations, and the Status of Forces Agreement (SOFA).
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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.
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Coordinates directly with Headquarters Pacific Air Forces (HQ PACAF) and Headquarters Air Force Civil Engineer Center (HQ AFCEC) program managers for projects and issues related to the assigned environmental programs.
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1. Position Title:  
**Engineering Technician (Environmental), #384**

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

Language Proficiency Level (LPL): 3
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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

Main Duties	
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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, Job Number:  
**Child Development Program Assistant #0052  
 374 FSS/FSYC**

2. Pay Plan, Series, Grade, and LPL:  
**BWT 1-03, LPL:2**

4. 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

5. Knowledge, Skills, and Abilities:

- Work experience in childcare duties and/or child developmental program.
- Ability to coordinate by age, the appropriate play and learning activities to foster individual and group activity development.
- Able to lift 40 pounds from one location to another.

6. License and Certification Requirement:

- Must have/obtain Food Handler's Certification.  
 (based on U.S. Food and Drug Administration)
- Able to take and complete Air Force 15 Module Caregiver Training Program within 18 months from the date of hire.

7. Others:

- Must complete immunization shots of following vaccinations; TB Test, Tetanus, Diphtheria, Measles, Mumps, Rubella, Polio, Hepatitis B, and Flu vaccination.

### Work Schedule:

- Work Hours: 40 hours/week
- Workdays: Mon - Fri
- Work Schedule: 8 hours per day between 6:00 to 20:00

### 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

Provides care in compliance with Child Development standards as applicable regulations. Reviews plans periodically to update and adjust to changes. Maintains an accurate count of the children. Maintains an accurate count of the children. Conducts daily health and notifies the supervisor.

Creates a pleasant, inviting atmosphere for children. Ensures the safety and sanitation of children through constant supervision, effective arrangement of space, proper maintenance of equipment.

Assists in planning and conducting an effective child development program.



### Minimum Qualification

1. Position Title, Number:

**Lifeguard #0406  
374FSS/FSWO-P**

2. Basic Wage Table, Grade, LPL:

**BWT 1-3, LPL-1**

3. Language Proficiency Level Requirement: **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:

- Swim 300 yards continuously
  - Tread water for 2 minutes using only the legs
  - Complete a timed event within 1 minute 40 seconds
    - Starting in the water swim 20 yards
    - Surface dive to depth of 7-10 feet to retrieve a 10 pound object
    - Return to the surface and swim 20 yards on the back to return to the starting point
    - Exit the water without using a ladder or steps
- ※A test will be conducted at the time of the job interview

5. Licenses/Certificates Requirements:

- Attendance and obtainment of the Lifeguard certificate, Cardio Pulmonary Resuscitation Professional Rescue certificate and a First Aid certificate from the American Red Cross or American Heart Association. Obtainment of Japanese equivalent certificate will also suffice.

#### Work Schedule:

- Work Hours: 40 hours / week
- Work Schedule: 0430-1315/ 0930–1815 / 1130-2015 (Include Sat & Sun)

#### Remarks:

- 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

Applies up-to-date lifesaving techniques; rescue swimmers and administer first aid/CPR as required, calls for medical assistance if/when needed.

Monitor pool patrons to ensure compliance with pool rules; provides information to swimmers regarding safety rules and procedures

Provides support to individual and group swimming lessons and instructions to children and adults led by NAF employees.

Conducts inspection of equipment used inside and outside of the facility to ensure safe conditions and cleanliness are maintained.

Works at the front desk and answer phone calls; assist in conducting inventories and helps maintains records; accepts and resolves patron complaints in a satisfactory fashion on occasion.

Performs other duties as assigned.

### MLC/IHA Minimum Qualification

1. Position Title. Job Number:  
**MWR Program Aid (Fitness), #0343**  
**374FSS/FSVS**

2. Basic Wage Table, Grade and LD:  
**BWT 1-03, LD-2 (IHA)**

3. Language Degree Requirement: **LD-2**

LPL/LD	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 at any field.
- Basic skills in inputting or maintaining data in the system.
- Ability to perform janitorial /custodial duties.
- Ability to lift items up to 45 pounds (about 20kg)

5. Others:

- Work schedule will vary based on mission needs and may include day shifts, night shifts and/or weekends.

#### Work Schedule:

- Work Hours: 40hours/ week
- Work Days: 5 days/ week (Shift Rotation)
- Work Schedule: A-shift:500 -1400 B-shift:1230-2130 Holiday Shift: 830-1730  
 \*Shift schedule is 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.

### Duties of Recreation Assistant

Greets visitors, issues and receives a variety of fitness equipment such as rackets, balls, weights, towels etc. at the front counter.

Answers telephone calls, takes reservations and inputs into database, provides general information in regards to the operation of the Fitness Center as required.

Maintains the facilities and equipment for both indoor and outdoor to ensure safety and cleanliness; ensures facilities/equipment is used safely and appropriately according to policies and regulations.

Performs other related or incidental duties as assigned.

### Minimum Qualification

1. Position Title, Number:

**Lifeguard #0178  
374FSS/FSWOP**

2. Basic Wage Table, Grade, LD:

**BWT 1-3, LD-1 (IHA)**

3. Language Degree(LD) 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:

- Swim 300 yards continuously
- Tread water for 2 minutes using only the legs
- Complete a timed event within 1 minute 40 seconds
  - Starting in the water swim 20 yards
  - Surface dive to depth of 7-10 feet to retrieve a 10 pound object
  - Return to the surface and swim 20 yards on the back to return to the starting point
  - Exit the water without using a ladder or steps

※A test will be conducted at the time of the job interview

5. Licenses/Certificates Requirements:

- Attendance and obtainment of the Lifeguard certificate, Cardio Pulmonary Resuscitation Professional Rescue certificate and a First Aid certificate from the American Red Cross or American Heart Association. Obtainment of Japanese equivalent certificate will also suffice.

#### Work Schedule:

- Work Hours: 40 hours / week
- Work Schedule: 0430-1315/ 0930–1815 / 1130-2015 (Include Sat & Sun)

#### Remarks:

- 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

Safeguards the lives of pool patrons.

Provides individual and group swimming lessons and instructions to children and adults.

Conducts inspection of equipment used inside and outside of the facility to ensure safe conditions and cleanliness are maintained.

On occasion, may be required to work the front desk and answer phone calls; assist in conducting inventories and helps maintains records; accepts and resolves patron complaints in a satisfactory fashion on occasion. Performs other duties as assigned.

Performs other duties as assigned.

<b>Minimum Qualification</b>								
<b>1. Position Title and Number:</b> <b>Radio and Television Maintenance Man # 2353</b> <b>DMA/SCOI AFN Pacific</b>					<b>2. Basic Wage Table, Grade, and LPL:</b> <b>BWT 2-8, LPL-2</b>			
<b>3. Language Proficiency Level Requirement: LPL-2</b>								
LPL	TOEIC	ALCPT(LD) ~8 Feb 16	ALCPT 8 Feb 16~	TOEFL			CASEC	EIKEN
2	550-729	66-75	75-89	PBT 460-549	CBT 140-209	iBT 50-79	560-869	2nd
<b>4. Knowledge, Skills, and Experience:</b> <ul style="list-style-type: none"> <li>Work experience in computer-based broadcasting equipment maintenance and repair.</li> <li>Skills in conducting computer repair, upgrade, and trouble shooting.</li> <li>Skill to perform clerical duties.</li> </ul>								
<b>5. License Requirement:</b> <ul style="list-style-type: none"> <li>Current possession of Ordinary Vehicle Driver's License. (Not automatic transmission limited)</li> </ul>								
<b>7. Other:</b> <ul style="list-style-type: none"> <li>Graduation from a department such as Information, Electronic or Communication Technology is desirable.</li> </ul>								
<b>Remarks:</b> <ul style="list-style-type: none"> <li>The duty location / section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.</li> </ul>								
<b>Work Schedule:</b> <ul style="list-style-type: none"> <li>Work Hours: 40 hours/ week</li> <li>Workdays: Mon-Fri</li> <li>Work Schedule: 0730-1630</li> </ul>								
<b>Main Duties</b>								
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.								

<b>Minimum Qualification</b>								
1. Position Title, Number: <b>Mess Steward, #2087 374FSS/FSBE</b>					2. Basic Wage Table, Grade, and LD: <b>BWT 2-08, LD: 1 (IHA)</b>			
3. Language Proficiency Level (LD): 1								
LD	TOEIC	ALCPT(LD) ~8 Feb 16	ALCPT 8 Feb 16~	TOEFL			CASEC	EIKEN
1	400-549	51-65	65-74	PBT 430-459	CBT 120-139	iBT 40-49	475-559	Pre-2nd
4. Knowledge, Skills, and Abilities: <ul style="list-style-type: none"> <li>More than ten years professional cooking experience in a variety of menu items using standard recipes and cooking techniques.</li> <li>Experience of overall responsibility for directing food preparation in the kitchen.</li> <li>Ability to oversee approximately 30 kitchen personnel such as cooks, bakers, service workers, and so on.</li> </ul>								
5. Others: <ul style="list-style-type: none"> <li>Requires obtaining Food Handler's Certificate and/or taking food handler's training.</li> </ul>								
<b>Work Schedule:</b> <ul style="list-style-type: none"> <li>Work Hours: 40 hours / week</li> <li>Work Days: 5 Days/week (Shift rotation)</li> <li>Work Schedule: 0530-1430, 0600-1500, 1130-2030, 1230-2130, 1730-0230</li> </ul> *Work schedule is subject to change								
<b>Remarks:</b> <ul style="list-style-type: none"> <li>The duty location/ section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.</li> </ul>								
<b>Main Duties</b>								
At the Enlisted Club, serves as mess steward with overall responsibility for directing food preparation activities in a situation where workload requires approximately 30 kitchen personnel as cooks, bakers, service workers, and other food service personnel in an operation that generates sales of \$1.2 million annually.								
Maintains library reference file for recipes, cook books and periodicals to insure ability to meet customer demands for popular dishes such or unusual foreign food.								
Prepares or supervises preparation for Ice Carving and Sculpture for special functions and ceremonies.								

### Minimum Qualification

1. Position Title, Number:  
**Mess Steward, #2086**  
**374FSS/FSBD-W2**

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

3. Language Proficiency Level (LD): 1

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:

- Knowledge of foodservice operations including maintaining menu plans for the customer needs.
- Work experience as a supervisor of food preparation activities.
- Skills to estimate of the amount of food for lunch/dining/banquet functions and coordinate with warehouse section for the requisition of proper food materials.
- Skills in administrative duties to maintain electronic files for recipe and make reports.
- Ability to provide on-the-job training to subordinates.
- Ability to maintain food safety programs.

5. License and Certification Requirement:

- Current possession of a valid Government Certification for a Cook.

6. Physical Qualification:

- Ability to frequently lifting objects up to 11 kg.

7. Others:

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

#### Work Schedule:

- Work Hours: 40 hours / week
- Work Schedule: Shift rotation and off: 2 days/week
- Day Shift: 0800-1700 / 1000-1900
- Night Shift: 1200-2100 / 1330-2230

#### 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

Coordinates the activities of kitchen personnel to insure the economical, timely and palatable preparing of foods.

Estimates quantities of food by anticipating patronage, studying menu mix statistics, banquet order request and reservations.

Promotes and maintains a high level of food safety with routine instruction of kitchen personnel in accordance of Air Force Sanitation standards and club standards.

Performs other related or incidental duties as assigned.
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 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/CEOF 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、ガバナー、スターターモーター、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・修理の実務経験があれば望ましい。
- Ability to performs repair, replacement, and overhaul of power support system components for any related duties.  
 電気サポートシステム部品に関連する修理、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 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 |

### 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.  
 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。

<b>Main Duties 主な仕事</b>
<p>Installs, inspects, and performs modifications and repairs to electrical power support systems such as electrical power generation systems and power distribution equipment.</p> <p>発電機や配電設備などの電力支援システムの設置、検査、改造、修理を行う。</p>
<p>Performs scheduled maintenance, inspections, operations on power units utilizing manual, automatic operating procedures, and emergency procedures.</p> <p>マニュアル、自動操作手順、緊急手順を駆使して、動力装置のスケジュール保守、点検、操作を行う。</p>
<p>Utilizes safety practices and procedures following established safety rules and regulations and maintains a safe and clean work environment.</p> <p>定められた安全規則に従い、安全対策と手順を活用し、安全で清潔な職場環境を維持する。</p>
<p>Performs clean-up duties such as cleaning equipment, sweeping, straightening, and lining up tools and other property in the assigned area such as Lock Out/Tag Out procedures and Fall Protection".</p> <p>ロック・アウト／タグ・アウトの手順や落下保護など、割り当てられたエリアにおいて、機器の清掃、掃き掃除、整頓、工具やその他の所有物の整列などの後片付け業務を行う。</p>
<p>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.</p> <p>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、内燃エンジン駆動の発電設備を必要に応じて操作する。</p>

Minimum Qualification 採用基準	
1. Position Title, Number／職種名、職番: <b>Refrigeration and Air-Conditioning Mechanic, #2240</b> 冷蔵及び空気調節機械工、2240 番 374CES/CELN1 施設中隊	2. Basic Wage Table, Grade／ 基本給表、等級 <b>BWT 2-07 2 表 7 等級</b>
3. Knowledge, Skills and Experience／知識, 技能と職務経験: <ul style="list-style-type: none"> <li>Work experience of facility equipment repair and maintenance such as air conditioning system and boiler system. 空気調節システムやボイラー装置等の施設の設備機器の修理や保全を行う職務経験。</li> </ul>	
4. Required License and Certification／必要免許及び修了証: <ul style="list-style-type: none"> <li>Gas Welding Certificate. ガス溶接技能講習修了証。</li> <li>High Pressure Gas Class 3 Refrigeration Certificate. 第三種冷凍機器責任者免状（高圧ガス製造保安責任者）</li> </ul>	
<b>Work schedule :</b> <ul style="list-style-type: none"> <li>Work Hours: 40 hours / week      週40時間</li> <li>Work Days: Mon - Fri      月～金曜日</li> <li>Work Schedule: 730-1615      7:30－16:15</li> </ul>	
<b>Remarks:</b> <ul style="list-style-type: none"> <li>This is a target grade. Selection maybe at BWT 2-6 level as a Refrigeration and A/C Mechanic Advanced Trainee depending on qualification of applicant. こちらは目標レベルの職種です。応募者の経験と資格によって見習いレベル2表6等級冷蔵及び空く調節機械工アドバンスド訓練生として採用されます。</li> <li>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。</li> </ul>	
Main Duties 主な仕事	
Installs and maintains residential refrigeration and air conditioning systems and refrigerated water cooling units by conducting periodical inspections of equipment to ascertain proper cooling operations.	

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。

1. Position Title, Number/職種名、職番: <b>Refrigeration and Air-Conditioning Mechanic - Advanced Trainee, BWT 2-6 #2223</b> <b>冷蔵及び空気調節機械工 アドバンス訓練生、2223 番</b>	2. Basic Wage Table, Grade /基本給表、職番、等級: <b>BWT 2-06, 2 表 6 等級</b>
This is developmental position. The duties performed are identical to the Refrigeration and Air-Conditioning Mechanic, BWT 2-7 level expect that the employee receives more supervision and adequate training. The incumbent works closely with the supervisor in performing the duties of the full performance.	
こちらは研修生としての職種です。職務内容は冷蔵及び空気調節機械工、BWT2-7 と変わりませんが、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事が求められます。	

### Minimum Qualification

1. Position Title, Number, Organization:

**Heavy Vehicle Driver #2136  
374LRS/LGRDDO**

2. Basic Wage Table, Grade, and LPL:

**BWT 2-6, 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. Knowledge, Skills, and Abilities:

- Experience in operating heavy automotive vehicles and/or buses to transport passengers and cargo over public roads and highways.

5. License Requirement:

- Current possession of a valid Large Sized Vehicle Driver's License (Class I)
- Current possession of a valid Large Sized Special Vehicle Driver's License (Class I)
- Current possession of a valid Forklift Operator's Certificate (1 ton and over)

6. Physical Qualification:

- Requires manual lifting up to 40 pounds (18 kilograms).

7. Other requirements:

- Submission of the past five yera's Driving Record Certification (Unten Kiroku Syoumeisyo) is required.

#### Work Schedule:

- Work Hours: 40 hours / week
- Work Days: Shift Rotation (2 days off / per week)
- Work Schedule: 14:00 – 23:00      \*Work schedule is subject to change

#### REMARKS:

- Number of Vacancy : Two
- The duty location/section/work schedule may be changed at management's request. For any question or concern, please contact the JN Staffing Section.

### Main Duties

Operates heavy automotive vehicles, including buses, with 4-ton and more but less than 10-ton capacity to transport passengers and cargo between installation facilities or over public roads and highways. Operates forklift trucks to move, load or un-load, transfer, transport, and stack or un-stack heavy supplies.

Operates any US Government-owned, -rented, and -leased vehicles for which he or she is qualified on the required GOJ-issued vehicle driver's license (specified below) to transport passengers and cargo on and off base for official purposes.

Minimum Qualification 採用基準	
1. Position Title, Number／職種名、職番： <b>Boiler Plant Operator, #2049</b> <b>ボイラー装置操作工</b> <b>374 CES/CEOIH 施設中隊</b>	2. Basic Wage Table, Grade 基本給表、等級： <b>BWT 2-06 2 表 6 等級</b>
3. Knowledge, Skills, and Abilities／知識、技術、能力： <ul style="list-style-type: none"> <li>Work experience in operating boiler plant or related system is desirable. ボイラー装置及び関連システムを操作する職務経験があれば望ましい。</li> </ul>	
4. License and Certification Requirement／必要資格等： <ul style="list-style-type: none"> <li>Current possession of a Second Class Boiler License or passes of examination of Second Class Boiler Operator (Requires the license before employment date). 2 級ボイラー技士免許または 2 級ボイラー技士免許試験合格（採用日までに要免許取得）</li> <li>Current possession of Ordinary Vehicle Driver's License (not automatic transmission limited) is desirable. 普通自動車運転免許（オートマ限定不可）があれば望ましい。</li> </ul>	
<b>Work schedule：</b> <ul style="list-style-type: none"> <li>Work Hours: 160 hours/month (average 40 hours/week) 勤務時間：月160時間(平均週40時間)</li> <li>Workdays: Rotating shift 勤務日：交代勤務制</li> <li>Work Schedule: Rotation of 3 days of 1800-700, 2 days off, 2 days of 630-1830, 1 day off (10 hours workday twice a month for adjustment) 勤務時間：3日間の1800-0700勤務、2日間休み、2日間の0630-1830勤務、1日休みを繰り返す (ただし月2回10時間勤務により時間調整をする)</li> </ul>	
<b>Remarks:</b> <ul style="list-style-type: none"> <li>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。</li> </ul>	
Main Duties 主な仕事	
Prepares and maintains various types of oil fired boilers and auxiliary equipment to generate steam; monitors safety controls, regulators, and automatic equipment; makes manual adjustments to correct steam pressure, fuel-air ratio and other operating factors; performs preventive maintenance on tools and equipment; accurately reads gauges and meters and records boiler operating data on operating logs as required; provides status of ongoing operations to Foreman; coordinates with Foreman to accommodate unforeseen emergencies such as boiler failure and emergency repairs.	
Exercises safe operation; ensures tools, equipment, parts and supplies are in good working conditions and used properly; reports all unsafe conditions, mishaps to Foreman. Maintains a clean job environment. Complies with all hazardous waste accumulation and disposal procedures, annual maintenance and inspection, and Lock-Out/Tag-Out programs.	

Assists the Heating Distribution shop performing maintenance on heating and hot water systems.
各種灯油式ボイラー及び補助装置の準備及びメンテナンスを行う;安全制御装置、レギュレーター、自動装置を監視し;蒸気圧、燃料空気混合比、その他を修正するために、手動調整を行い;工具、機器の予防整備をし;ゲージ、メーターを正確に読み取り、必要に応じてボイラー稼動記録をつけ;班長に稼動状況を報告し、ボイラーの故障及び緊急修理等の不測の事態に対応すべく班長と調整をとる。
安全に作業する;工具、機器、部品、補給品が、良好な状態にあり適切に使用されていることを確認し;危険な状況、事故は、すべて班長に報告する。
暖房、給湯システムのメンテナンスを行い、ヒーティングディストリビューション部の手助けをする。 (意識)
<b>Condition of Employment:</b> 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. この職種はミッションエッセンシャルに指定されております。緊急時または急迫した状況時に、在日米軍の任務を遂行するために出勤したり職場に留まることが要請されます。ただし戦闘活動または動員には適用されません。



<b>Minimum Qualification</b>																															
1. Position Title, Number: <b>Vehicle Driver # 2293</b> <b>374LRS/LGRDDO</b>					2. Basic Wage Table and LPL: <b>BWT 2-05, LPL - 1</b>																										
3. Language Proficiency Level (LPL):1 <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th rowspan="2" style="width: 8%;">LPL</th> <th rowspan="2" style="width: 12%;">TOEIC</th> <th style="width: 12%;">ALCPT(LD)</th> <th style="width: 12%;">ALCPT</th> <th colspan="3" style="width: 24%;">TOEFL</th> <th rowspan="2" style="width: 12%;">CASEC</th> <th rowspan="2" style="width: 12%;">EIKEN</th> </tr> <tr> <th>~8 Feb 16</th> <th>8 Feb 16~</th> <th>PBT</th> <th>CBT</th> <th>iBT</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">400-549</td> <td style="text-align: center;">51-65</td> <td style="text-align: center;">65-74</td> <td style="text-align: center;">430-459</td> <td style="text-align: center;">120-139</td> <td style="text-align: center;">40-49</td> <td style="text-align: center;">475-559</td> <td style="text-align: center;">Pre-2nd</td> </tr> </tbody> </table>									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
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: <ul style="list-style-type: none"> <li>Work experience in operating automotive vehicles to transport passengers and/or cargo for official purposes.</li> </ul>																															
5. License Requirement: <ul style="list-style-type: none"> <li>Current possession of a valid Pre-Middle Sized Vehicle Driver's License or Ordinary Vehicle Driver's License with manual transmission Class I</li> </ul> <p style="margin-left: 40px;">*License to drive above 2.5ton truck and a manual driver's license both are required.</p>																															
6. Physical Qualification: <ul style="list-style-type: none"> <li>Requires manual lifting up to 40 pounds (about 18 kilograms).</li> </ul>																															
7. Other requirements: <ul style="list-style-type: none"> <li>Submission of the past five year's Driving Record Certification (Unten Kiroku Syoumeisyo) is required.</li> </ul>																															
<b>Work Schedule:</b> <ul style="list-style-type: none"> <li>Work Hours: 40 hours / week</li> <li>Work Days: Monday - Friday</li> <li>Work Schedule: 13:30 - 22:30</li> </ul>																															
<b>Remarks:</b> <ul style="list-style-type: none"> <li>The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.</li> </ul>																															
<b>Main Duties</b>																															
Operates any US Government-owned, -rented, and -leased vehicles for which he or she is qualified on the required GOJ-issued vehicle driver's license (specified above) to transport passengers and cargo on and off base for official purposes. Uses communication equipment (e.g., mobile radio) to contact VOCC dispatchers.																															
Performs duties and responsibilities of the documented cargo operator to provide pickup and delivery services of supplies and equipment to base units by using a time definite delivery concept of operations. Performs duties to maintain Government Motor Vehicle (GMV). Performs before-/during-/after-vehicle operation inspections and operator maintenance.																															
Adheres to applicable occupational safety and security regulations (e.g., seat belt usage policy, vehicle abuse policies, vehicle misuse program, accident procedures, flight line driving regulations, recovery procedures, procedures for driving in adverse weather conditions or terrain).																															

<b>Minimum Qualification</b>								
1. Position Title, Number: <b>Cook, #2038</b> <b>374FSS/FSBD-W2</b>					2. Basic Wage Table, Grade, and LD: <b>BWT 2-05 (IHA) LD: 1</b>			
3. Language Proficiency Level (LD): 1								
LPL	TOEIC	ALCPT(LD) ~8 Feb 16	ALCPT 8 Feb 16~	TOEFL			CASEC	EIKEN
1	400-549	51-65	65-74	PBT 430-459	CBT 120-139	iBT 40-49	475-559	Pre-2nd
4. Knowledge, Skills, and Abilities: <ul style="list-style-type: none"> <li>Knowledge of overall foodservice operations in compliance with applicable regulations including kitchen equipment operations and safety of the facility.</li> <li>Skill to plan and prepare a wide variety of meals in a timely fashion for customers and for official functions.</li> <li>Ability to provide on-the-job training to subordinate cooks.</li> <li>Ability to do inventory and input in the computer.</li> </ul>								
5. Physical Qualification: <ul style="list-style-type: none"> <li>Ability to frequently lifting objects up to 18 kg.</li> </ul>								
7. Others: <ul style="list-style-type: none"> <li>Requires obtaining Food Handler's Certificate and/or taking food handler's training.</li> </ul>								
<b>Work Schedule:</b> <ul style="list-style-type: none"> <li>Work Hours: 40 hours / week</li> <li>Work schedule: Shift rotation and off: 2 days/week</li> <li>Work Schedule: Day shift: 0800-1700 Night shift: 1100-2000 / 1330-2230</li> </ul>								
<b>Remarks:</b> <ul style="list-style-type: none"> <li>The duty location/ section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.</li> </ul>								
<b>Main Duties</b>								
As a senior cook, assists the supervisor in oversight and providing direction in the kitchen.								
Responsible for menu development, and food preparation of a full range of raw or pre-cooked foods; meats, poultry, fish, vegetables, sauces, etc. of the club.								
Cleans/oversees cleaning of the food preparation area and cooking utensils routinely in accordance with health, safety, sanitation practices and procedures, rules and regulations to maintain a safe and clean work environment.								
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 採用基準	
1. Position Title, Number: <b>Warehouseman, #2299</b> 倉庫係、2299 番 374CES/CEIHF 施設中隊 家具営繕部	2. Basic Wage Table, Grade: 基本給表、等級 <b>BWT 2-04, 2 表 4 等級</b>
3. Knowledge, Skills, and Experience／知識、技能、経験： <ul style="list-style-type: none"> <li>• Work experience in moving, stacking, loading, and unloading items using forklifts. フォークリフトによる荷物の移動、積み上げ、積み下ろしの実務経験がある。</li> <li>• Experience and/or training in operating computers such as data input/check in a system. システムでのデータ入力/チェックなど、コンピュータ操作の経験またはトレーニングを受けている。</li> </ul>	
5. License Requirement／必要資格等： <ul style="list-style-type: none"> <li>• Ordinary Vehicle Driver's License 普通自動車運転免許証</li> <li>• Forklift Operator's Certificate フォークリフト技能講習終了証</li> </ul>	
6. Others／その他： <ul style="list-style-type: none"> <li>• Requires lift objects up to approximately 20 kg. 約 20 キロのまでの物を持ち上げることができる。</li> </ul>	
<b>Work Schedule</b> 勤務時間: <ul style="list-style-type: none"> <li>• Work Hours: 40 hours / week      勤務時間：週 40 時間</li> <li>• Workdays: Mon – Fri              勤務日：月曜日～金曜日</li> <li>• Work Schedule: 730-1615          勤務時間：730 - 1615</li> </ul>	
<b>Remarks:</b> <ul style="list-style-type: none"> <li>• 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。</li> </ul>	

Main Duties 主な仕事
Performs a broad range of receiving assignments. Verifies shipments by checking cargo documents, counting items, and identifying shipping damage. Reports receipt information to the supervisor or appropriate personnel. Transports and stores materials from receiving areas to storage. Performs a broad range of standard storage assignments. Stores, stacks, palletizes, and protects items considering their use, size, shape, code, category, and special handling requirements.
幅広い荷受業務を行う。貨物の書類をチェックし、貨物を数え、貨物の破損を確認する。受領情報を監督者または適切な担当者に報告する。入荷エリアから保管エリアへ資材を輸送・保管する。標準的な保管業務を幅広く行う。物品の用途、サイズ、形状、コード、カテゴリー、特別な取り扱い要件を考慮し、保管、積み重ね、パレット積み、保護を行う。

<b>Minimum Qualification</b>								
1. Position Title, Number: <b>Cook #2037</b> <b>374FSS/FSBD-W4 (Route 16)</b>					2. Basic Wage Table, Grade, and LD: <b>BWT 2-04 (IHA) LD: 1</b>			
3. Language Proficiency Level (LD): 1								
LPL	TOEIC	ALCPT(LD) ~8 Feb 16	ALCPT 8 Feb 16~	TOEFL			CASEC	EIKEN
1	400-549	51-65	65-74	430-459	120-139	40-49	475-559	Pre-2nd
4. Knowledge, Skills, and Abilities: <ul style="list-style-type: none"> <li>Work experience in food preparation and cooking for customers.</li> </ul>								
5. Physical Qualification: <ul style="list-style-type: none"> <li>Ability to frequently lifting objects up to 40 pounds (18 kg).</li> </ul>								
6. Others: <ul style="list-style-type: none"> <li>Requires obtaining Food Handler's Certificate and/or taking food handler's training.</li> </ul>								
<b>Work Schedule:</b> <ul style="list-style-type: none"> <li>Work Hours: 40 hours / week</li> <li>Work Schedule: Shift rotation and off: 2 days/week</li> <li>Day Shift: 0600-1500 / 1000-1900</li> <li>Night Shift: 1200-2100</li> </ul>								
<b>Remarks:</b> <ul style="list-style-type: none"> <li>The duty location/ section / work schedule may be changed at management's request. For any questions or concerns, please contact the Civilian Personnel Section</li> </ul>								
<b>Main Duties</b>								
Assist in the preparing and cooking a variety of menu items including regular and special food and dessert items using standard recipes and cooking techniques.								
Utilizes health, safety, and sanitation practices, procedures, rules, and regulations to maintain a safe and clean work environment.								
Performs other related or incidental duties as assigned.								
<b>Condition of Employment:</b>  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:<br><b>Waiter/ Waitress, #2143</b><br><b>374FSS/FSBE</b> | 2. Basic Wage Table, Grade and LD:<br><b>BWT 2-02, LD-1 (IHA)</b> |
|--|---|

3. Language Degree (LD) Requirement: LD-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. Physical Qualification:

- Ability to frequently lifting and carrying objects up to 10 kilograms.  
 (\*Must state your capability to carry 10 kg.)

Work Schedule:

- Work Hours: 40 hours/ week
- Work Days: 5 days/ week (Depends on shift schedule)
- Work Schedule: 6:00-14:45, 9:45-18:30, 11:00-19:45, 12:45-21:30, 13:45-22:30  
 (Work schedule is 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

Serves as a waiter/waitress at the dining area, providing service requiring rigid standards of efficiency. Secures clean linen and silverware, depending on the menu and food to be served. Sets assigned tables, spreading clean linens and placing glasses, condiment holders and silverware on table to ensure that dishes, glasses and silverware meet cleanliness standards, and that linens are spotless and condiment containers are filled.

### Minimum Qualification

1. Position Title, Job Number, Organization:  
**Guard #3001 374SFS/S3O**

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 for vehicle with automatic and manual transmission. (Not automatic transmission limited).

6. Physical Qualification:

- Physical health and stamina to accomplish job requirements.

7. Other:

- About six weeks of initial training will be given.

#### Work Schedule:

- Work Hours: 40 hours / week
- Work Days: Rotate five on, two off x 4Day shift and five on, two off x 4Swing shift  
\*One cycle is 16 weeks
- Work Schedule: Day: 0500-1400 / Swing:1300-2200 (Subject to change)  
\*Rotating schedule will be set after completion of an initial six-months 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

Stands guard at assigned gates with equipment such as pistols, shotguns, nightsticks, "Capstun", etc.; controls traffic of military and civilian personnel entering and leaving Yokota Air Base to ensure safety is maintained for USFJ personnel and facilities. Checks gate passes, vehicles passes, ID cards and other authorizations as required to permit entry into the facility.

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.



<b>Minimum Qualification</b>																															
1. Position Title: <b>Claims Examining Clerk #0364 374 AW/JA</b>					2. Basic Wage Table, Grade, and LPL: <b>BWT 1-4, LPL-2</b>																										
4. Language Proficiency Level (LPL):2 <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2">LPL</th> <th rowspan="2">TOEIC</th> <th>ALCPT(LD)</th> <th>ALCPT</th> <th colspan="3">TOEFL</th> <th rowspan="2">CASEC</th> <th rowspan="2">EIKEN</th> </tr> <tr> <th>~8 Feb 16</th> <th>8 Feb 16~</th> <th>PBT</th> <th>CBT</th> <th>iBT</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">550-729</td> <td style="text-align: center;">66-75</td> <td style="text-align: center;">75-89</td> <td style="text-align: center;">460-549</td> <td style="text-align: center;">140-209</td> <td style="text-align: center;">50-79</td> <td style="text-align: center;">560-869</td> <td style="text-align: center;">2nd</td> </tr> </tbody> </table>									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
LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN																							
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2	550-729	66-75	75-89	460-549	140-209	50-79	560-869	2nd																							
5. Knowledge, Skills, and Abilities: <ul style="list-style-type: none"> <li>Experience in clerical and administrative duties to include review, process documents and maintain records on a variety of subjects.</li> <li>Knowledge and skills in operating computers with office automation software, such as Microsoft Word, Excel, Outlook, etc.</li> <li>Ability to assist the Claims Examiner in translating claims documents to include medical terms, Japanese and U.S. legal concept from Japanese to English.</li> <li>Ability to provide on the spot claims assistance.</li> </ul>																															
<b>Work Schedule:</b> <ul style="list-style-type: none"> <li>Work Hours: 40 hours / week</li> <li>Workdays: Mon - Fri</li> <li>Work Schedule: 8:00 – 17:00</li> </ul>																															
<b>Remarks:</b> <ul style="list-style-type: none"> <li>Period of Limited Term: Not to exceed 31 Mar 2025</li> <li>The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.</li> </ul>																															
<b>Main Duties</b>																															
Assist the Claims Examiner in reviews and processes of all property damage tort claims in favor of the United States from which the United States asserts and collects claims for damage to its property through negligence or wrongful act within our jurisdiction in Japan in accordance with AFI 51-306.																															
Assist the Claims Examiner in Identifying legal issues in all claims. Analyzes questions of causation, scope of employment, comparative negligence, etc.																															
Assist the Claims Examiner in translating claims documents such as estimates of repair, witness statements, insurance documents, and damage and/or injury reports from Japanese into English.																															
Assist the Claims Examiner in collecting and compiling data necessary for the assertion of claims on behalf of the United States Government as prescribed under the Medical Cost Reimbursement Claims (42 USC 2651-2653) and other pertinent Air Force guidelines and regulations.																															
Provides on the spot claims assistance to clients.																															
Sending notifications to the units and GOJ, such as, international hold letters, release letters, and ODC to GOJ																															

Minimum Qualification 採用基準	
1. Position Title、Number／職種名、職番: <b>Aircraft Refueling Vehicle Operator</b> <b>航空機燃料補給車運転手</b> <b>374LRS/LGRFOD</b>	2. Basic Wage Table: 基本給表、等級： <b>BWT 2-7, 2 表 7 等級</b>
4. Knowledge, Skills, and Abilities／知識、技能、能力： <ul style="list-style-type: none"> <li>• Work experience in operating any mobile refueling equipment. 燃料補給車両の運転経験</li> <li>• Basic knowledge of refuel and defuel. 燃料の補給や抜き取りに関する基本的な知識</li> <li>• Experience of basic clerical duties, such as operating data systems. データシステムの操作などの簡単な事務作業の経験</li> </ul> 5. License and Certificate Requirement／必要資格等： <ul style="list-style-type: none"> <li>• Current possession of a valid Large Sized Vehicle Driver's License. 大型自動車運転免許証の所持</li> <li>• Valid Hazardous Materials Officers License. 危険物取扱者免状の所持</li> </ul> 6. Physical Qualification／身体的要件： <ul style="list-style-type: none"> <li>• Ability to lift and pull refueling hoses up to approximately 75lbs (35kg) across a distance of 60 feet (18m). 約35キロの給油用ホースを18メートル程度移動させることが出来る</li> </ul>	
<b>Work Schedule:</b> <ul style="list-style-type: none"> <li>• Work Hours: 40 hours/ week 勤務時間：週40時間</li> <li>• Work Days: Mon – Fri 勤務日：月曜日～金曜日</li> <li>• Work Schedule: 0645 – 1530 勤務時間：6時45分～15時30分</li> </ul>	
<b>Remarks:</b> <ul style="list-style-type: none"> <li>• Period of LTE employment : 19 Mar 2025 (subject to change) 雇用期間：2025年3月19日迄 (期間は変更になることがあります)</li> <li>• 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。</li> </ul>	

## Main Duties

### 主な職務内容

Operates a variety of mobile refueling equipment such as the R-11A/B (6,000 gallon tank truck), R-12A/B/C (Hydrant Servicing Vehicle) and C-300 (Ground Fuel Servicing Vehicle) to service (refuel/defuel) aircraft, vehicles, generators, support tanks and other equipment necessary to support base operations. Documents inspections and discrepancies on AF Form 1800/4427. Documents aircraft and ground servicing operations on the appropriate forms. Performs daily inspections on the utilized vehicles using appropriate checklists. Attends daily Distribution safety briefings. Cleans and maintains up-keep of general purpose and special purpose vehicles as needed and those indicated by vehicle maintenance program.

R-11A/B、(タンクローリー)、R-12A/B/C(ハイドラントサービス車両) 及び C-300(地上燃料供給装置)などの様々な燃料補給車両を運転し、航空機、車両、ジェネレーター、サポートタンク、その他の基地運営に必要とされる設備に対し、燃料を補給したり、抜き取ったりする作業を行う。検査及び問題等を空軍書式 1800/4427 に記録する。航空機及び地上燃料に関わる作業を適切な書式に記録する。適切なチェックリストを用いて、使用車両の毎日の点検を行う。毎日のディストリビューション安全ブリーフィングに参加する。必要時及び車両メンテナンスプログラムの指示に従い、一般車両、特殊車両の清掃及び維持作業を行う。

### 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.
- Skills to maintain and sterilize dental instruments.
- Skills in operating computer with office automation software, such as Microsoft Word, Excel, Outlook, etc. to maintain patient records and confirmation of appointment.
- Ability to conduct a class of training for oral hygiene care.

5. License and Certification Requirement:

- Current possession of a Dental Hygienist License.

6. Others:

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

#### Work Schedule:

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

#### Remarks:

- Period of Limited Term: Not to exceed 2 Feb 2025
- 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

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

Makes appropriate entries on dental records and assist in planning appointment.

Instruct on proper dental health care.

Assist the dentist during treatment of patients and aiding other areas of the clinic.

Maintain equipment and room in clean condition.

Performs other related or incidental duties as assigned.

### Minimum Qualification

- |   |   |
|---|---|
| 1. Position Title:<br><b>Auto Parts Clerk #0019 (HPT)</b><br><b>374FSS/FSWT-A</b> | 2. Basic Wage Table, Grade, and LD:<br><b>BWT 1-4, LD-2 (IHA)</b> |
|---|---|

3. Language Degree (LD) Requirement: **LD-2**

LPL/LD	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 cash register.
- Experience in customer service such as assisting customers and answering telephone calls.
- Experience in performing clerical duties including using computers.
- Knowledge of auto parts is desirable.

5. Others:

- Current possession of Ordinary Vehicle Driver's License (automatic transmission).

#### WORK SCHEDULE:

- Work Hours: 25 hours / week
- Work Days: Fri-Tue
- Day Off: Wed & Thu
- Work Schedule: 0930 – 1430

#### REMARKS:

- Hourly Pay Temporary: Not to exceed one year.
- The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the Civilian Personnel Section.

### Main Duties

Collects payments and provides customer refunds when applicable system; when variances are found, searches all respective areas, contact respective personnel to make sure that all payments are collected prior to closing out and making daily deposit

Provides quality customer service to participants of the Auto Hobby program. Answers phones and handles shop customers requesting information on offered auto hobby programs and activities, and other FSS operations

Performs as a functional record custodian (RC) to maintain office files.

Performs other related or incidental duties as assigned.

<b>Minimum Qualification</b>																															
1. Position Title, Number: <b>Sales Clerk #0372 (HPT)</b>					2. Basic Wage Table, Grade, and LD: <b>BWT 1-03, LD-2 (IHA)</b>																										
3. Position Location: <b>374 Force Support Squadron (Tama Hills Golf Course)</b>																															
4. Language Proficiency Level (LPL): 2																															
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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																							
5. Work Experience: <ul style="list-style-type: none"> <li>Work experience of customer service field.</li> <li>Knowledge and skill in operating computers and multiple office automation software.</li> </ul>																															
<b>Work Schedule:</b> <ul style="list-style-type: none"> <li>Work Hours: 40 hours / week</li> <li>Work Schedule:               <div style="display: flex; justify-content: space-between; margin-left: 20px;"> <div>Nov-Mar</div> <div>0730-1615 or 0600-1445</div> </div> <div style="display: flex; justify-content: space-between; margin-left: 20px;"> <div>Apr-Jun, Sep-Oct (Weekdays)</div> <div>0800-1645 or 0530-1415</div> </div> <div style="display: flex; justify-content: space-between; margin-left: 20px;"> <div>(Weekends)</div> <div>0830-1715 or 0500-1345</div> </div> <div style="display: flex; justify-content: space-between; margin-left: 20px;"> <div>Jul-Aug</div> <div>(Weekdays) 0800-1645 or 0500-1345</div> </div> <div style="display: flex; justify-content: space-between; margin-left: 20px;"> <div>(Weekends)</div> <div>0830-1715 or 0500-1345</div> </div> </li> <li>Rest days: Mon and Wed</li> </ul>																															
<b>Remarks:</b> <ul style="list-style-type: none"> <li>Hourly Pay Temporary: Not to exceed one year.</li> <li>The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the Civilian Personnel Section.</li> </ul>																															
<b>Main Duties</b>																															
Responsible for pro shop merchandise, issuing rental equipment, keeping log books updated and ensuring that the inventory is correct. Performs over-the-counter selling of a variety of golf merchandise.																															
Operates computerized cash register; receives money, provides change, processes credit card sales or charges to members' accounts; accomplishes necessary accounting forms.																															
Answers phone and take messages. Schedules tee times and lessons per request via phone or directly from the customers. Encourages patron interest in scheduled golf events and tournaments.																															
Performs other related or incidental duties as assigned.																															

<b>Minimum Qualification</b> <b>採用基準</b>	
1. Position Title, Job Number / 職種名、職番: <b>Animal Caretaker、#2003 (HPT)</b> <b>動物世話係、2003 番 374FSS/FSWPB</b>	2. Basic Wage Table, Grade / 基本給表、等級: <b>BWT 2-03 2 表 3 等級 (IHA)</b>
3. Knowledge, Skills, and Abilities/知識、技能、能力: <ul style="list-style-type: none"> <li>• Experience with grooming dogs. 犬のトリマーとしての経験。</li> <li>• 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。</li> <li>• Knowledge of basic computer operations. 基本的なコンピューター操作の知識。</li> </ul>	
4. Physical Qualification / 身体的要件: <ul style="list-style-type: none"> <li>• 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。</li> </ul>	
5. Others / その他: <ul style="list-style-type: none"> <li>• 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。</li> <li>• Certified professional groomer is preferred. トリマーの資格があることが望ましい。</li> </ul>	
<b>Work schedule／勤務時間:</b> <ul style="list-style-type: none"> <li>• Work Hours: 32 hours/ 4 days in a week      勤務時間: 週32時間/週4日勤務</li> <li>• Days: Sat, Sun and 2 weekdays              勤務日: 土、日および平日の2日間</li> <li>• Work Schedule: 0800-1700                  勤務時間: 08:00-17:00</li> </ul> *Work Schedule be changed                  スケジュールは変更される場合があります	
<b>Remarks／その他:</b> <ul style="list-style-type: none"> <li>• Hourly Pay Temporary: Not to exceed one year. 時給制臨時雇用: 雇用開始日から1年を超えない期間</li> <li>• 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。</li> </ul>	
<b>Main Duties 主な仕事</b>	
Provide grooming service – shampoo, hair trimming, nail filling, etc. – to animals as requested by the owner.	

Provides care and attention to animals being housed at the Pet Boarding Facility in accordance with established policies, procedures and techniques. Determines the proper amount and type of food to give the respective animals, and ensures to follow established feeding and watering schedules.

Executes various clerical and administrative duties.

飼い主の要望に応じてシャンプー、トリミング、爪切り等のグルーミングサービスを提供する。

ペットケアセンターで預かっている動物たちに、定められた方針や手順、技術に従って注意を払いながら世話をを行う。個別の動物毎に与えるべき餌の適切な量と種類を決定し、決められた餌やり、水やりのスケジュールに従って世話をする。

その他、割り当てられた様々な事務管理作業を行う。