

# 横田基地職員求人案内 2024年7月25日

Yokota Vacancy Announcement for Local National Positions 25 July 2024

締切日 Closing Date: 労務管理機構横田支部(エルモ) 8月2日(金) 17時 The LMO: 2 Aug 24 (Fri) at 17:00  
民間人人事部雇用課 8月5日(月) 15時 The CPS: 5 Aug 24 (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/ LD	契約 Contract	募集範囲 Area of consideration	揭示日 Open Day
技師職 (土木) * Engineer (Civil)	施設中隊 374 Civil Engineer Squadron	1-7	4(3)	MLC	内部・外部 INT/EXT	5/2
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	5/2
予算専門職 Budget Technician	装備即応中隊 374 Logistics Readiness Squadron	1-5	3	MLC	在日米軍従業員 USFJ Employee	6/13
管理専門職 Administrative Specialist	航空機動中隊 730 Air Mobility Squadron	1-4	2	MLC	在日米軍従業員 USFJ Employee	<b>新規 New</b>
管理専門職 Administrative Specialist	施設中隊 374 Civil Engineer Squadron	1-4	2	MLC	内部・外部 INT/EXT	6/27
書簡分類事務職 Mail Sorting Clerk	太平洋空軍 航空郵便中隊 PACAF Air Postal	1-3	2	MLC	内部・外部 INT/EXT	7/11
児童成育プログラム補助職 Child Development Program Assistant	空席数 : 3 Vacancies : 3 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	6/27
倉庫事務職 Storekeeping Clerk	軍支援中隊 将校クラブ 374 FSS/FSBD-W1	1-3	2	IHA	内部・外部 INT/EXT	4/4
救命職 Lifeguard	空席数 : 3 Vacancies : 3 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
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-X2	2-8	1	IHA	内部・外部 INT/EXT	7/7

電気工 Electrician	空席数：2 Vacancies：2	施設中隊 374 Civil Engineer Squadron	2-7	0	MLC	内部・外部 INT/EXT	7/11
冷蔵及び空気調節機械工 ** Refrigeration and Air-Conditioning Mechanic		施設中隊 HVAC 374 Civil Engineer Squadron CEOIH	2-7(6)	0	MLC	内部・外部 INT/EXT	5/16
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
コック フォーマン A Cook Foreman A		軍支援中隊 将校クラブ 374 FSS/FSBD-W2	2-6	1	IHA	内部・外部 INT/EXT	6/13
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
営繕工 Maintenance Worker		軍支援中隊 多摩ヒルズ 374 FSS/FSWL	2-5	0	IHA	内部・外部 INT/EXT	再掲示 Re-ad
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	6/27
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	3/7
動物世話係 Animal Caretaker	空席数：2 Vacancies：2	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	7/11
ウェ이터/ウェイトレス Waiter/Waitress		軍支援中隊 ライズアンドグラインド 374 FSS/FSBE-XG	2-2	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-X2	2-2	1	IHA	内部・外部 INT/EXT	6/13
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	1/11
歯科補助職 Dental Assistant		国防保健局 Defense Health Agency	5-2	2	MLC	内部・外部 INT/EXT	新規 New

\* 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 required language proficiency level (LPL)-4 or 3, but if applicants have work experience, knowledge, skills apply to the position, 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.

● **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	揭示日 Open Day
発電装置修理工 空席数 : 4, Vacancies : 4 Power Generating Equipment Repairman	施設中隊 374 Civil Engineer Squadron	2-7	0	MLC	内部・外部 INT/EXT	5/16
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
家庭用品修理工 Domestic Appliance Repairer	施設中隊 374 Civil Engineer Squadron	2-6	0	MLC	内部・外部 INT/EXT	<b>新規 New</b>

● **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	揭示日 Open Day
販売事務職 Sales Clerk	軍支援中隊 アーツアンドクラフトセンター 374 FSS/FSWT	1-3	2	IHA	内部・外部 INT/EXT	7/11
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	7/11

- 監督者の要望で職種によっては締切日が変わる場合があります。  
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

不明な点がござい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)



### Minimum Qualification

- |   |  |
|---|--|
| <b>1. Position Title:</b><br><b>Engineer (Civil) #0525</b><br><b>374CES/CEOER</b> | <b>2. Basic Wage Table, Grade, and LPL:</b><br><b>BWT 1-07, LPL-4(3)</b> |
|---|--|

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

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:**

- 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.

**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

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

- |  |   |
|--|---|
| <b>1. Position Title:</b><br><b>Engineer (Environmental) #0525</b><br><b>374 CES/CEIEC</b> | <b>2. Basic Wage Table, Grade, and LPL:</b><br><b>BWT 1-07, LPL-4</b> |
|--|---|

**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.
- Basic wage may be considered based on knowledge, skill, 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**

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.

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

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).

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 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.

1. Position Title:  
**Engineering Technician (Environmental), #384**

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

**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:<br><b>Budget Technician, #0254</b><br><b>374 LRS/LGLOR</b> | 2. Basic Wage Table, Grade and LPL:<br><b>BWT 1-05, LPL: 3</b> |
|---|--|

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. Work Experience:

- More than two year’s work experience in accounting, financial or business related to budget duties such as O&M, unit’s flying, WRM and OCD budget etc.
- Knowledge of O&M budget program and accounting stage, such as accounting files, logs, listing and document control system, general ledger accounts, accounting procedures, and accounts control regulations in Air Force Budget Program.
- Ability to analyze problems to identify significant factors, gathering information/facts and recommend solution

**Work Schedule:**

- Work Hours: 40 hours / week
- Work Days: Monday - Friday
- Work Schedule: 0715 – 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

Assists in the planning and directing of all financial matters for the squadron which includes the Operation and Maintenance (O&M) budget, units' flying budgets, War Readiness Material (WRM) budget, Mobility/Chemical Bio budget, Global War on Terrorism (GWOT) budget. Provides assistance/input for the efficient formulation of the budget program. Provides advice, assistance and guidance on budgeting and related information to respective offices based on mission and training changes.

Performs budget execution and administration work. Independently performs tasks involving budget execution by compiling resource data from various financial management reports. Establishes, maintains, and updates expenditures in relation to funding activities.

Acts as the Organizational Defense Travel Administrator (ODTA); reviews/verifies all temporary duty (TDY) orders/vouchers based on funding for both the squadron's Military Service Members and US civilian employees prior to verification.



## Minimum Qualification

1. Position Title, Number:  
**Administrative Specialist #0009**  
**730 AMS/MXA**

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. Knowledge, Skills, and Abilities:

- Experience in administrative duties including preparing various documents and maintain office files.
- Intermediate to advanced skills in operating computers using office automation software, such as Microsoft Word, Excel, Outlook, Teams, OneNote, etc.
- Skills to prepare monthly status report to support office function.
- Ability to manage local purchase to maintain office supplies.

### Work Schedule:

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

### 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.

## Main Duties

Manages integrated administrative system consisting of office clerical functions, personnel LO matters, logistics support, operational support and office support applications. Authorized local purchase authority to ensure office supplies are readily available. Prepares TDY orders; Determines correct fund citation dependent upon mission requirements.

Working from draft submissions, prepares correspondence in final format without intermediate draft. Prepares and submits management reports such as logistics support messages and recurring special reports required by higher authority.

Responsible for In/Out processing of Flight personnel following appropriate checklists.

Manages Flight's INTRO Program. Retrieves allocation notice RIPs from PC-III and suspense appropriate supervisor for completion of pages 3 and 4 plus a welcome letter from the sponsor.

## Minimum Qualification

1. Position Title, Number:  
**Administrative Specialist, #0009**  
**374 CES/CCQ**

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	65-89	75-89	460-549	140-209	50-79	550-869	2nd

4. Knowledge, Skills, and Abilities:

- Work experience in clerical and administrative duties.
- Skills in operating computers with office automation software, such as Microsoft Word, Excel, Power Point, Access, or Computerized Maintenance Management System (CMMS).
- Knowledge of translation/interpretation of English-to Japanese and Japanese-to-English.
- Ability to manage the unit mandated programs such as Enlisted/Officer Performance Brief (EPB/OPB), Award/Decorations and UNIT INTRO (Individual Newcomer Treatment and Orientation) program.

6. Other

- Shift or irregular work schedule is not common but could be required under special circumstances.

### Work Schedule:

- Work Hours: 40 hours / week
- Workdays: Monday - Friday
- Work Schedule: 0730 – 1630

### 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

To serve as the primary point of contact to the squadron commander for all Squadron CSS functional administrative support programs to include but not limited to CSS Workflow management, Government Travel Card (GTC) program, Organizational Defense Travel System (DTS) administrator (ODTA), Drug Demand Reduction Program (DDRP), health care program, fitness program, Government Purchase Card (GPC) program, civilian time and attendance program, various award, medal and decoration programs, Commander's Call, etc.

Manages the various unit mandated programs such as but not limited to, Enlisted/Officer Performance Brief (EPB/OPB), Awards/Decorations, Special Duty Pay and Good Conduct Medal Programs to ensure they are prepared and provided for appropriate review.

Uses varied functions of multiple office automation software such as Microsoft Word, Excel, PowerPoint, Access, or Computerized Maintenance Management System (CMMS) such as TRIRIGA to update personnel data and produce a wide range of documents and formats.

Manages the Unit Newcomer's Program. Upon receipt of computer allocation notices, coordinates for sponsor and newcomer's orientation.

## Minimum Qualification

- |   |  |
|---|--|
| 1. Position Title:<br><b>Mail Sorting Clerk #0360</b><br><b>PACAF Air Postal Squadron</b> | 2. Basic Wage Table, Grade, and LPL:<br><b>BWT 1-03, LPL-2</b> |
|---|--|

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:

- Skills in inputting data through the OA systems.
- Knowledge of customer service concepts and practices.
- Experience of working in storeroom/warehouse is preferred.

5. License Requirement:

- Current possession of a valid Ordinary Vehicle Driver's License for vehicle with automatic and manual transmission.

6. Physical Qualification:

- Ability to lift and carry up to 70 pounds (approximately 32 kilograms).

### Work Condition and Schedule:

- Work Hours: 40 hours / week
- Work Days: 5 days / week - Shift schedule (shifts are rotating every four weeks.)
- Work Schedule: Morning: 400-1300, Day: 0800-1700, Afternoon: 1300-2200

### 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 loading and unloading of Air Force/Army mail vans, as well as downloading of sea- land containers. Sorts and separate all incoming sack/pouches and prepare letter trays for daily dispatch. Operates warehouse conveyor belt system.

Collects mail from collection boxes throughout Yokota AB and APO. Cancels, sorts, and consolidate letters in USPS trays and tubs for onward movement. Screens outgoing letter class for correct postage and conformance to letter size standards.

Records inbound mail processed through the Aerial Mail Terminal (AMT) for daily, monthly, quarterly, and annual mail volume metrics database. Inputs required data (zip-code, dimensions, and weight) for each piece of parcel dispatched using postal Global Business System.

## 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:  
**Storekeeping Clerk #0255**  
**374FSS/FSBD-W1**

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

3. Language Proficiency Level (LD): 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:

- Knowledge in clerical and administrative work.
- Skills in computer operations.
- Work experience related to warehouse duties.

5. License and Certification Requirements:

- Current possession of a valid ordinary driver's license for vehicle with automatic and manual transmission.
- Current possession of medium sized driver's license.

6. Physical Qualification:

- Ability to frequently lifting and carrying objects up to 60 pounds (27kg).

**Work Schedule:**

- Work Hours: 40 hours/ week
- Work Schedule: Tue-Thu 0900-1800, Fri-Sat 1000-1900
- Day Off: Sun, Mon

\*\*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 Civilian Personnel Section.

### Main Duties

Receives and examines items for accuracy at the Officers' Club; reports any shortages, damage, expiration dates or other variances to the supervisor.

Conducts periodical inventories to prevent shortage and to keep track of product expiration dates, and inspection to determine any damage to stored products.

Operates a variety of club vehicles to deliver products/supplies to designated activities.

**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.

## 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

1. Position Title, Number:  
**Mess Steward, #2087 374FSS/FSBE-X2**

2. Basic Wage Table, Grade, and LD:  
**BWT 2-08, LD: 1 (IHA)**

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:

- More than ten years professional cooking experience in a variety of menu items using standard recipes and cooking techniques.
- Experience of overall responsibility for directing food preparation in the kitchen.
- Ability to oversee approximately 30 kitchen personnel such as cooks, bakers, service workers, and so on.

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 (Shift rotation)
  - Work Schedule: 0530-1430, 0600-1500, 1130-2030, 1230-2130, 1730-0230
- \*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

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.

<b>Minimum Qualification 採用基準</b>	
1. Position Title, Number / 職種名、職番: <b>Electrician, #2094</b> <b>電気工</b> <b>374 CES/CEOFE 施設中隊</b>	2. Basic Wage Table, Grade / 基本給表、等級 <b>BWT 2-07 2表7等級</b>
3. Knowledge, Skill and Experience / 知識、技能、職務経験: <ul style="list-style-type: none"> <li>• Knowledge and skills to install, repair and maintenance of various electrical equipment/systems. 電気機器 / システムの設置、修理やメンテナンスに関する知識と技能。</li> <li>• More than three years work experience as an electrician is desirable. 電気工事士として3年以上の実務経験があることが望ましい。</li> </ul>	
4. License Required / 必要免許: <ul style="list-style-type: none"> <li>• Current possession of a valid Electrician's License (Denki Koji-shi 2<sup>nd</sup> Level). 電気工事士2種免許証</li> <li>• Current possession of Ordinary Vehicle Driver's License. (Automatic transmission only is not allowed) 普通自動車運転免許 (オートマ限定不可)</li> </ul>	
<b>Work schedule :</b> <ul style="list-style-type: none"> <li>• Work Hours: 40 hours / week      週40時間</li> <li>• Workdays: 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>• The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the Civilian Personnel Flight. 監督者からのリクエストにより、勤務場所・部署・勤務時間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>	
<b>Main Duties 主な仕事</b>	
Installs, repairs, and performs scheduled maintenance on various electrical equipment/systems. Performs pre-operational and operational inspections and function checks on newly installed systems and equipment.	
Conducts repair/replacement of lighting systems. Removes and replaces metal halide, high pressure sodium, halogen, incandescent and fluorescent light bulbs, individually or by total re-lamping of a facility.	
ささまざまな電気機器 / システムの設置、修理、定期メンテナンスを行う。新規に設置されたシステムや機器の動作前検査、動作検査、機能チェックを行う。	
照明システムの修理 / 交換を行う。メタルハライド、高圧ナトリウム、ハロゲン、白熱灯、蛍光灯を個別に、または施設全体の再点灯によって取り外し、交換する。(意訳)	

**Minimum Qualification  
採用基準**

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、2240 番**  
**374CES/CEOIH 施設中隊 (HVAC)**

2. Basic Wage Table, Grade /

基本給表、等級  
**BWT 2-07 2表7等級**

3. Knowledge, Skills and Experience / 知識、技能と職務経験:

- Mechanical knowledge and background work experience to maintain refrigeration and air conditioning systems and equipment.  
冷蔵及び空気調整システムや装置のメンテナンス作業に関する機械の知識と実務経験。
- Experience in position-related field is desirable.  
関連分野の職務経験があれば望ましい。

4. Required License and Certification / 必要免許及び修了証:

- Gas Welding Certificate (Requires the certification before employment date)  
ガス溶接技能講習修了証。(採用日までに要修了証取得)
- Must be able to obtain 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)を取得できること。
- Current possession of Ordinary Vehicle Driver's License (Automatic and Manual Transmission vehicle License) is desirable.  
普通自動車運転免許証(オートマとマニュアルミッション車免許)があれば望ましい。

**Work schedule :**

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

**Remarks:**

- 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等級冷蔵及び空気調節機械工アドバンスド訓練生として採用されます。
- The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.  
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

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:

**Refrigeration and Air-Conditioning Mechanic -  
Advanced Trainee, BWT 2-6 #2223**

**冷蔵及び空気調節機械工 アドバンス訓練生、2223 番**

2. Basic Wage Table, Grade

/基本給表、職番、等級:

**BWT 2-06, 2 表 6 等級**

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:**

- 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

- |  |  |
|--|--|
| <b>1. Position Title, Number:</b><br><b>Cook Foreman A, #2038</b><br><b>374FSS/FSBD-W2</b> | <b>2. Basic Wage Table, Grade, and LD:</b><br><b>BWT 2-06, LD: 1 (IHA)</b> |
|--|--|

**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:**

- Possess at least 5 years' experience in high volume food operation including high end catering and restaurant.
- Skills in basic clerical duties by using computerized software program.
- Ability to provide on-the-job training and technical advice to subordinate cooks and assist Executive Chef in kitchen operations overall.
- Good command of English and Japanese Language

**5. Physical Qualification:**

- Ability to frequently lifting objects up to 18 kg.

**6. Others:**

- Requires obtaining Food Handler's Certificate and/or taking food handler's training.
- Possession of a valid Government Certification for a Cook is preferred.

**Work Schedule:**

- Work Hours: 40 hours / week
- Work Days: 5 days/week
- Work Schedule: Day: 0600 - 1500 / 0900 - 1800 / 1100 - 2000  
Night: 1200 - 2100 / 1400 - 2300

**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

Leads a team of trades and/or labor workers. On a regular and recurring basis, utilizes trades and/or labor knowledge and skill to lead a team of three or more workers in performance of various related work.

Cleans and/or oversees cleaning of preparation area and cooking utensils in accordance with sanitation standards.

Initiate weekly food requisitions for food/beverages/supply items. Inputs all food shipments into computerized software program to track food inventory.

Prepared and cooks a variety of menu items including regular and special food and dessert items using standard recipes and cooking techniques. Prepares and presents food so that it is visually appealing to customers. Examine all food for quality and freshness before preparation to meet customer's needs.

**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.

Cook Foreman A, #2038 BWT 2-06, LD: 1



**Minimum Qualification**  
**採用基準**

1. Position Title, Number／職種名、職番：  
**Boiler Plant Operator, #2049**  
**ボイラー装置操作工**  
**374 CES/CEOIH 施設中隊**

2. Basic Wage Table, Grade  
基本給表、等級：  
**BWT 2-06 2表6等級**

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

- 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。

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

- 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）
- 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。

**Work schedule：**

- Work Hours: 160 hours/month (average 40 hours/week) 勤務時間：月160時間(平均週40時間)
- Workdays: Rotating shift 勤務日：交代勤務制
- 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)

**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。

**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)

**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.

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。

## Minimum Qualification

### 採用基準

1. Position Title: 職種名、職番

**Maintenance Worker, #2080 営繕工, 2080 番**  
**374FSS/FSWL 多摩ヒルズレクリエーションエリア**

2. Basic Wage Table: 基本給表、等級

**BWT 2-05 (IHA) 2 表 5 等級**

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。

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 (オートマ限定不可)
- Heavy Equipment Operator License. 大型特殊運転免許
- Valid Large Special Sized Vehicle Driver's License. 大型自動車運転免許
- 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 ton 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 lift and carry supplies/materials/equipment weighing up to 70 pounds (32kg).  
約32キロ程度の備品や道具などの持ち運びができる。

### Work Schedule:

- Work Hours: 40 hours/ week 勤務時間: 週40時間
  - Off Days: Sat and Sun or Tue and Wed 休日: 土、日曜日または火、水曜日
  - Work Schedule: 08:00-17:00 ワークスケジュール: 08:00-17:00
- \*ワークスケジュール、休日等は変更される可能性があります。

### Remarks:

- The duty location/ section / work schedule may be changed at management's request. For any questions or concerns, please contact the Civilian Personnel 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, golf course, tennis courts, dining halls, lodging facilities, jacuzzi, offices, camp sites, 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、ジャクジー、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 4 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。4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**

1. Position Title, Number:

**Cook #2037  
374FSS/FSBE-X2**

2. Basic Wage Table, Grade, and LD:

**BWT 2-04, LD: 1 (IHA)**

3. Language Proficiency Level (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. Knowledge, Skills, and Abilities:

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

5. Physical Qualification:

- Ability to frequently lifting objects up to 18 kg.  
(Must state your capability to carry 18 kg.)

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. 0600-1500 (Recess:1200-1300), 2. 0800-1700 (1400-1500), 3. 1230-2130 (1600-1700)  
\*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 Civilian Personnel 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 at the Enlisted Club.

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:  
**Cook #2037**  
**374FSS/FSBD-W4 (Route 16)**

2. Basic Wage Table, Grade, and LD:  
**BWT 2-04 (IHA) LD: 1**

3. Language Proficiency Level (LD): 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:

- Work experience in food preparation and cooking for customers.

5. Physical Qualification:

- Ability to frequently lifting objects up to 40 pounds (18 kg).

6. 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: 0600-1500 / 0800-1700, 1000-1900
- Night Shift: 1230-2130 / 1400-2300

**Remarks:**

- 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**

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.

**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, 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。

Work schedule / 勤務時間:

- Work Hours: 40 hours/ week
- Work Days: 5 days/week
- Day Off: 2 days/ week
- Work Schedule: 0830-1715
- Recess: 1200-1245

\*Work Schedule may vary

勤務時間: 週40時間

勤務日: 週5日

休日: 週2日

勤務時間: 08:30-17:15

休憩時間: 12:00-12:45

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.

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。

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。

## Minimum Qualification

- |  |   |
|--|---|
| 1. Position Title, Number:<br><b>Waiter/ Waitress, #2143</b><br><b>374FSS/FSBE-XG (Rise &amp; Grind)</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. Knowledge, Skills, and Abilities:

- Ability to operate cash registers to collect payments.

5. Physical Qualification:

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

6. Others:

- Work experience of customer service in any fields is desirable.
- 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 (Depends on shift schedule)
- Work Schedule: 05:30 – 14:30 (Recess: 09:30 – 10:30)  
 \*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 and special functions, providing quality, timely customer service. Based on the menu to be served sets assigned tables, with clean linens, glassware, plates, silverware, and condiment holders. Receives guests, takes customer orders, answers routine menu questions, receives orders and serves to guests. Inputs, and makes transaction payments in Point-of-Sale system. Performs cleaning duties in assigned area; cleans display counters/cases, sweeps, vacuum, or mops floors, empties trash receptacles, transports dishes to dishwasher, wipes glasses and silverware, cleans and prepares tables for further use.

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:  
**Waiter/ Waitress, #2143**  
**374FSS/FSBE-X2**

2. Basic Wage Table, Grade and LD:  
**BWT 2-02, LD-1 (IHA)**

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.)

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 (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:<br><b>Guard #3001 374SFS/S3O</b> | 2. Basic Wage Table, Grade, and LPL:<br><b>BWT 3-1, LPL:1</b> |
|---|---|

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.

## Minimum Qualification

<b>1. Position Title:</b> <b>Dental Assistant, #5000</b> <b>DHA/JLKB000</b>	<b>2. Basic Wage Table, Grade, and LPL:</b> <b>BWT 5-2, LPL:2</b>
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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:**

- Actual work experience as a dental assistant is desirable.
- 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: 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 checking blood pressure and pulse.

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

Reports and maintain of dental activities and files. Schedules appointment for patient.

Performs other related or incidental duties as assigned.

## 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/CEOFP 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 (Automatic transmission only is not allowed) 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 (Subject to change) 勤務時間: 730 – 1615 (変更される場合がある)
- Work Schedule is subject to change based on CHP Operation. To include but not limited to night shifts, weekends, or holiday shifts.  
勤務スケジュールは CHP の運営状況により変更される場合があります。夜勤、週末、休日勤務を含むがこれに限定されない。

#### Remarks :

- Period of Limited Term employment: 30 Sep 2025 (subject to change)  
雇用期間: 2025年9月30日迄 (期間は変更になることがあります)
- The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.  
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 power generation systems and power distribution equipment.  
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。

Performs scheduled maintenance, inspections, operations on power units utilizing manual, automatic operating procedures, and emergency procedures.  
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。

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

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".  
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。

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、内燃エンジン駆動の発電設備を必要に応じて操作する。

**Minimum Qualification**  
**採用基準**

1. Position Title、Number／職種名、職番:  
**Aircraft Refueling Vehicle Operator**  
**航空機燃料補給車運転手**  
**374LRS/LGRFOD**

2. Basic Wage Table:  
基本給表、等級：  
**BWT 2-7, 2 表 7 等級**

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

- Work experience in operating any mobile refueling equipment.  
燃料補給車両の運転経験
- 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
- 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

5. License and Certificate Requirement／必要資格等:

- Current possession of a valid Large Sized Vehicle Driver's License.  
大型自動車運転免許証の所持
- Valid Hazardous Materials Officers License.  
危険物取扱者免状の所持

6. Physical Qualification／身体的要件:

- 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できる

**Work Schedule:**

- Work Hours: 40 hours/ week  
勤務時間: 週40時間
- Work Days: Mon – Fri  
勤務日: 月曜日～金曜日
- Work Schedule: 0645 – 1530  
勤務時間: 6時45分～15時30分

**Remarks:**

- 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)
- 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／職種名、職番：  
**Domestic Appliance Repairer, #2083**  
**家庭用品修理工**  
**374 CES/CEIHF 施設中隊**

2. Basic Wage Table, Grade  
基本給表、等級：  
**BWT 2-06 2表6等級**

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

- Skills in checking and repairing instruments and equipment using a variety of tools and test equipment.  
様々な工具やテスト機器を使用し、器具や機器を点検・修理をするスキル。
- Experience in performing maintenance and repair on electric appliances and equipment.  
電化製品や設備の保守管理や修理の経験。

4. Physical Qualification／身体的要件:

- Requires picking up and/or remove heavy appliances needed for repair or installation.  
修理や設置の為に重たい電化製品を運んだり、または移動したりする能力が求められる。

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:

- Period of Limited Term: Not to Exceed 31 Dec 2025, 雇用期間: 2025年12月31日まで
- 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

Performs Minor Maintenance and Repair services on Domestic Appliances such as Refrigerators, Washers, Dryers, and Ranges.

Performs limited diagnostic checks on Portable Electrical Appliances, Furniture, Accessories and Equipment such as Electric Space Heaters, Floor/Table Lamps, Electric Fans, Vacuum Cleaners, Carpet Cleaners, Buffers.

Recognizes the cause of faulty equipment and performs needed repairs.

Selects tools, decides on methods and techniques to use, and installs a variety of parts.

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

冷蔵庫、洗濯機、乾燥機、レンジなどの家庭用電化製品の軽微な保守・修理サービスを行う。

電気スペースヒーター、フロア/テーブルランプ、扇風機、掃除機、カーペットクリーナー、バッファーなどのポータブル電気製品、家具、アクセサリ、機器の限定的な診断チェックを行う。

機器の不具合の原因を認識し、必要な修理を行う。

工具を選択し、使用方法と技術を決定し、様々な部品を取り付ける。

確立された安全規則と規定に従って、安全慣行と手順を活用し、安全で清潔な作業環境を維持する。

## MLC/IHA Minimum Qualification

- |  |   |
|--|---|
| 1. Position Title:<br><b>Sales Clerk #0372</b><br><b>374FSS/FSWT</b> | 2. Basic Wage Table, Grade, and LD:<br><b>BWT 1-3, 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 Experience:

- Experience in performing clerical duties including input of data into systems and basic operation of computers.
- Experience in customer services including providing the information in any field.

5. Others:

- Knowledge of a variety of materials for arts and crafts is preferable.

**Work Schedule:**

- Work Hours: 25 hours/ week
  - Work Days: Tue – Sat
  - Work Schedule: 13:20 – 18:20
- \*Work schedule is subject to change

**Remarks:**

- The 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 Civilian Personnel Section.

### Main Duties

Provides quality customer service to Sales Store customers. Helps customers in selecting sales items based on the knowledge of character/difference of each material, paint, tool, etc. Demonstrates.

Researches new items, establishes requirements orders, suggest/purchase merchandise selection, maintains an attractive high quality retail sales outlet. Prices and stacks shelves with merchandise insuring adequate supplies are always available.

Operates the points of sales system and prepares sales replated reports.

Performs other related or incidental duties as assigned.

<b>Minimum Qualification 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</b> <b>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: Sun-Sat, 32 hours/ week      勤務時間：日～土、週32時間</li> <li>• Work Days: 4 Days per week              勤務日：週4日間勤務</li> <li>• Work Schedule:                              勤務時間：08:30-17:15</li> </ul> *Work Schedule may vary                      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 cutting, 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.

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。

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。