

Join a team who cares about excellence

# LAUNDRY PRODUCTION MANAGER

## LAUNDRY & LINEN SERVICES

**BHB** ensures the highest quality health care through service excellence, education and leadership. We seek qualified, highly motivated and experienced professionals to work in a supportive but demanding environment.

### Key responsibilities include:

- Assists Laundry Manager in the department's annual budget, selection of new staff, preparation of daily and weekly work schedules and developing /implementing performance standards
- Undertakes any appropriate duties as required by the Laundry Manager, writes administrative and laundry activity reports, prepares Purchase Orders, checks and maintains inventory supplies and maintains departmental SOP's, manuals, etc.
- Establishes and maintains working relationships with the unions and their official representatives
- Prepares Performance Management Appraisals for each employee on a semi-annual basis, recommends discipline and implements discipline procedures as directed
- Installs production controls, keeps production records and organizes the work flow of subordinates

### Qualifications &/ Registration required:

- Associates Degree in a relevant discipline (Preferred)
- Certificate in Supervisory Management or commitment to acquire at commencement of employment
- Minimum of 2 relevant large-scale laundry experience or, any equivalent combination of education, training, and operational experience that provides the requisite knowledge, skills, and abilities in laundry operations
- Must have good written and verbal communication skills with the ability to communicate with a diverse range of internal and external contacts

If you want to make a difference, visit [www.bermudahospitals.com](http://www.bermudahospitals.com), and apply through BHB Jobs NOW.

Select "Work at BHB" and follow the steps.

**Closing date for applications is: October 5, 2012.** Pre-employment substance abuse screening is mandatory for all successful candidates.



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**Bermuda Hospitals Board**

OUR VISION IS TO BE THE FIRST CHOICE  
FOR HEALTH AND WELLNESS

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