

Join a team who cares about excellence

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.

MANAGER, LAUNDRY SERVICES

HOTEL SERVICES

The successful candidate will manage work activities of Laundry staff while embracing change, identifying and implementing innovative solutions, which support the modernization agenda of laundry and linen services.

Key responsibilities include:

- Schedules and supervises laundry functions and activities to support patient care.
- Selects, trains/orientates and assigns department staff either directly or in conjunction with the Assistant Manager. Develops standards of performance, evaluates performance and initiates or makes recommendations for corrective actions
- Researches, creates, implements and evaluates policies, guidelines, processes and department objectives in partnership with the Assistant Manager and make recommendations when applicable
- Develops and evaluates performance of the Assistant Manager and oversees the performance review of all front line staff
- Prepares annual budget, manages and ensures the department operates within financial constraints and identifies cost savings opportunities

Qualifications & Registration required:

- Associates Degree in a relevant discipline or equivalent work experience preferred. Two years of post-secondary education to include certified in various aspects of large-scale laundry operations or certification in Supervisory Management or Institutional Management, advantageous.
- Five years progressive work experience in similar environment, ideally within Healthcare premises.
- Three years' in operations/management experience a team , highly desirable

FOOD SERVICES MANAGER

HOTEL SERVICES (MWI)

The Food Services Manager is responsible for the overall operational and administration of the Food Services Department.

This position manages all food services for all patients including the LD and ID Homes and for the MWI staff cafeteria.

Key responsibilities include:

- Developing, implementing and maintaining policies for the distribution of high quality food services
- Establishing food standards by examining problem areas, developing solutions together with implementing guidelines for healthy food distribution
- Managing staff to achieve departmental / organizational goals
- Improving staff performance with annual reviews, coaching, training and development
- Planning patient and Cafeteria menus, conducts assessments.
- Ensuring compliance with government sanitation regulations and follows through with corrective action

Qualifications &/ Registration required:

- Bachelor's Degree in Nutrition, Food Service Management or equivalent e.g. Hotel Administration and Catering Management.
- 5 (five) years proven experience managing a complex Food Services operation in a healthcare institution required. A working knowledge of computerized food service systems. Experience in retail operations and established working relationships with Support Services and Hotel Services.

FOOD SERVICES SUPERVIROR (PART TIME)

HOTEL SERVICES (MWI)

Under the general direction of the Manager, the Supervisor works constantly and consistently toward the achievement of the department's goal of providing high quality food service to patients and ensures that all policies and procedures pertaining to Food Services, sanitation and safety are adhered to according to the highest standards established by the Hospital.

Key responsibilities include:

- Participating in the selection, training and utilization of the department's human resources to ensure efficient and effective staffing and optimal provision of service.
- Implementing and maintaining departmental standards, policies and procedures pertaining to Food Service, sanitation and safety.
- Communicating daily with Diet Technicians, Tray Aides, Dieticians, Ward Aides to establish and maintain standards and procedures for the efficient distribution of patients' menus and the timely and safe delivery of patients' meals as ordered.
- Checking on the preparation/production of items ordered by patients, staff cafeteria and special catered functions.
- Assisting with meal rounds, tray audits, and patient satisfaction questionnaires on a routine basis.

Qualifications &/ Registration required:

- Food Service and nutrition Management Degree or equivalent; a combination of formal training and experience will be considered
- Certification from a recognized institution in Supervisory Management
- Minimum of 2 years progressive working experience in Food Service Management.

Schedule: Tues to Fri (Evenings) 2hrs; Weekends 10hrs including public holidays

Closing date for applications is 12 June 2022. Pre-employment substance abuse screening is mandatory for all successful candidates.

If you want to make a difference, and if your experience and qualifications match the above criteria, visit www.bermudahospitals.com, and apply through BHB Jobs NOW. Select "Work at BHB" and follow the steps.



Human Resources, Craig Appin House
8 Wesley Street, Hamilton HM11, Bermuda
Tel: (441) 239-2955
www.bermudahospitals.com

VISION:
TO PURSUE
EXCELLENCE
THROUGH
IMPROVEMENT,
TO MAKE BERMUDA
PROUD.