

Join a team who cares about excellence

LAUNDRY MANAGER

LAUNDRY & LINEN SERVICES

BHB ensures the highest in 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:

- Develops and implements the department's goals and objectives, performance standards and methods of operation, including the preparation of standard operating procedures (SOP)
- Prepares the department's annual budget for the Manager of Hotel Services
- Plans and directs laundry operations in conjunction with the Assistant Manager (who is directly accountable for the daily laundry operations)
- Directly supervises the Assistant Manager and coordinates staff training and the performance appraisal process, recommending discipline and implementing disciplinary procedures
- Plans and monitors repairs and maintenance of all relevant equipment including preparation of preventative maintenance schedules, and oversees/reports on the maintenance work to the Manager of Hotel Services
- Reviews all job descriptions for job relevance and procedural changes in addition to maintaining and reviewing as required, department SOP's, manuals (Policies and Procedures, Health & Safety, etc.)
- Organizes and conducts regular department meetings and establishes and maintains working relationship with the Unions and their official representatives

Qualifications &/ Registration required:

- Associates Degree or Bachelors in Business preferred in addition to certifications in various aspects of large-scale laundry operations and a minimum of 7 years relevant large-scale laundry experience or,
- Minimum of 2 years post-secondary education to include certified courses in various aspects of large-scale laundry operations and a minimum of 10 years of relevant large-scale laundry experience or,
- Any equivalent combination of accredited education, training, operational and supervisory experience that provides the requisite knowledge, skills and abilities for the job
- Must have excellent written and verbal communication skills
- Must be able to provide excellent customer service

If you want to make a difference, visit www.bermudahospitals.com, and apply through BHB Jobs NOW.

Select "Work at BHB" and follow the steps.

Closing date for applications is: October 8, 2011. Pre-employment substance abuse screening is mandatory for all successful candidates.



Bermuda Hospitals Board

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www.bermudahospitals.com

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

Join