

FLOWER
OF THE WEEK



WORD OF THE WEEK

HAVEN (ha-ven) (NOUN)

A place where you are protected from danger, trouble, etc.

Example

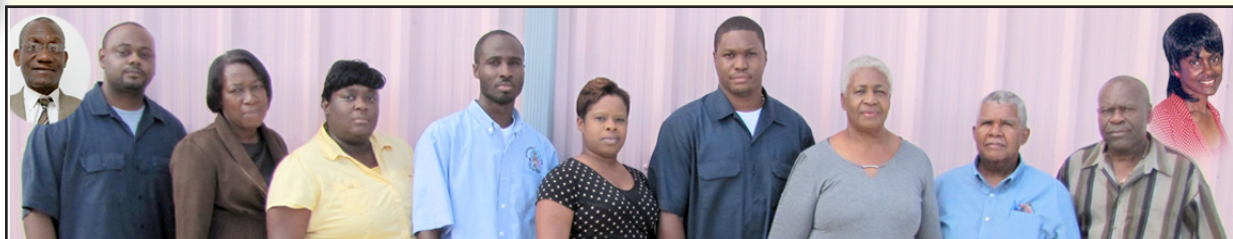
Patrick's bedroom was his haven when things got rough.

Build your vocabulary by using the Word of the week throughout the week!

By Lorraine Taylor

7th March, 2014

10th Edition



FROM LEFT: [Inset] Mr. M. Humes, Mr. D. Deveaux, Ms. D. Brown, Ms. S. Sears, Mr. R. Rolle, Mrs. P. Kemp, Mr. S. Collins, Mrs. S. Walker-Ferguson, Mr. P. Major, Mr. S. Ambrose and Mrs. E. Rolle.

Feature of the Week:

GPD's Administration Department

Administration:

The administration section of GPD is the hub of the Department whose primary responsibilities encompasses the successful daily operation of the Department. Success is achieved by consistently meeting and exceeding the customer's needs and by the employees experiencing job satisfaction and being appropriately remunerated. It stands to reason, then, that success at GPD involves planning, coordination, customer interaction, job costing, invoicing, human resource management and documentation.

Further, proper coordination requires a collaboration, if we are to ensure that the needs of the Department are appropriately addressed. Pressing concerns must be discussed and the necessary steps taken to resolve all of the issues involved. Plans for the development of staff and the forward progression of Government Printing are of on-going concern here at the plant.

Customer interaction, which often involves engaging in discussions with clients, understanding their needs, and ensuring that the desired end result is achieved. The customer interaction process, though simple is quite extensive ranging from the receptionist who answers the phone and greets them as they enter the building, to the person that engages them via the phone to discuss concerns, answering questions, sending proofs via email and giving assistance where needed.

Job costing is an initiative that was implemented in an effort to replenish resources that were depleted by providing services for other Ministries/Departments that have budgetary provisions for printing. Currently, all requisitioned jobs sent to GPD are assessed, the amount of paper and ink determined, the price for those resources calculated and transmitted to the relevant Ministry/Department. The requesting agencies are then required to remit payment in the amount calculated.

The administration section of GPD is headed by Mr. Michael Humes, Acting Deputy Director. He is assisted by Mrs. Shirley Walker-Ferguson, Supervisor, who is responsible for the day-to-day operation of the Department.

Other members of the administrative staff include:

- Mr. Philip Major, Supervisor, Pressroom
- Mr. Simeon Ambrose, Supervisor, Supplies
- Ms. Dencie Brown, Human Resource
- Mr. Derek Newry, Assistant Supervisor, Pressroom
- Mrs. Edna Rolle, Chief Composer Operator, Pre-Press
- Mr. Stephan Collins, Trainee Technician

- Mr. Reuben Rolle, Clerk
- Mrs. Philis Kemp, Clerk (Secretary to Mr. Humes)
- Mr. Dax Deveaux, Clerk, Supplies
- Mr. Anthony Fawkes, Stores Assistant, Supplies
- Ms. Shanda Sears, Receptionist

Mrs. Shirley Walker-Ferguson is responsible for the day-to-day management of GPD, thereby providing administrative assistance to the Acting Deputy Director. Further, she supervises and evaluates members of staff, monitors the daily operations of the Department and makes routine decisions to ensure the smooth functioning of the plant.

In her capacity as Supervisor, Mrs. Walker-Ferguson liaises with Cabinet Office and other government agencies on printing requests and other matters relating to Government Printing.

Human Resource

The Human Resource Officer, Ms. Dencie Brown, deals with all human resource matters at GPD, whose current staff complement stands at thirty-three. Among the HR functions performed by Ms. Brown are: processing requests for leave; making recommendations on behalf of staff members, follow-up on recommendations, answering staff queries, offering advice to staff on human resource concerns, advising and updating management on staff issues, providing job verification letters for staff upon request, and liaising with Cabinet Office on human resource matters concerning GPD.

Pressroom

Mr. Philip Major supervises the Pressroom, where there are four pressmen deployed under his supervision.

Upon receiving the requisitions for print jobs from various Ministries or Departments, the decision is then made as to which Press the jobs are to be sent to for printing. The names of the various Offset Presses are: PM, MOZ, 2 Colour GTO and Single Colour GTO. Plates for the Offset Presses are made in the plant's Darkroom by Mr. Hanna and Mr. Carey.

Once the plates are made, the type and amount of stock needed are then formulated for each job.

Supplies Section

(Mr. Simeon Ambrose, Supervisor)

All sections, namely Pre-Press, Darkroom, Pressroom and Bindery, depend on this section to have all consumable materials readily available to them upon request. Mr. Ambrose is required to closely monitor items in inventories so as to reduce or eliminate the possibility of shortages.

ATTENTION GRABBER

There is nothing wrong with basking in a little lime light, it can be an ego booster, but it is also attractive when you know how and when to turn it down a few notches. Attention seekers seem desperate and make fools of themselves trying to constantly turn focus in their direction.

When you selfishly, obviously and cunningly have to make everything all about you ALL THE TIME it tells people you don't get attention from anything or anyone else, any other time.

SHERELLE MILLER, Bindery

One Bowl Apple Cake



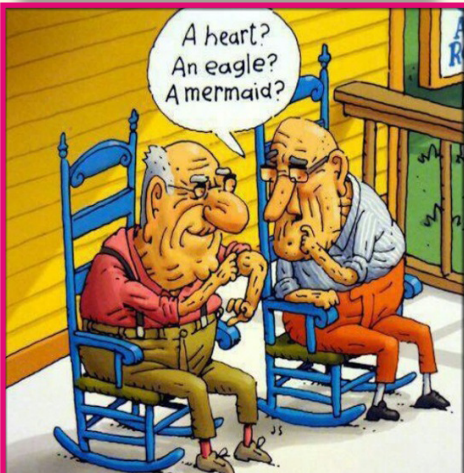
INGREDIENTS:

- 2 eggs
- 1 3/4 cups sugar
- 2 heaping teaspoons cinnamon
- 1/2 cup oil
- 6 medium Gala or Fuji or Honey Crisp apples
- 2 cups flour
- 2 teaspoons baking soda

DIRECTIONS:

Preheat oven to 350°. In a large bowl, mix the eggs, sugar, cinnamon and oil. Peel and slice the apples and add to mixture in bowl (coating as you go to keep apples from turning brown.) Mix together the baking soda and flour and add to the ingredients in the bowl. Mix well (best with a fork) until all of the flour is absorbed by the wet ingredients. Pour mixture into a greased one 9x13 or two 9" round pans. Bake for approximately 55 minutes.

CARTOON



In 2055, retirement village residents play a game of "Guess what the tattoo used to be!"



Joke of the Day

A man goes to the police station and asks to speak to the burglar who broke into his house the night before.

"You'll get your chance in court," says the desk sergeant.

"No, no, no!" says the man.

"I want to know how he got into the house without waking my wife.

I've been trying to do that for years!"

QUOTE OF THE DAY

"It is better to be hated for what you are than to be loved for what you are not."

- ANDRÉ GIDE, Autumn Leaves

Car Brands Word Search



A 15x15 grid of letters for a word search. The letters are: I A K D D K B Z I X H Y U N D A I Q J C F B; I U Q L I O B K H C J S U S F S E K C L I J; F E R R A R I Y G U H P U N C O F T G A M G; Z C A H O V H K C Z S E O Z V C R M Y M E A; C X U O L K M A Z D A J V R U X G D N B R U; V E D N Z C O R V E T T E R S K Z Z I O C A; N O I D G I Y H R K X F C L O C I U S R E L; A C L A N M D L T H Q J I S I L H Y S G D F; M J I K Z V O K V H O P A A N G E E A H E A; L I A H S C V E F Q Q W T Z T Q B T N I S R; F B T M M W N B E N T L E Y V N K X K N B O; M S N S A V A E A Y A P C V A U V A U I E M; C U Z R U S O G B H E W X T B O O D O H N E; Y B T P W B E P E T O Y O T A F L F G B Z O; X A D T C P I R B N X G C F J B V P F F J H; N R I H D J T S A M C S C L K O O X D X T S; K U E B P V G E H T W N G K T I A L C A R N; X R O K W G N R Y I I M S T V X A T C U Z N

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|---------------|-------------|------------|------------|
| SUZUKI | MASERATI | HYUNDAI | ALFA ROMEO |
| SUBARU | NISSAN | BENTLEY | TOYOTA |
| MERCEDES BENZ | FIAT | KIA | PORSCHE |
| MAZDA | LAMBORGHINI | VOLVO | AUDI |
| CORVETTE | VOLKSWAGEN | MITSUBISHI | FERRARI |
| CHEVROLET | FORD | BMW | HONDA |

By Kadria Sears

POETRY KORNER

"FREEPORT FIGHT"

All ya wit small chiren
Ya could board da plane.
However, yinna what aint
gat non could sit
and wait in vain.

"I tired a dis and dat"
some say as dey travel
wit dey stuff.

Muffin' all da while
as if dey can' get enough.

Sit da whole tight
wait patiently dey say,
But tell it to the passengers
who gatta get home today.

Through all that shuffle
and name calling that night,
Da folks got to experience
a ting called and dis aint no joke
DA "FREEPORT FIGHT."