

Area Camp Oversight

Nova Scotia

Position Description

Updated June 2021

MISSION

To be a catalyst for girls empowering girls

PURPOSE

Support Campsite Committee in upholding various Government Regulations and Girl Guides of Canada Bylaws and Policies.

ACCOUNTABILITY

Area Camp Management Committee, Provincial Risk Management & Compliance Adviser, and Camp Property Regulations Adviser

RESPONSIBILITIES

- Hold a current (within the past 5 years) Food Handlers Course approved by the Nova Scotia Department of Environment – Food Protection.
- Maintain knowledge of current trends and issues within the food protection industry.
- Ensure inspections of kitchens are performed to ensure facilities adhere to standards set out by the Dept of Environment, ensuring any deficiencies that impact food storage and preparation are addressed in a timely manner.
- Ensure the refrigeration units are operating properly ensuring temperature standards are maintained for storage of foods during event.
- Ensure water / sewage services adhere to Dept of Environment Guidelines: water testing, adequate pressure, compliance with Regulations and Codes.
- Coordinate and implement remedial actions should issues arise from Dept of Environment Water Testing's: ensure appropriate signage, further water testing, etc.
- Address any issues with cleanliness of facilities ensuring proper recycling / composting regulations are followed.
- Ensure the Fire Safety equipment (where appropriate) is reviewed on a scheduled basis to ensure all Codes are followed.
- Ensure ventilation (mechanical and exhaust fans) are maintained and operating properly.
- Maintain a log of all issues and actions taken and make available to Governmental Agencies and GGCNS Compliance personnel upon request.
- Working with the Camp Booking Agent ensure that all non GGC adults and adult only GGC groups provide the appropriate Insurance coverage and have a member with a current (within the past 5 years) Food Handlers Certification approved by the Nova Scotia Department of Agriculture
- On a timely basis, keep Camp Management Committee advised of all issues and concerns that arise.

TERM

Three (3) Years

Note: This can be a separate position on committee or responsibilities can be delegated to an existing committee member. Delegation to be noted in minutes.

