



2012 GUIDELINES FOR NATIONAL RESTAURANT COORDINATOR AND ASSISTANT

The responsibilities of the National Coordinator and Assistant are as follows:

- 1.** The Restaurant Coordinator organizes and coordinates his/her nation's contribution to the International Restaurant during the Bazaar and works with the International Restaurant Coordinator.
- 2.** The Coordinator will take part in all meetings called by the International Restaurant Coordinator (usually 2-3 times before the Bazaar) or send an Assistant.
- 3.** The Coordinator submits the menu, kitchen, and utensil requirements in due time.
- 4.** The Coordinator should manage helpers from his/her country in the serving area and the kitchen.
- 5.** The Coordinator should arrange for the volunteers from his/her nation to decorate and clean the tables in the dining area and also to help carrying and cleaning the garbage.
- 6.** The Coordinator should make certain that the work place assigned in the kitchen and the serving area is left clean at the end of the Bazaar.
- 7.** The Coordinator should offer support and guidance to all volunteers from his/her country participating in the International Restaurant and ensure that they are aware of their responsibility.
- 8.** The Coordinator reports to his/her National Representative.
- 9.** The Coordinator ensures that when he/she leaves the position the substitute is aware of his/her responsibilities.