



Job description for the position of Restaurant Coordinator

Aim of the position

To prepare, organize, coordinate and supervise the restaurant stands for the NATO Charity Bazaar (once a year).

The restaurant coordinator works in close relation with the President, Vice –president & Bazaar Coordinator (BC).

The BC must be informed about every single step of your planning and planned inter-actions with other NATO stakeholders outside of your restaurant team; often the BC will also participate in these inter-actions.

Your emails to the members must be send to the vice-president or secretary, who will forward these to the members via our postmaster account.

The main collaborators of the Restaurant coordinator are the Member States' restaurant reps, ARAMARK (restaurant) personnel, and NATO security and safety staff.

Ensure, that the national **restaurant** rep's are informed about everything and not only the National Representative members – often these are not the same people.

Main tasks during the year:

- Giving all necessary information about the restaurant part to the members and their restaurant coordinators at the General Assembly Meetings (GAM) and to the board members at the Board Meetings (BM)
- Liaise with NOS, Fire-Brigade, the technicians and IFM - introduce yourself
- Be informed of Constraints and Restraints (equipment, security, available space, appliances etc.) (In writing is preferable).
- Collecting Member Nation's wishes and needs (establish deadlines):
 - update questionnaire sheets in cooperation with the BC (he/she will send it to the members via the postmaster account) to and send it out to ascertain if the countries are willing to participate in the bazaar with a food stand (Response expected end July)
 - Are they going to sell food both days? Saturday and Sunday?
 - What kind of food will they be preparing, and what are their needs in order to be able to cook and sell it. Ask for detailed information
 - Ask the nations if they need electricity for their stand (max 1 plug per nation is possible)
 - Ask the nations, about power needs of the machines they are planning to use
- Liaise with Aramark responsible person to know what items you may/may not use
- Distribute the available space and appliances (assign a place in the restaurant/Starbuck's/Public Square, fridge, coolers, ovens, frying pans plugs, etc. according to needs while complying with the kitchen and Aramark limitations). No stands in the entrance area of the Cafeteria
- Create a floorplan with all restaurant stands – pass it on to the BC who will coordinate it with IFM. IFM will have the floor plan drawn up professionally by one of the IFM staff. Cc to the President and Vice-President.



- Coordinate with the Teen Helper Coordinator the number of teens you are going to need bearing in mind that you run two kitchens (Starbucks and Cafeteria)
- Arrange the Cafeteria, Starbucks and Public Square for Saturday and Sunday (probably 14 Teen Helpers are needed)
- Make sure that each country receives all their requirements (if possible) with fairness and a balanced distribution
- Work closely with the Restaurant Assistant(s) throughout the year
- Keep the Board members informed of your work and cooperation with the restaurants assistants
- Answer all emails timely

Main tasks during the Bazaar weekend:

- Friday afternoon go through all the restaurant areas with a responsible member of Aramark staff doing the "États des lieux". Take your own notes and photos as well
- Cover all the "fragile" areas of the restaurant with plastic, pay special attention to the area called The chapel, its seats and tables are difficult to clean and the day of the bazaar you cannot "supervise" everything. The same with the leather sofas in the Starbucks area (ask ARAMARK to move the sofas out of that area)
- Request for support. The more helpers the sooner the preparations are done (Start 16:00)
- Set up tables (stands in the dining hall or eventually in the public square too) for the nations that don't need a kitchen prep area as such
- Control the people who have access to the kitchen (max 3-4 people per stand/kitchen stickers) and ensure that security and health regulations are respected
- Take away the chairs from Starbucks and replace them with plastic chairs provided by IFM. (store the fabric chairs in the quiet area behind the glass front)
- Make sure every nation has its spot marked with their flags (counters, oven, fridge, shelves..)
- Separate the "Entrance area" from the "Exit area" with blue ribbons
- Lay out signs on the window sills, stating you may NOT "eat here, place anything here, sit here, etc." (graphics has a prepared sign, it just has to be printed)
- Conduct a check out before leaving together with the restaurant assistant of each nation. Everything has to be in perfect order: tidy and clean. (Cleaning lists must be provided in the nation's folders on every stand)
- Monday morning a check out "etat des lieux" is done with Aramark (at 06:30 – before regular business hours)

Remarks

- Food is only allowed to be brought in on Friday between 15:00 and 17:00 (tbd with ARAMARK) to the fridges, if it is absolutely necessary; normally all delivery has to be done on Saturday morning from 8.00 to 09:45.
- On Saturday the kitchens close at 14.00 and Sunday at 16.00
- Anything broken must be paid by the nation responsible
- Be open and flexible, yet firm when handling last minute challenges



- NO exceptions to the rules, all are treated equal

RULES:

- *No glue of any kind is allowed to be used at the stands, on walls, ceilings, windows or furniture (no tape, scotch tape, tesa, double-side tape etc. is allowed to be used). (Possible solutions are: frames, stands for the prize lists or to fix flags hanging from the windows with weights on the window sills, etc.)*
- *No open fire, lit candles, rechauds are allowed anywhere*
- *Friers may be used, but the oil must be brought by nations - ARAMARK will not provide their oil (or any other ingredients)*
- *If a nation wishes to recruit the pizzaiolo from ARAMARK to help at the pizza-oven, they must ask/book him on their own. He will not work for ARAMARK at the bazaar weekend, so the nation must pay him for his services. He will not be allowed to prepare food for the bazaar during his regular working hours or in the ARAMARK kitchen. He is also not allowed to use any ingredients from ARAMARK; All ingredients must be bought privately by the nation at their own cost. It is not possible to receive anything from ARAMARK. This cannot be emphasized enough, as the pizzaiolo will lose his job if these rules are not adhered to. Not an empty threat – it has happened in the past.*
- *Nothing must block the entrance area – no stands – no persons selling items - nothing*
- *No cash desks in front of the stands – must be aligned with the stand*
- *The hanging signs may not be used or covered*
- *No flags from the ceiling*
- *Only the prep-kitchen is allowed to be used (Not “Minus 1”- No Exceptions)*
- *Only one plug per nation, control this throughout the day - NO MULTI- PLUGS ALLOWED – this will cause a shut-down of power, and possibly of own (and other) stands for the rest of the day*

Skills required as a Restaurant Coordinator:

- English (Essential) and French (Very useful)
- Computer skills are required (Word, Excel, Power Point)
- A good deal of flexibility and cultural understanding is very helpful