

Work Job Descriptions

DISCLAIMER

You are completely responsible for the satisfactory completion of your jobs. **Ignorance is not an excuse.** If you have questions find one of the Work Job Managers and ask him. If an accident or problem occurs because of your job, you are responsible. If a supply is low for a job, be sure to check dry storage for more of that item(s) before complaining to the work job managers. Be sure to use common sense whenever doing a job. If you are injured during a Work Job, inform the Cooperative-Director and Work Job Managers immediately.

Time

Jobs may not be confined to one hour. If circumstances require taking extra time or performing extra tasks on a job, it is your responsibility to fulfill the work job description, as you signed up for the job. If you feel the job is grossly excessive due to added time required or added duties on a single, unusual occasion (i.e. a party on the patio hindering rear walk sweep or grossly excessive dishes for dinner dishes after a social), talk to Work Job Managers the about getting help or modifying duties.

Term Clean

Once per term all members are required to participate in a house wide cleaning project ("Term Clean"). This job is NOT optional and must be done by all members, except those exempt from doing Work Jobs. The Work Job Managers will determine the date of Term Clean. If you cannot participate on that date, then you **MUST** schedule an alternate date before Term Clean time slot sign ups are taken down; except in the case of an emergency, which will be determined by the discretion of the Work Job Managers. You and the Work Job Managers will agree on a makeup time and day. If it isn't completed by the agreed upon time allotted, you will be banked for a missed term clean (\$40.00).

Finals Week

Just prior to finals week, a sign up will take place. You will be required to sign up for two work jobs to be done the last week of school (Monday - Friday of finals week). If you sign up for a job but finish finals earlier in the week and wish to leave, this is not an excuse for missing the job. Trades occur this week as they would any other week, on the designated trade sheet. A missed finals week work job is a \$20.00 bank. However, any individual missed by a finals week wakeup may bank the offender up to \$40.00. These jobs will start on the Monday and go through the Friday of finals week.

Job Attendance

There is no excuse for missing a job. If you are unable to do a job, you are responsible for finding someone to trade with. When you have found a trade, write it up on the job trade list. **IF YOU DO NOT WRITE DOWN A TRADE ON THE DESIGNATED TRADE SHEET THEN THE TRADE DID NOT OCCUR FOR BANKING PURPOSES.** If you will be late for a job, contact a Work Manager, or put a note in his mailbox. You must ask a Work Manager to do a job early, and it is at their discretion whether they will let a job be done early. Work Job Managers will attempt to be as flexible as possible, but once a job is missed the house constitution requires that the Work Job Manager bank for a missed job. If a house member misses a job, he may be required to make up the job as well as whatever monetary discipline or work job is decided upon by JC. Failure to do a job correctly or missing a job altogether means that you are failing to do your fair share of work as a house member. If you have any questions about job policy, or anything else, please talk with your Work Managers.

Late Policy

Jobs that require that you be on time will be considered missed if you are more than 10 minutes late. All other jobs should be completed within the specific time frame for that job. Excuses will be granted on a case-by-case basis, but will not be granted week after week. If you know that you will be late for a job, you must inform the Work Job Managers prior to being late for the job. Excuses given after the fact will not be accepted or considered.

Appealing Banks

If you feel that a bank isn't correct, bring your concerns to JC, not the Work Job Managers. JC's job is to decide the merit of banks, so they are the ones that must be appealed to, not the Work Job Managers. The **ONLY** time appealing a bank directly to a Work Job Manager is valid is when he has banked the wrong person for the job.

Wake-up 1&2

- 1) There is a Wake-up 1&2 training course of sorts ask the Work Job Managers for details.
- 2) Wake-up 1 conducts wake-ups at 6:00, 6:30, and 7:00; wake-up 2 at 7:30, 8:00, and 8:30; Monday through Friday.
- 3) If a member has F.O.F (feet on floor) on his wake-up sheet then you must wake him and cannot leave him until his feet are on the floor. Use whatever means reasonable to get his feet on the floor.
- 4) If a member has O.O.R (out of room) on his wake-up sheet then you must wake him and cannot leave him until he is out of the room. Use whatever means reasonable to get that member out of the room and into the hall.
- 5) If a member wishes a wake-up and does not have an F.O.F or O.O.R, then you must wake him and cannot leave until he responds with an intelligent verbal answer that clearly indicates he is awake.
- 6) Wake-up 1 is responsible for bringing in the papers (including the Oregonian, Barometer, etc). If a member of the house receives a personal newspaper, it should be left outside of said member's room door.
- 7) All Wake-ups are responsible for maintaining the coffee supply. If coffee needs to be ground, grind it. Use the filters from under the black counter in the kitchen. They are also responsible for refilling the hot water dispenser if needed.
- 8) Wake-up 1 is to start the kitchen laundry (dirty rags, aprons, towels, oven mitts, etc.) as well as washing the dry mop head (not the wet mop). Wake-up 2 is responsible for folding the clean laundry out of the drier; then, he puts the clean laundry and the dirty laundry bin away in the kitchen; as well as, putting the mop head back onto the dry mop. There is a supply of laundry detergent in the downstairs supply closet that can be used for this portion of the job. Use bleach with the whites, if necessary. The detergent should not be left outside of the storage closet once used.
- 9) There is one member per shift per term; this counts as all three jobs for each week.

Breakfast Clean

- 1) Functions at 8:45 AM on weekdays, and on the weekends Breakfast clean must be completed before 11:00am. Be on time.
- 2) Clear and then clean counters, tables, and chairs with Quat and warm water. Wipe off the dining room tables; people sitting at the table is not an excuse for not wiping the tables. Make sure you get all stainless steel surfaces (including the stainless steel surface in front of the grease trap and the 6 burners). Do this first so that the cook can get started.
- 3) You are responsible for emptying the oven, and for washing and putting away all dirty dishes and pans.
- 4) Wipe loose material off of the grill with paper towels. Clean off the hotplates on the stove.
- 5) Clean the three sinks opposite the oven with bleach water.
- 6) If there are any rags/aprons/pot holders/etc., put them in the kitchen laundry. Do not put them back or leave them for the cooks to deal with.
- 7) Sweep kitchen and walk-in. Make sure to get under the cutting board and the space between the ovens and black counter. When sweeping the walk-in make sure to sweep under the shelves. DO NOT use a dust mop on the walk-in and kitchen floors.
- 8) Put away all food items. Never put or leave food in metal or serving containers.
- 9) Clean out toaster trays, microwaves, and toaster oven.
- 10) Empty and reline garbage cans.
- 11) Clean up standing water on floors, drain board, and counters.
- 12) Wash and sanitize the can opener

- 13) Wash, sanitize, and put away all dirty dishes, etc. Make sure to check that the sanitizer's temperatures are reaching the proper levels. If they are not, report to the Co-op Director or Work Job Managers. Drain, clean, and shut off the sanitizer. Anything that touches the mouth (i.e., silverware and cups) need to be run through the sanitizer twice. The drain is located in the front directly below the sanitizer. When pulled, a pool of water slightly to the left of it should drain. Remove the 4 filters inside the sanitizer on the right-hand side and rinse them; removing all food particles from the filters.
- 14) Refill the hot water dispenser if needed.
- 15) Rinse out all milk containers and cans with water and put into recycling. Be sure to smash the cans/milk jugs before recycling them.
- 16) Make sure all dishes put into pot and pan closet are put away according to the labels on the shelves. Do not leave any kitchenware on the floor of the storage room. If you are not sure where something goes, ask someone for help.
- 17) Recycle all old newspapers, and neatly stack the current newspapers on one of the dining room tables.
- 18) If a food shipment arrives from FSA, Sysco, or another distributor while you are doing this job, put it away. Do not leave it sitting in the kitchen as an obstacle and a hazard or for the cook to do.
- 18) Anything else that needs to be done. When you are finished, fill out the check sheet in the kitchen supply closet.

9:30 AM Aid

- 1) Functions from 9:30 AM until 11AM or the cook releases you. Be on time.
- 2) Put chairs down from the two rows of tables closest to the reach-in refrigerator. Silverware, napkins, glasses, drinks, condiments, etc. should be arranged neatly in the dining room.
- 3) Stack all necessary plates, bowls, etc. on the counter.
- 4) Clean reach-in doors, inside and out.
- 5) Make 2-3 pitchers of Kool-Aid and/or juice.
- 6) If there are any rags/aprons/pot holders/etc., put them in the kitchen laundry. Do not put them back or leave them for the cooks to deal with.
- 7) Restock kitchen towel when empty, and the soap dispenser when liquid foam packets is empty. Towels and soap are located in the food storage closet.
- 8) Check the saveboard for save-marks and make necessary saves. When ready place saves with names on them in the walk-in. Erase all temporary(open circle) marks after saves have been made.
- 9) Carry out all duties assigned by the cook first and foremost before carrying out any of the other duties listed below.
- 10) Clean door to walk-in.
- 11) If a food shipment arrives from FSA, Sysco, or another distributor, while you are doing this job, put it away. Do not leave it sitting in the kitchen as an obstacle and a hazard or for the cook to do.
- 12) Anything else that needs to be done
- 13) 9:30 Aids on Friday are to consult The Cook on Thursday about the lunch menu for Friday; then, they are to prepare the lunch for Friday.

Lunch Clean

- 1) Functions at 12:30 PM on weekdays. Be on time.
- 2) Wash all dishes and utensils and return them to their proper places. Make sure to check that the sanitizer's temperatures are reaching the proper levels. If they are not, report to the Co-op Director or Work Job Managers.

Anything that touches the mouth (i.e., silverware and cups) need to be run through the sanitizer twice. Drain, clean, and shut off the sanitizer. The drain is located in the front directly below the sanitizer. When pulled, a pool of water slightly to the left of it should drain. Remove the 4 filters inside the sanitizer on the right-hand side and rinse them; removing all food particles from the filters.

- 3) Make sure that the black rubber floor mats are clean and free from debris before placing them back on the floor.
- 4) Put all leftover food in plastic containers and cover them with a lid (**not plastic-rap or foil**). Using masking tape and a marker, label each container correctly and include the date. Place the containers in the reach-in.
- 5) If there are any rags/aprons/pot holders/etc., put them in the kitchen laundry. Do not put them back or leave them for the cook to deal with.
- 6) Clean dining room tables, kitchen counters, microwaves, mixer, slicer (if used that day) and any other appliances with warm water and Quat. Make sure you get all stainless steel surfaces (including the stainless steel surface in front of the grease trap and the 6 burners).
- 7) Clean the three sinks opposite the oven with warm water and Quat.
- 8) Replace chairs on dining room tables.
- 9) Sweep and mop kitchen, pot and pan room, dining room, and walk-in with warm water. Clean up standing water. (Never use a dust mop in the kitchen).
- 10) Empty and reline the garbage cans.
- 11) Make sure all dishes put into pot and pan closet are put away according to the labels on the shelves. Do not leave any kitchenware on the floor of the storage room. If you are not absolutely sure where something goes, ask an older member, or a Work Job Manager.
- 12) Rinse all milk containers and cans with water, and put into recycling. Empty the recycling if full. Smash the cans/milk jugs before recycling them. CHECK UNDER THE SINK THOROUGHLY.
- 13) If a food shipment arrives from FSA, Sysco, or another distributor, while you are doing this job, put it away. Do not leave it sitting in the kitchen as an obstacle and a hazard or for the cook to do.
- 14) Refill the hot water dispenser if needed.
- 15) Anything else that needs to be done. When you are done, one person from the group is to sign the check sheet in the kitchen supply closet.

This is a group job. Everyone on the crew is responsible for its completion.

SATURDAY/SUNDAY: Functions at 12:30PM Do the dishes, sweep both the kitchen and dining room floors, wipe down counters, tables, microwaves, toaster, and the three sinks opposite the oven, put up chairs, refill soap and paper towel dispensers if necessary, and reline the garbage can.

Kitchen Aid 1

- 1) Functions at 2:30 PM Monday - Thursday, and 1:30 PM on Fridays. Be on time.
- 2) Wash and refill all empty condiment and salad dressing containers.
- 3) If there are any dirty rags/aprons/pot holders/etc., put them in the kitchen laundry. Do not put them back or leave them for the cooks to deal with.
- 4) Refill the kitchen pull-towels when empty, and the soap dispenser when empty. Towels and soap are located in the food storage closet.
- 5) Carry out all duties assigned by the cook first and for most before carrying out any of the other duties listed below.

6)Clean sink in the kitchen closet with scouring powder.

7)If a food shipment arrives from FSA, Sysco, or another distributor, while you are doing this job, put it away. Do not leave it sitting in the kitchen as an obstacle and a hazard or for the cook to do.

8)Anything else that needs to be done.

Kitchen Aid 2

1)Functions at 3:30 PM Monday - Thursday, and 2:30 PM on Fridays. Be on time.

2) Refill the kitchen pull-towels when empty, and the soap dispenser when empty. Towels and soap are located in the food storage closet.

3)If there are any rags/aprons/pot holders/etc., put them in the kitchen laundry. Do not put them back or leave them for the cooks to deal with.

4)Carry out all duties assigned by the cook first and foremost before carrying out any of the other duties listed below.

5)Make sure all dishes put into pot and pan closet are put away according to the labels on the shelves. Do not leave any kitchenware on the floor of the storage room. If you do not know where something goes, ask someone to help you.

6)If a food shipment arrives from FSA, Sysco, or another distributor, while you are doing this job, put it away. Do not leave it sitting in the kitchen as an obstacle and a hazard or for the cook to do.

7)Anything else that needs to be done.

Dinner Waiter

1)Function at 4:45 PM Monday - Thursday, and 3:45 PM on Fridays. Be on time.

2) Check the saveboard for save-marks and make necessary saves. When ready place saves with names on them in the walk-in. Erase all temporary (open circle) marks after saves have been made.

3)Set all plates, silverware, glasses, and napkins for the number of people eating. Be sure to include a pitcher of water and a variety of milk on each table.

4)Set out all condiments and cold food on the tables. (BE THOROUGH!)

5)Assist the cook with final preparations of the meal.

6)Make sure all food on the tables have serving utensils.

7)If there are any dirty rags/aprons/pot holders/etc., put them in the kitchen laundry. Do not put them back or leave them for the cooks to deal with.

8)Make the first call at 5:25 PM Monday - Thursday, and 4:25 PM on Friday, and make the second call when the meal is ready.

9)After second call, clear any snack the cook sets in the entry.

10)Both members are to wait on tables, answer the phone, and front door during meals.

11)Put all leftover main course food, after the meal, in plastic containers. DO NOT put plastic-rap or foil over the container or pan of food; find a Tupperware container with a lid and put the food inside it. Mark the containers with the date and correct contents using masking tape and a marking pen. Main course items would be things like bread, salad, meat, etc as well as the milk and salad dressing. Not jam, butter, salt and pepper, etc.

12)All pots and pans must be emptied so the dish crew can wash them. Make sure the oven is turned off and emptied.

13)Dinner waiters are to work together for the duration of this job unless prior arrangements are made with the work job manager.

14) If a food shipment arrives from FSA, Sysco, or another distributor, while you are doing this job, put it away. Do not leave it sitting in the kitchen as an obstacle and a hazard or for the cook to do.

15) Friday meals may be done buffet style.

This is a group job. Everyone on the crew is responsible for the completion of the job.

Dinner Dishes

1) Functions immediately after the meal. Usually after house meeting on Monday and usually 5:45 PM Tuesday - Thursday, and 4:45 PM on Friday. See below for Saturday dinner dishes function time and description. Sunday dinner dishes functions at 6:00 PM unless there is a Sunday Cook, in which case dishes shall be done immediately following the meal. On Monday nights, the dinner crew will clear the tables of food and perishables and begin their job until the house meeting starts. Once the house meeting begins, the dinner crew must stop working and come to the meeting. After the meeting has concluded the crew will return to their job and finish it.

2) Clear tables after the meal and wash all tables with warm water and Quat.

3) Put up chairs, sweep dining room floor, and mop floor.

4) Wash and sanitize all dirty dishes, pans, etc. and return them to their proper places. Make sure to check that the sanitizer's temperatures are reaching the proper levels. If they are not, report to the Co-op Director or Work Job Managers. Anything that touches the mouth (i.e., silverware and cups) need to be run through the sanitizer twice.

5) Clean the area around the sanitizer. This includes wiping the clean dish side of the sanitizer and the backsplash on both sides of the sanitizer.

6) If there are any rags/aprons/pot holders/etc., put them in the kitchen laundry. Do not put them back or leave them for the cooks to deal with.

7) Wipe all counters, sinks, the mixer, and the slicer (if used that day) with warm water and bleach. Make sure to thoroughly clean the cutting boards. Make sure you get all stainless steel surfaces (including the stainless steel surface in front of the grease trap and the 6 burners).

8) Keep counters clear of boxes.

9) Rinse out all milk containers and cans with water and put into recycling. Be sure to smash the cans/milk jugs before recycling them.

10) Empty, clean, and reline the garbage cans.

11) Refill the hot water dispenser if needed.

12) Sweep and mop the kitchen floor. Mop kitchen only with regular water. Be sure to clean beneath the cereal shelves, around the garbage can, in between the space between the stove/ovens and the cabinet with the coffee maker, under the cutting board, and in the walk-in.

13) Make sure all food in the walk-in and reach-in is properly covered and put away to avoid food contamination. If there was a dessert for the meal being cleaned, make sure it is put into a plastic container and properly labeled with the name of the desert and the date.

14) Clean hot plates on stovetop.

- 15) Drain, clean, and shut off sanitizer. The drain is located on the rear end of the right side wall of the sanitizer, near the bottom. When pulled, a pool of water slightly to the left of it should drain, revealing a catch filter than can be removed and emptied into the garbage.
- 16) Clean all appliances (mixer, toaster, microwaves, etc.)
- 17) Clean all sinks.
- 18) Make sure all pots and pans are put in the pot and pan closet are put away according to the labels on the shelves. Do not leave any kitchenware on the floor of the storage room. If you don't know where something goes, ask someone to help you.
- 19) Make sure that the black rubber floor mats are clean and free from debris before placing them back on the floor.
- 20) If a food shipment arrives from FSA, Sysco, or another distributor, while you are doing this job, put it away. Do not leave it sitting in the kitchen as an obstacle and a hazard or for the cook to do.
- 21) Anything else that needs to be done. When you are done, one person from the group is to sign the check sheet in the kitchen supply closet. **This is a group job.** Everyone on the crew is responsible for the completion of the job.

SATURDAY ONLY: Dinner Dishes/Burn-Your-Owns set up.

- 1) Functions at 5:15 to 5:45 PM and 7:00 PM until finished. If there is a BBQ or other event that precludes having BYO's that week, do only parts 5 and 6.

5:15 to 5:45 PM

- 2) Put out mayo, ketchup, hamburgers, veggie burgers, buns, mustard, BBQ sauce, lettuce, pickles, slice tomatoes, slice onions, cheese (only if the products are available).
- 3) Set out napkins, plates, cups, and make two pitchers of juice or Kool-Aid.
- 4) If the assistant house managers haven't returned with all of the supplies, have the other parts of the job completed in preparation.

7:00 PM

- 5) Put away all condiments/supplies/etc.
- 6) Wipe down counters, tables, and put up chairs. Clean off all appliances. Do the dishes and put them away, sweep both the kitchen and dining room floors. Empty the trash and reline the garbage can. Wash and crush any empty cans or milk jugs. Place them in their recycling bins.
- 7) Refill the hot water dispenser if needed.

Hall Vacuum

- 1) Functions between 10:00 AM and 7:00 PM
- 2) Vacuum first, second and third deck hallways. Be sure to get all dust and dirt out of the corners and edges along the baseboards.
- 3) Sweep and mop the steps and landings with WATER only.
- 4) Clean or dust all hallway ledges, fire extinguisher boxes, windowsills, drinking fountains and all other surfaces in hallways.
- 5) Pick up any loose items and return them to where they belong, turn in personal items to the lost and found. If anyone's personal items are in the hall from one week to the next throw it out. Soap and shampoo left in the hallway by head clean may be thrown away after 2 days. If there are any dishes or silverware in the halls, return them to the kitchen.

- 6) Pick up / organize the area around the mailboxes. Make it neat and presentable.
- 7) Check vacuums for maintenance issues. Be sure to empty the canister and rinse the filter at the top of the canister.
SQUEEZE-DRY THE FILTER AND DO NOT THROW IT AWAY!
- 8) If there are any problems with the vacuums report them to the work job managers. If the vacuum becomes unusable, go to Azalea house and borrow one of theirs.
- 9) Dust the plants in the hallway.
- 10) Anything else that needs to be done. When you are done, sign the check sheet located in the second deck supply closet.

Closet Clean

- 1) Functions between 7:00 AM and 7:00 PM
- 2) Closet Clean is responsible for cleaning, organizing, and stocking all three of the storage closets (one on each floor), the mop closet in the kitchen, and the sanitizer area. The storage closets and mop closets have an inventory list on the inside door. The sanitizer area needs two sponges, green and blue scour pads, a jug of green soap, and a metal scrubber.
- 3) Take everything out of the closet and sweep and mop the floors of the storage closets on 1st, 2nd, & 3rd deck.
- 4) The closets are to be organized and cleaned up. Place all of the cleaners and agents on the shelf; hang up the brooms and mop; etc.
- 5) Stock the closets using the inventory list on the door.
- 6) Check vacuums for maintenance issues. Be sure to empty the vacuum canister and rinse the filter at the top of the canister. SQUEEZE DRY THE FILTER AND DO NOT THROW IT AWAY!
- 7) Clean and scrub the sink basins inside each closet.
- 8) Make sure the walls and floors are clean in each closet. Brush away any spider webs that may have accumulated.
- 9) Clean the drinking fountains on each deck. This includes sides, faucet, and drain.
- 10) If we are low or out of some supplies tell the work job manager.
- 11) The sponge mop heads are to be removed from all five mops and washed in the washing machine with bleach and soap, dried in the dryer, and placed back on the mops. This is to be done EVERY TIME.
- 12) The sponges and scour pads are to be thrown out and replaced every other week.
- 13) When you are done, sign the check sheet in the second deck supply closet.

Head Clean

- 1) Functions between 7:00 PM and 5:00 AM.
- 2) Clean sinks, counters, and fixtures with bleach water and/or Ajax.
- 3) Clean mirrors with Windex or equivalent.
- 4) Clean all toilets, inside and out with Ajax. Make sure the rim is free of hair and the bowl is free of discolorations. Make sure to clean in back of the toilets as well.
- 5) Scrub the shower walls and floors with Ajax and/or bleach water with a blue scour pad. Scrub the mildew and brown scum off of the tiles and grout.
- 6) Make sure to clean up all the Ajax powder. DO NOT leave any sitting on any surface, especially the toilet seats. 6 Clean area around the heater on 2nd deck.
- 7) Clean the push plate on the outside of the door and the handle on the inside.

- 8)Place new rolls of toilet paper on all dispensers and place used rolls on top.
- 9)If the garbage is more than half full, take rubbish to the dumpster and re-line the trashcan.
- 10)Sweep the floor and then mop using water and bleach.
- 11)If there are any personal items that are inside the bathroom, place them outside the door. If there are any dishes or silverware, return them to the kitchen. If anything is left in the bathroom for more than one week, throw it out.
- 12)Clean all floor and sink drains including the showers. The shower drains are removable and as such, they must be cleaned of all hair and other debris.
- 13)Fill soap dispensers if empty.
- 14)Empty the recycling bucket into the recycling upstairs in the dining room.
- 15)The 3rd deck head clean is also responsible for cleaning the cook's and guest's head. This is a significant part of the 3rd deck head and must be done following the same applicable rules as the three main bathrooms. Make sure that the toilet paper is always full, soap is refilled if needed, the floors are clean, the toilet seats and bowls are cleaned, the garbage is emptied, and there are plenty of paper towels. This is just as important as the other three bathrooms.
- 16)Anything else that needs to be done. When you are done, sign the check sheet in the supply closet on the same floor as the head you are cleaning.

Living Room Clean

- 1)Functions between 7:00 AM and 7:00 PM.
- 2)Dust off all furniture (piano, trophy shelves, computers, lamps), mantle, windowsills, and the plastic plants in the living room and entryway. Sweep under the two coffee tables, wash the tops to remove anything stuck to the wooden part of the table, and dust the bottom shelf of the coffee tables.
- 3)Clean off the ledge in front of the fireplace and dust the ledge that's above the fireplace.
- 4)Clean the mirror and table tops with glass cleaner.
- 5)Straighten and clean stereo, cabinet and shelf.
- 6)Recycle all the paper that people print off on the printer table.
- 7)Sweep and mop the living room floor and vacuum entryway. Be sure to get all dust and dirt out of corners and along baseboards, especially at doorways where the carpet ends. Use a broom or a special vacuum attachment for this.
- 8)Straighten papers and remove any extraneous items from the area. Place all old newspapers into recycling and personal items into lost and found.
- 9)Keep entryway storage closet organized.
- 10)Sweep front walk to steps and pick up any trash or extraneous items that may be there. Do NOT Sweep debris on the into the fountain/pond.
- 11)Vacuum/clean underneath all couch cushions.
- 12)Empty the garbage can by the mirror.
- 13)Anything else that needs to be done. When you are done, sign the check sheet on the mirror.

Rec. Room Clean

- 1)Functions between 7:00 AM and 7:00 PM.
- 2)Vacuum hall and rec. room carpet to first deck landing, including steps. Don't forget to vacuum under furniture and risers and on top of the risers. Be sure to get all dust and dirt out of corners, along baseboards, especially at doorways where the carpet ends. Use a broom or special vacuum attachment for this.

- 3)Clean and arrange furniture neatly.
- 4)Clean the white board with Windex or equivalent.
- 5)Clean underneath all of the cushions.
- 6)Pick up cans, dishes, etc. and put them where they belong (i.e. kitchen, recycling, etc).
- 7)Wipe off windowsills, TV screen, TV "case," VCR, DVD player, etc.
- 8)Wipe all the tables and the ledges of the molding.
- 9)Dust the plastic plants
- 10)Brush pool table; clean underneath lips on the side of the pool table.
- 11)Clean out the drain at the bottom of the west wall stairs.
- 12)Empty the recycling bucket into the recycling upstairs in the dining room.
- 13)Wash the windows and mirrors with window cleaner.
- 14)Anything else that needs to be done. When you are done, sign the check sheet located on the back of the laundry room door.

Laundry Room Clean

- 1)Functions between 7:00 AM and 7:00 PM.
- 2)Clean dust and remove lint off of washing machines and dryers. Clear top of washers of detergent residue.
- 3)Wipe down cubbyholes, straighten laundry room, and put extra clothing in cubby holes.
- 4)Check the lint traps and empty them if they need it. Clean out the dryer vent on the East wall outside the living room.
- 5)Clean and wash sink.
- 6)Sweep and mop floor, including between and behind machines.
- 7)Empty and reline trashcan.
- 8)Clean the floor drain.
- 9)Monitor what's in cubby holes and if items remain from one week to the next place the articles in the lost and found.
- 10)Put away ironing board if it's out.
- 11)If there are any clothes not in cubbies, put them in the "lost and found" can.
- 12)Anything else that needs to be done When you are done, sign the check sheet located on the back of the laundry room door.

Grill Clean

Functions between 10 PM and 5 AM.

Clean Grill regardless of use

- 1)See the Grill Clean Instructions at the end of this description or on the kitchen closet for instructions on cleaning the grill and determining whether the grill is clean or not.
- 2)Clean grease off of the black plates and brick off the grill. Clean the plate in front of the grill/stove as well as the outside of the grease catch box. Be sure to clean up all grit left from the brick around the grill, including the stovetop and oven. DO NOT use oven cleaner or other chemicals to clean the grill.
- 3)Make sure to clean the edges and corners of the grill with a point one of the steak knives rapped in a paper towel.
- 4)Make sure the drain hole in the trough is clean.
- 5)Put a small amount of oil on the grill after cleaning it to prevent rust.

- 6) Empty the grease catch box into the garbage can and clean the grease catch pans under the four burners and grill. This is important to avoid fire hazards.
- 7) When the job is complete there shouldn't be any brown or yellow marks, the grill should be entirely the color of the stainless steel, and it should remain the color of stainless steel. The sides and back of the grill should be spotless. There should not be any specks of grill brick on the grill or in the corners of the grill.
- 8) If there are any dirty rags/aprons/pot holders/etc., put them in the kitchen laundry. Do not put them back or leave them for the cooks to deal with.
- 9) Make sure any materials used for the job aren't left out.
- 10) If you create a mess on the floor or in any of the sinks, you are responsible for cleaning it up.
- 11) Take out the garbage after finishing.
- 12) Anything else that needs to be done. When you are done, sign the check sheet located in the kitchen supply closet.

Grill Clean Instructions

1. Scrape the chunks off with the scraper.
2. Pour vinegar on the grill, and spread it around with the scraper.
3. Begin scrubbing with the grill brick. (a)
4. When the vinegar has evaporated or you're just pushing grit around on the grill, scrape it off.
5. Pour more vinegar (b) on the grill, spread it around, and scrub it.
6. When you're just pushing grit around the grill or your lubricant of choice has been absorbed, scrape it off.
7. Repeat until the surface is clean of any stains or discolorations.
8. Take a shard of an old grill brick, and scrub the backsplash surround, and front thingy until they're free of deposits.
Don't bother using oil or vinegar for this step.
9. Scrape the resultant grit into the grease catch-pan. Push all the oil and grit down the hole.
10. Scrub the catch-pan with the grill brick, scraping any splashes off of the surface.
11. Clean all the grit and ash off of the scraper.
12. Pour a liberal amount of oil on the surface and scrape it clean with the scraper, wiping the edge of the scraper off between scrapes, squeegee-style.
13. Rub off the surface with paper towels, taking care to remove all traces of grit and ash.
14. If the grill has a slightly brown color, repeat these last two steps.
15. Pull out the grease tray below the grill, and empty it into the barrel behind the dumpster and replace the tin foil.
16. Pour a small amount of oil on the grill, and spread it around so that the entire surface is covered. Wipe with a paper towel and check for towel for any discolorations. If there are any, you're not done. Wipe down grill with paper towels and reapply oil. Repeat this step until paper towels show no discoloration.
- (a) Scrub the flat side of a grill brick along the "grain" of the metal, in this case, along the length of the grill. Scrubbing across the grain will scratch the metal. For best results, use a fresh side of the brick, one with a visible "honeycomb" structure. Push down hard on the brick, trying to get as much off as you can with each stroke. If you're not breaking a sweat, you're not doing it very well.
- (b) Way too many people argue about whether it's better to use oil or vinegar on a grill. Vinegar is quite a bit more effective at breaking up deposits and the like, but it smells rank and requires about 3 times as much. Oil is best for getting out grease, but must be used in the right amounts to be very effective. It's really a matter of personal

preference. Try them both and decide which you like, and don't be afraid to make adjustments depending on what sort of mess is on the grill. There are only four real rules:

Never use them both at the same time

Always use oil for your last pass.

Never take the cook's supplies. Use only the jugs under the sink marked "Grill Clean".

Never use anything but Vinegar or Oil, doing so will damage the grill.

Grill Cleanliness Guidelines:

Clean: Metal colored with little or no brown coloration: Refresh Oil if needed

Fair: Majority light brown in color: Start on Step 13 above

Dirty: Majority dark brown or black: Start on Step 1 above

Late Dishes

1) Functions between 10 PM and 5 AM.

2) Wash and put away all dirty dishes and pans. Make sure to check that the sanitizer's temperatures are reaching the proper levels. If they are not, report to the Co-op Director or Work Job Managers. Anything that touches the mouth (i.e., silverware and cups) need to be run through the sanitizer twice. Clean, drain, and shut off the sanitizer when finished. The drain is located in the front directly below the sanitizer. When pulled, a pool of water slightly to the left of it should drain. Remove the 4 filters inside the sanitizer on the right-hand side and rinse them; removing all food particles from the filters.

3) Clean counters with Quat and warm water. Do not leave standing water. Make sure you get all stainless steel surfaces. Including the stainless steel surface in front of the grease trap and the 6 burners).

4) Clean the three sinks opposite the oven.

5) Thoroughly scrub and clean wooden cutting board with diluted bleach.

6) Remove all items off of the blue shelves under the large cutting-board table on the east side of the kitchen. Wipe any food off of these, making sure that they are clean before putting everything back in an orderly fashion.

7) If there are any dirty rags/aprons/pot holders/etc., put them in the kitchen laundry. Do not put them back or leave them for the cooks to deal with.

8) Make sure coffee pot is turned off and cleaned along with the black filter holder, and the rest of the machine.

9) If you create a mess on the floor or in any of the sinks, you are responsible for cleaning it up.

10) Sweep and mop the dining room floor and the walk-in.

11) Refill the hot water dispenser if needed.

12) Anything else that needs to be done. When you are done, sign the check sheet located in the kitchen supply closet.

Late Kitchen Clean

1) Functions between 10:00 PM and 5:00 AM

2) Sweep the kitchen floor, remove the two mats in the kitchen. Make sure to clean/sweep behind the oven, under the oven, behind the cutting board, under the cutting board, and the floor of the mop closet. Sweep the floor even if it looks clean.

3) After sweeping, scrub the kitchen tiles thoroughly with the scrub brush (in the mop closet) and soap solution. Ask Work Job Managers for detailed instructions on cleaning the tile

- 4)After scrubbing the floor, mop the floor only with water, and make sure that there is no excess water or pools of water on the floor.
- 5)Clean the bread shelf, honey shelf, spice area, and straighten shelves in the pan room.
- 6)Take garbage to the dumpster and re-line cans in kitchen and cook's bathroom.
- 7)Clean all appliances (toaster, mixer, microwave, etc.)
- 8)If there are any dirty rags/aprons/pot holders/etc., put them in the kitchen laundry. Do not put them back or leave them for the cooks to deal with.
- 9)Break down any cardboard, tin, and milk jugs and place it in the recycling bins. Wash out milk jugs and cans before crushing them and placing them in the recycling.
- 10)Organize and clean the walk-in. Clean shelves, walls and ceilings with bleach water. Make sure all food in the reach-in and walk-in is properly stored away and covered to avoid food contamination.
- 11)Take out the dishes stored in the cutting board and clean off the shelves with bleach water.
- 12)Remember to replace the mats after the floor has been swept, scrubbed, and mopped.
- 13)Anything else that needs to be done. When you are done, sign the check sheet located in the kitchen supply closet.

Oven Clean

- 1)Functions between 7:00 PM and 11:00 PM, on a day chosen by the two Oven Clean people. Once the day is chosen, inform the Work job Managers of the day, and consistently do the job on this day each week.
- 2)Clean oven doors (inside and out), sides and bottom with oven cleaner or grease remover. Be sure to remove the entire cleaning agent from the oven. Un-removed oven cleaner will appear as a white film.
- 3)Replace aluminum foil on the bottom racks, inside the oven. Do not forget to punch all of the holes in the foil; otherwise the pilot light will go out.
- 4)Clean grease drip hole (very important to avoid fires).
- 5)Clean the oven racks.
- 6)Remove the black plates around the burners on top of the stove and clean with steel wool. Also, clean in, and around the burners.
- 7)Remove the three grease catch pans underneath the burners and grill. Remove the foil, clean the pans, and replace with new foil.
- 8)Clean grease off shelf above the grill, and on the steel around the grill and burners.
- 9) Scrub them with steel wool and spray them off in the sink before running them through the sanitizer.
- 10)Clean the inside of the hood and filters with a grease remover followed by bleach water. This is very important as old grease will drop into food being cooked if this portion of the job is neglected.
- 11)If there are any dirty rags/aprons/pot holders/etc., put them in the kitchen laundry. Do not put them back or leave them for the cooks to deal with.
- 12)Oven clean is done by the two members with the most term points who have not yet performed the oven clean job, excluding the House Manager, Assistant House Managers, Work Job managers and any others who do not perform normal Work Jobs.
- 13)Anything else that needs to be done. When you are done, sign the check sheet located on the wall above the mixer.

Recycling

This job functions in two sections.

Part 1

- 1) Part 1 is to be done the day before recycling comes. This day may change based on the discretion of the sanitary engineers. Currently part 1 functions between Wednesday 7:00 PM--Thursday 5:00 AM.
- 2)Collect recyclable material from each floor, laundry room, first deck alcove (under fire escape stairs), and entryway storage closet for placement into recycling bins.
- 3)Maintain boxes for metal and glass in kitchen.
- 4)"Maintain" includes straightening and sorting all strayed recyclables into their proper categories using Corvallis Disposal guidelines.
- 5)Place all recycling material out on the lawn on our side of the street across from the loading zone on Wednesday night for Thursday morning pick-up.
- 6)Clean the inside and outside of the kitchen windows facing AZA with window cleaner both inside and out. You may have to use a sponge or a squeegee (located in the kitchen closet) to clean them.

Part 2

Functions Thursday between 7:00am and 7:00pm.

- 7)Retrieve the recycling boxes and rejected items Thursday morning. This must be done before noon. If any items are rejected throw them away.
- 8)Make sure that the area in-between AZA and Avery is orderly. Meaning: Clean and straighten the recycling and trash area between AZA and Avery. This consists of picking up all garbage that is on the ground between the two houses. Be sure to check under the two dumpsters and the cardboard recycling bin, behind and around the recycling bins, in the stairwell, etc. You are also to sweep the area and rake up the leaves (if there are leaves). Leaves are to be bagged and thrown away.
- 9)Pick up all trash around the house, especially in flowerbeds and around dumpsters and any dishes left in the planting areas or on the cement walk ways or patio." Return them to the kitchen. If there are any chairs or tables on the patio or in the surrounding areas or rear lawn, put them back inside. If they are broken throw them away in the dumpster. If any garbage cans have been left outside, for whatever reason, return them to their proper places.
- 10) Pick up trash in the northeast stairwell, from third deck to the planting area. Trash includes cigarette butts. If any chairs or personal items are left anywhere in this area, bring them inside. If there are any dishes or silverware left in this area, return them to the kitchen. If any pop or beer containers are left in this area, put them in the recycling in the dining room.
- 11)Report any problems to Work Job Manager.
- 12)After this job is completed, there should be no recyclable material between Avery and AZA or on the kitchen stairs.
- 13)The recycling bags in the living room are not part of this job. This is done by the university.
- 14)Anything else that needs to be done. When you are done, sign the check sheet located on the side of the reach-in.

Refrigerator Clean

- 1)Functions between 7:00 PM and 11:00 PM.
- 2)Take everything out of the reach-in refrigerator.
- 3)Check all containers in both reach-in and walk-in for spoiled food or anything older than five days. Throw away these items. Wash dirty containers, wipe away all spilled food, sanitize and put away all empty containers.
- 4)Clean racks, walls, doors, and bottom of reach-in with Quant and water. Remove any standing water in the refrigerator.

- 5)Place all food back in the reach-in.
- 6)Clean the outside of the reach-in, both walls and doors.
- 7)Check to make sure the temperature of the reach-in and walk-in are within the designated proper temperatures on the thermometers.
- 8)Make sure all food in the reach-in and walk-in is properly covered or stored away to avoid food contamination.
- 9)If there are any dirty rags/aprons/pot holders/etc., put them in the kitchen laundry. Do not put them back or leave them for the cooks to deal with.
- 10)Go through the bread shelf and dispose of anything with mold.
- 11)When done take out the garbage and reline the trash cans.
- 12)Pull the refrigerator out and clean the back of the refrigerator.
- 13) Clean the floor under the refrigerator
- 14)Anything else that needs to be done. When you are done sign the check sheet located on the side of the reach-in.

Inventory

- 1)Functions on Tuesdays and Thursdays when the shipment arrives. Arrival is between 10:00 AM and 5:00 PM, be sure your schedule is flexible. The job must be started within 1 hour of the shipment's arrival. Either the cook or one of the work job managers will call you when the shipment arrives.
- 2)Unpack all perishable food and supplies from boxes and place them in the freezer or walk-in. No food may be directly touching the floor in the walk-in. Flatten all cardboard boxes and set them in cardboard recycling bin.
- 3)Unpack all food and supplies brought to the storeroom and arrange them NEATLY on the shelves. This is done in accordance with how the product is packaged and how the storage room is already set up. Do not place any product behind another different product. No products should be left in the boxes they were delivered in unless neatly stored on the shelves.
- 4)Clean and organize the storage room. Make sure we have enough supplies and that everything is in order. Make sure the floor is clear of objects and trash. Make sure that there is nothing blocking the food shelves, such as speakers, poker table, chairs, etc. If there is anything blocking the shelves, move it and take care of it.
- 5)When putting new stock away, go through the freezer and fridge, getting rid of anything that has gone bad or is past its expiration date, and rotate older dated items to the front, putting newer stock in back..
- 6)Invoices should arrive with every shipment. Make sure to go over the invoice as you are putting things away. Make note of any discrepancies between what is shown on the invoices and what the house has received and writing this down on the invoices. In addition to making note of this on the invoices, tell the cook about it. When done with the invoices, give them to the house manager and make a copy for the cook. If he is not in, leave them in his mailbox. This is very important.
- 7)Put toilet paper in its proper place.
- 8)Verify that everything on the inventory list is stocked and inform assistant house managers if anything is low or missing.
- 9)Anything else that needs to be done.

Cook Clean

- 1)Functions between 4:00 PM to 5:00 PM.

- 2) Wash and sanitize all dirty dishes, pans, etc. and return them to their proper places. Make sure to check that the sanitizer's temperatures are reaching the proper levels. If they are not, report to the Co-op Director or Work Job Managers. Anything that touches the mouth (i.e., silverware and cups) need to be run through the sanitizer twice.
- 3) Clean the area around the sanitizer.
- 4) If there are any idle rags/aprons/pot holders/etc., put them in the kitchen laundry. Do not put them back or leave them for the cooks to deal with.
- 5) Shut off sanitizer, but DO NOT drain.
- 6) Make sure all pots and pans are put in the pot and pan closet are put away according to the labels on the shelves. Do not leave any kitchenware on the floor of the storage room.
- 7) If a food shipment arrives from FSA, Sysco, or another distributor, while you are doing this job, put it away. Do not leave it sitting in the kitchen as an obstacle and a hazard or for the cook to do.
- 8) Refill paper towel dispensers and soap if necessary.
- 9) Clean and sweep outdoor steps leading to kitchen of grease and sweep off steps.
- 10) Anything else that needs to be done. When you are done, sign the check sheet located in the kitchen supply closet.

Fish Tank

- 1) Feed the fish once every day, a pinch will do.
- 2) Clean the fish tank on the 1st week, 3rd week, 5th week, 7th week, and 9th week. Functions between 7:00 am and 7:00pm. Drain most the water from the fish tank via a siphon. Make sure to siphon the around the rocks to remove any debris; then, clean the inside walls of the tank with a sponge using only water. Remove all of the scum that builds up on the inside walls. DO NOT use any cleaning chemicals. Refill the tank with clean water. While replacing the water, remove the sponge filter within the water filter and rinse it in running water.
- 3) Once a week pour Stress Coat into the tank. The amount of Stress Coat to be used is listed on the bottle along with the instructions.
- 4) Make sure the filter is working properly at least once a week. If it breaks or stops working, tell whomever is the Alumni/Home Improvements.
- 5) Once a week clean the outside of the glass of the fish tank with Windex and dust the top of the fish tank.
- 6) If the fish die, you will be held accountable. Punishment is to be decided by the JC council.

Barbeque Clean

- 1) Functions within 12 hours of the outdoor grill being used. The grill is to be spotless and grease free after it is cleaned. The Work job Manager is to tell you when the barbeque was used.
- 2) The grill is to be outside while it is being cleaned; then, moved inside after it is clean. The propane bottles need to be disconnected and returned to the bike cage. If the propane bottles are low, tell the Work Job managers. All the cleaning supplies will be located in the grill clean cabinet.
- 3) Remove the two tinfoil trays on the bottom of the grill and the tinfoil lining the three pull out trays and throw the tinfoil liner and trays away. Before throwing away make sure the grease is cooled down. Replace the tinfoil trays and reline the bottom with tinfoil. The tinfoil trays should be located in the kitchen in the island cupboard or in the dry storage.
- 4) Remove the three grates and the three lids wash them thoroughly with soap (green liquid stuff in the kitchen) and run them through the sanitizer. Wash the three bottom grease catch sheets and the removable center black piece with

soapy water and a sponge. BE SURE that none of these items have a grease feeling when you are done! Dry the lids, grease catch sheets, and black center piece after washing them.

- 5) Clean the inside of the grill until it is, for all intensive purposes, spotless. DO NOT pour water over the three burners or use a soaking wet sponge to clean them. Use a damp (key word is "damp") rag and/or a tooth brush to clean them if necessary; then, dry them. Use a green scour pad, sponge, and/or metal scour pad when NECESSARY to clean the interior of the grill. Use the little scrub brush to get into the grooves and crevasses. Tell the Work Job manager if you need a scrub brush or more tinfoil trays.
- 6) Wash the lip area that the metal grating rests on with soapy water, a sponge, and the toothbrush (for the grooves and crevasses); then, wipe it down with a damp towel and dry it.
- 7) After washing the interior with soapy water rinse it with a wet rag; be sure to rinse the rag often; then, dry the interior.
- 8) Wash the exterior of the grill with soapy water and a sponge; then, wipe down the exterior of the grill with a damp rag (no soap) and dry the exterior. DO NOT wash the exterior with any abrasive material!
- 9) Replace all the parts that were removed and washed, wheel the grill inside with some ones help.
- 10) You are responsible for any damage that the grill suffers during the cleaning process. If you have any questions feel free to ask a Work Job manager.
- 11) Anything else that needs to be done. When you are done, sign the check sheet located in the kitchen supply closet.

Perimeter Sweep

- 1) Functions every Thursday between 8AM to 9PM.
- 2) Sweep all cement walkways around the house, including all entrances.
- 3) Clean up any debris in the fountain, rake out any leaves, and make it look nice.
- 4) Clean all cobwebs from exterior doorways and railings.
- 5) Pick-up all trash from stairwells and fountain.
- 6) Remove all trash from exterior of building.
- 7) Make sure fire pit is covered while not in use, along with remove all wood from gravel walkways on south side of house.
- 8) Bring in all equipment outside including all sports equipment, tools, etc.
- 9) All clothing to be placed in lost and found in laundry room.
- 10) Report all damages to the Work Job managers.
- 11) Roll hoses and place them under the front steps.
- 12) Breakdown all cardboard and place in designated containers.
- 13) Clean out the dryer vent on the East wall outside the living room.
- 14) Don't forget to pick up the cigarette butts
- 15) Anything else that needs to be done. When you are done, sign the check sheet located in the tool closet.

Sleep Vacuum

- 1) Functions every Thursday between 10AM to 7PM.
- 2) Vacuum every sleeping porch including under the bunks. Make sure to clean all baseboards as that is where most of the dust and hair accumulates.
- 3) Make sure all fire escape diagrams are present in every room. If not, report that to the Work Job Managers.

- 4) Make sure all wake-up sheets and snoring/non-snoring signs are present. If not, report to that to the Work Job managers.
- 5) Leave all sleeping porch windows open when finished.
- 6) Vacuum the study porch, wipe-off the desk and bookshelves.
- 7) If there are any items that don't belong in the porches, place them in lost and found.
- 8) Report any inappropriate activities or materials to the Work Job managers immediately.
- 9) Report any damage to the Work Job managers.
- 10) When you are done, sign the check sheet located in the 3rd deck supply closet.