

# 2014 Workjob Manual

<b>Workjob Distribution Chart</b>		
Updated 11/06/2011		
<b>Workjob</b>	<b>Credits</b>	<b>People</b>
Cooks	30	>10
<b>Maintenance</b>		
Maint/repairs chief	2	
Maint/repairs crew	3	
Painting	0	0
<b>Grounds and Plants</b>		
Grounds chief	2	
Grounds crew	3.5	
Plants	0.5	
<b>House officers:</b>		
House Representative (President.)	1	1
Workjob Coordinator (WJC)	2	
Secretary	1	
Treasurer (big picture)	2.5	1
Treasurer (details)	1.5	1
<b>Other Administrative</b>		
Archivist	0	
Computer	0.5	
Membership Coordinator	1	
Mail forwarding	0.5	
Supplies	2.5	1
Workjob Helper	0	
Membership Helper	0 (.5 in spring/summer)	
Solicitor General	1	
<b>Cleaning</b>		
Bathroom (2nd floor)	1.5	1
Bathroom (1st floor)	1	
Bathroom (basement)	1.5	
Common rooms	1.5	3
Fridges	1	
Halls & stairs	1.5	
Kitchen	2	1
Dining Room	0.5	
Ovens & microwave	0.5	
Rags & rugs	2.5	
Basement	0.5	
Walls & ceilings	1	
<b>Waste</b>		
Compost	1	

## **Dishes**

### **(Rotating cycle of duty)**

- All dishes must be washed, dried *thoroughly*, and returned to proper shelves by 10 PM the same day. (Damp stacked dishes breed bacteria.)
- “Dishes” means all glasses, plates, silverware, utensils, bowls, Tupperware, mixer attachments, cutting boards, pots, pans, woks, etc. used in the preparation, storage, and serving of evening meals. It also includes the Tupperware container that bread is stored in: if it is empty, it should be washed. “Dishes” does not include the tea kettle or other paraphernalia not related to dinners (people who use those items should wash them periodically). Nor does it include saved meal boxes, which are the duty of the owner.
- All stainless steel counters, sinks (including drain strainers), and the kitchen table and splash board under the window must be clean. That means no visible food particles, no stains that can be removed, and no greasy residue (exception: woks and cast iron frying pans must be lightly oiled).

- People eating meals late are responsible for washing their own dishes if the evening’s dishes are already done.

#### Basic procedure:

- Put away all the clean dishes in dish racks.
- It helps to pre-soak everything. Put a good amount of hot, soapy water in one side of the sink or in a large pot.
- Keep the little strainers in the drains. You may have to empty them several times (empty these into the trash), but that’s a minor inconvenience compared to unclogging the pipes.
- Scrub all items with appropriate sponges, scrapers, or brushes in hot, soapy water. (Rubber gloves are in the laundry room to keep your hands comfy.) It’s a good idea to start by washing the plates first. There is a wooden rack kept by the cutting boards that is ideal for drying plates. Set those up first, and let them dry while you wash everything else! For pots and pans, take off a little of the long-term grunge each time, but leave the dark, cooked-on sheen on the woks and cast iron pans (remove all food particles, of course). Dry the woks and cast iron with a clean rag immediately after rinsing, then wipe a light coat of vegetable oil on the cooking surfaces with a paper towel.
- Rinse all items under hot water. Inspect each item to be sure it is clean before placing it in the rack to dry.
- Scrub the sinks, drain board, splash wall under the window, and stainless steel counters with soapy water, Borax, vinegar/alcohol/water mix, and/or baking soda. Use the squeegee to wipe away excess water. Clean the drain strainers of any remaining food. Think clean!
- Allow dishes to air dry in the racks, or dry them with clean rags. Clear racks by 10 PM, respecting quiet hours.
- Refill the silverware tray in the dining room with plenty of forks, spoons, and knives, and put steak knives/small serving utensils in the drawer as well. If the drawer needs to be cleaned, you can remove it by reaching under to the sides of the drawer and pressing the levers up as you pull the drawer out.

## Floors (Rotating cycle of duty)

\*All tasks must be completed by 10:00 PM.

- **Arrive by 6:40 PM. If you know you will be late, ask someone ahead of time and arrange to have someone put the food away for you. (Or if you're running late, call the house to find a volunteer)**
- It's helpful to the dishes person if you use the least dirty big bowls/pots from dinner to provide hot, soapy soaking areas on the kitchen table for dinner dishes. (One for plates, one for silverware, and one for bowls, if needed.)
- **As soon as** everyone has finished seconds and packing lunches, place leftovers in appropriate plastic food storage containers with tight lids, label the containers with the date, and put them in the common kitchen fridge. At the same time, place any saved-meals in the appropriate common space in the dining room fridge. Expedient refrigeration of food is especially important during warmer weather.
- Bread products, including cake, muffins, cornbread etc. may stay on the counter in Tupperware (not plastic wrap) - we've had mice!
- Do not leave leftovers in serving dishes covered with tinfoil or plastic wrap. Also, all leftover food items in metal cans should be placed into plasticware instead, to avoid lead contamination and botulinum toxin.
- Bring empty serving dishes/pots into the kitchen for the dish-doer. Your job is to make the dish-doer's job as easy as possible, so place as many dishes as possible by the side of the sink. (Remember that cooked food may not be composted per city ordinance.) Return condiments and clean, unused dishes, etc. to their proper storage place.
- **The fridges person is responsible for throwing away leftovers.** Notify her/him directly or leave a note if fridges are in disarray or teeming with old food. If you need to clear space immediately, go for it.
- Scrub down the dining room table, the serving table, the dining room counter near the bulk spices, and the two Formica kitchen counters with hot, soapy water or bleach water, removing all food particles, stains, and grease. **Move appliances, the Robo Coupe, etc., so you can clean beneath and behind them. Be the bane of ants and mice!** Clean any soiled chairs. Also, scrub down the kitchen table unless it is not possible due to dirty dishes covering it. Wipe down fridge door handles in the kitchen and dining rooms, removing all food residue, fingerprints, etc. from the fridge surfaces. Also wipe the door handle and push plate between the kitchen and dining room.
- **Scrub all visible food particles and other dirt off the stove, including wiping the drip pan located under the burners. Pull it out!**
- Put chairs up on tables. **Sweep** the floor of the entire dining room, kitchen, and hall by the bulletin boards.
- Put a small amount of floor soap from the laundry room (*not* dish soap) in the mop bucket and fill with several inches of hot water. **Mop** the entire floor area you just swept. Rinse and squeeze out the mop when you are done. Dump the dirty mop water in the toilet (*not the bathtub!!*) and flush, then set the mop, head hanging over the mop bucket, to dry in the laundry room. **Rinse the bucket and use a rag or paper towel to clear the remaining grit so the next floor person has a clean bucket!**
- Don't Forget: After floor has dried, **put chairs back down**, inspecting for cleanliness. ...**You're done!!**

## **Saturday Floors (Rotating cycle of duty)**

- (To be done Saturday evening before 1 1PM)
  - Put away all the clean dishes in the dish rack. If there are abandoned dishes, ask the person responsible to wash them, or wash them yourself if necessary.
  - Allow dishes to air dry in the racks, or dry them with a clean green dish rag: Return all dishes to their appropriate homes by 11 PM Saturday.
  - Scrub the sinks, drain board, and splash wall under the window with Bon Ami, or Borax, or Comet, or baking soda, or whatever abrasive cleaner excites you. Clean out the drain strainers.
  - Focus on the kitchen. Move appliances, the honey jar, etc. and scrub down all the counters and the kitchen table. Do a spot check in the dining room and clean any dirty tables or counters with hot, soapy water or bleach water. Put any dirty or smelly rags in the laundry area.
  - Fridges person is responsible for cleaning the fridge. If things look bad in there, notify that individual.
  - Clean the stove, removing all visible food particles. Pull out and wipe the drip pan underneath.
  - Move the trash, compost, recycling bins, and chairs, and sweep and mop the kitchen, paying special attention to areas that get missed during the week.
  - Spot check the hallway and dining room and clean floors as needed.
  - Rinse and squeeze out the mop. Dump the dirty mop water in the toilet (not the bathtub!) , rinse the bucket, clean out the grit so the next person has a clean bucket, and then set the mop, head hanging over the bucket, to dry in the laundry room.
  - Remove chairs, appliances, garbage, etc. to their proper places.
  - Wipe down garbage can in kitchen
  - Clean tea kettles, grease on outside, rinse inside with vinegar to remove lime buildup
- YOU'RE DONE!

## Basement (.5 CR)

- Once a month, clean the laundry room. Sweep the floor, clean the washer and dryer, dust the shelves (including the one above the washer). Twice per year (January and July), do a deep cleaning, including moving the appliances to clean underneath, dusting the high pipes, washing gunk off the walls and exposed pipes, and sorting through cleaning solution containers on shelves- combining half-full ones and replacing broken ones.
- Each December, work with the Dining Room and Supplies people to thoroughly clean the dining room. Pull everything (fridges, shelves, counters) away from the wall, scrub floor underneath and wash walls down behind them. Take everything off the shelves and wipe them down with warm, soapy water to clean. Clean out the cabinets under the spices that tend to accumulate old food and junk. Organize! If it looks like they need it, wax the floors.
- In the boiler room, make sure the water softener stays at least 1/2-full of salt. (Frank Nick actually does this).
- In the under-stairs closet and boiler room, make sure the fire lanes are clear.
- Keep basement hallway tidy, including removing old messages from the house postings.
- In June, clean the boiler room. Eliminate trash and clutter! You are in charge of our compliance with the city's fire code, so make sure that no flammable items are being stored in the room and that nothing is stored within 2.5 feet of the boilers and water heater (as marked with paint on the floor). Vacuum/dust/sweep the walls, ceiling, floor, pipes, boiler, shelves, fuse boxes, and anything else. Keep the contents of the shelves neatly arranged, ordered, and without useless junk.
- Clean the under-stairs closet once per year. Purge it of useless junk, like nearly-empty paint cans and insulation scraps. Arrange everything so that it is easy for people to find. (Communicate with the Supplies person.)

## Bathrooms

**(First Floor Bathroom = 1 CR; Basement Bathroom = 1.5 CR; Second Floor Bathroom = 1.5 CR)**

- Keep mirrors, walls, ceilings, floors, doors, and shower curtains clean: free of mildew, spots, dust, watermarks, etc.
- Keep the throw rugs clean and odorless by regularly exchanging them for clean ones located in the laundry room. Make sure the common towels and the shower curtain are regularly replaced with clean ones (sometimes individual members will do this before you do).
- Keep paper towels and toilet paper available, with extra rolls handy on the tank covers, cabinets, or dispenser.
- Keep the toilet(s), washbasins, tub, shower, and fixtures clean and free of soap film, lime, hair, etc. These should be cleaned at least weekly and checked regularly. If the drains in the sinks and showers are running a little slower than usual, it may be time to pour some "Earth enzymes" down them to eat up the scum blocking them. (See Frank Nick for details on this or report to Repairs crew to plunge it.)
- Finally, keep any air vents and radiators clean and dust-free.

In terms of timing, do a **visual check** of bathrooms **daily**, and follow the weekly checklists posted on the inside of the cabinet doors. Weekly cleaning should be done by 9PM of the Sunday that the week ends on. If you find that areas in the bathroom are routinely getting gross before the week is through, encourage bathroom users to clean up after themselves.

Remember, these individual jobs may need to be done more often, so be sure to keep your eyes & nose open! There are quite a few of us sharing bathrooms!

## Computer (1 CR)

Your main concern is to keep the house computer useable by all house members. In particular, enforce (and revise as needed) the house computer policy; maintain the house web page; keep virus protection up-to-date; train members in the use of the computer (e.g. printing, connecting to the Internet); maintain and repair all aspects of the computer and its accessories; create quarterly backups of the house documents; represent the house for the purpose of any computer-related subscription, such as our ISP and links to homepage; and troubleshoot any computer-related problems that a house member may encounter. Important guidelines:

- In no way should anyone be allowed to violate copyright or software piracy policies that may have repercussions on the cooperative. Enforce this.
- Members shouldn't download binaries (documents, software, etc.) onto the house computer because of the danger of viruses. The computer person should be the only one installing or downloading anything onto the house computer, and always with the appropriate precautions.
- **Members should store their personal documents under a personal folder within the "Personal Files" folder, which has shortcut on the desktop.** Members may provide their own paper for personal use. If they do not supply their own paper, there is a 5¢ per page fee. Payment is put in the labeled glass jar on the computer desk. There should be a supply of paper for house business stored near the computer. Scrap paper next to the computer is ALWAYS available to members.
- The house computer was primarily purchased for house business use. Those tasks get first priority, and members using the computer for personal use should understand and honor this.
- Revise house email list ([summitavecoop@googlegroups.com](mailto:summitavecoop@googlegroups.com)) membership with house & board members when membership changes.
- Revise the house email addresses (to do this revise the addresses listed in the relevant address group (e.g., secretary) in the house email account [summitavecoop@fastmail.fm](mailto:summitavecoop@fastmail.fm)).
- Revise house internal website as needed (located at <https://sites.google.com/site/summitavenuecoopinternalsite/>).
- Assist officers and house members in making forms to be shared on the internal house website.
- Maintain house social media pages, e.g., [facebook.com](https://www.facebook.com) page or others.

## Common Rooms (1.5 CR, 3 people)

**11/6/11** If you do the things on the list, and generally keep an eye on things, you should not be paranoid if the common rooms gets a little dirty in between cleanings. People can clean up their own messes or wait until you clean it weekly. There are three common rooms members, so the rotation is every three weeks. You must arrange to trade weeks if you won't be able to do it a given week.

People work as a team to clean the three communal rooms on the first floor: the TV room, sunroom, and living room. Use the power of two to aid in moving furniture so you can clean and avoid scratching the wood floor.

Below are good general guidelines for cleaning each room (from the earlier job description).

TV Room: Straighten up. Remove any trash or abandoned dishes (or motivate people to remove their own if you can identify the culprit). Keep the walls, ceiling, radiators, tables, lamps, shelves, light fixtures, electronic equipment, molding and trim free of gunk, dust, and cobwebs. Vacuum carpeting and keep the furniture arranged sensibly.

Living Room Return newspapers and magazines to the coffee table. Return books to the bookshelves. Urge people to remove their personal belongings after they are left in the living room for several days (if no one claims the items, put them in the lost and found bin, located against the wall opposite the fire place in the living room). Keep the furniture arranged sensibly.

Keep the walls, ceilings, door between the living room and TV room, door to the driveway, radiators, tables, lamps, fixtures, bookshelves, computer equipment, tables and desktops, molding and trim clean and free of dust and cobwebs. Clean the floors weekly: sweep and mop the hardwood floors; vacuum the rugs.

Sun Room Sweep and vacuum. Keep the sunroom free of trash, dead leaves, dishes, and clutter. Keep the walls, ceilings, radiators, tables, lamps, fixtures, furniture and the piano clean and free of dust and cobwebs. Also clean inside and outside of the two French doors. Keep the furniture arranged sensibly. Urge people to remove their personal belongings after they are left in the sunroom for more than a few days. If no one claims the items, put them in the lost and found bin located against the wall opposite the fire place in the living room. *After guests stay:* Return furniture to its original position if the guests forget to do so. Most important, see that the guests' host washes pillowcases, sheets and any bedding used within 2 days after the guests leave and returns the bedding to the dresser in the sunroom.

Phone Booth Taking care of this space is the Halls and Stairs person's job.

Appliances Thoroughly dust and clean TV, DVD player, computer, printer, and all of their cords. Move appliances to clean underneath. The computer desk and keyboard become gunky quickly. You can use rubbing alcohol and a rag on this. Please attend to this area.

Deep Cleaning Go the extra mile to make sure our house looks clean. Move books from shelves and dust underneath, double check that high and low areas have been dusted and washed, dust pictures, dust light fixtures, and clean anything else that might not be visible but needs cleaning.

#### MAJOR PROJECTS:

Furniture in TV room, living room, and sunroom You will also be in charge of keeping the furniture clean in all three rooms. Vacuum sofas and armchairs once a month. In September, you'll be steam-cleaning the furniture, throw pillows, and rugs in the living room and TV room, as well as the futon in the sunroom. Steam cleaners can be rented from Dorn Hardware (we have an account there), Ace Hardware, True Value Hardware, or A to Z Rental. Past members have suggested that steam cleaning may have more drawbacks than benefits. If so, find and use the best way to deep-clean the furniture.

Steam Cleaning Coordinate with the Halls and Stairs person to clean the carpets. This can be done in conjunction with furniture cleaning. As of 11/6/11 we have a carpet cleaner (not truly a steam cleaner) in the attic, courtesy of Isaac, that you can use on the rugs and such.

#### Windows, Walls and Doors (January and June)

**Windows:** Clean interior windows in common areas with our vinegar/water solution, wipe down sashes, baseboards. In the arched windows of the living room, TV room, and sunroom, clean out the adjoining side windows where possible. (The exterior windows are not removed in summer, so they collect dirt and cobwebs.) Make sure to clean the French doors in the sunroom and TV room.

**Walls & Doors:** Go through all the common areas listed below. Clean ceilings as necessary. Sweep dust and cobwebs from the ceiling, corners, walls, trim and baseboards in each room. In a pail of warm water, put some kind of cleanser for plaster walls or Murphy's Oil Soap for wood. Use a sponge to rub off the black marks that mar the paint on the walls and baseboards. Wash down the walls with a wet rag. The sponge mop also works well for high and hard-to-reach areas. Clean light fixtures of dust and bugs. Make sure doorknobs get cleaned while wiping down the doors.

Walls & Doors covers the following areas:

2<sup>nd</sup> Floor hallway and the outsides of bedroom doors

Entry-way walls near mailboxes

TV room walls

Stairway railings

Stairway walls

Stairway to kitchen

Phone booth

Living room

### Carpets and Curtains (late April)

Keep the curtains on their hooks, wash them in cold water (NOT HOT) in the washer. To avoid wrinkles, let the curtains drip dry on their hooks or the clothesline as soon as the washer is done. Note that some of our older curtains may require more gentle care or dry cleaning (ask for advice from long-time members).

### Fireplace (early April)

Before deep cleaning the carpets, give the fireplace a post-winter deep cleaning.

## **Compost (1 CR)**

- Take out the compost whenever it is close to full, and then scrub the bucket with hot, soapy water, using a non-food brush. Be sure to rinse out all the soap, so it doesn't inhibit friendly compost bacteria. Let that bucket air out upside down, and replace it with the clean one outside. (It helps to rotate two buckets).
- Educate people about what can and cannot be put in the compost. At the minimum, this means posting a list above the bucket, but regular reminders are also useful. (Detailed composting instructions can be found in the Appendix to this Workjob Manual.)
- Once every 3-6 weeks in the summer, and once every 3 months in cooler months, rotate the compost in the compost bins and distribute composted soil to gardeners.

## **Cook (1-3 CR) (1 credit = 1 meal in 6 weeks) (30CR total)**

You are responsible for preparing an evening meal to be served at 6 p.m. This includes meal planning (see cookbooks or old members for ideas), shopping for necessary supplies (see below), and cooking. The dates you are assigned to cook will be noted on the Cook Cycle, prepared by the Workjob Coordinator and posted on the house board. Each cycle lasts approximately 6 weeks.

Please fill out your cook day preferences on the sheet indicated by the Workjob Coordinator. The WJC will not schedule you on a day you have ranked 3-5 without checking with you first. Also, as a cook you are entitled to be automatically signed-up to do dishes or floors on the night you cook if you so desire (please inform the Workjob Coordinator of your preference).

### Useful Information About Buying Groceries:

As a cook, you will purchase the groceries, which are not already stocked or leftover in the house, needed for your dinner. Please strive to stay within the approved budget of \$35.00 per meal. You can pay for the supplies:



- by using the **cooks' checkbook**, kept in an organizer attached to the wall to the right of the kitchen door closest to the stairs (Don't forget to fill out the registry after writing a check);
- By using your own money and getting petty cash **reimbursement** from the "details" co-treasurer (write your name and the date of the meal on the receipt and place it in the box located next to the computer in the living room; also record your name and information on the clipboard in the cash box).

In any case, always **save the receipt!** We need it for tax records. Circle the date, write your name and the check # on it and put it in the receipts envelope in the organizer to the right of the kitchen door closest to the stairs (if you used the cooks' checkbook or a house charge account) or filed by your last name in the Treasury box by the computer (if you need reimbursement).

### Useful Information About Preparing the Meals:

There is a list of food preferences, restrictions and allergies on the refrigerator in the kitchen. If you intend to prepare a dish with meat, poultry, or fish, be aware of how many meat-eaters and vegetarians you will be serving and *provide an alternative, substantive, and nutritious dish*. Also be aware of your housemates' food allergies and clearly label items that have items that contain allergens. While it is not tradition to cook a different meal for every individual preference, it is courteous to prepare enough dishes that everyone can enjoy something. Meals should be well-rounded and include at least one vegetable, a protein source and a source of carbohydrate. Making things that require preparation of individual morsels is time consuming- it is easier to make a soup or a casserole than to make wontons or tamales individually, for example. If possible, use any available perishable supplies and leftovers from the fridge when preparing your meal. And if it's a special occasion (birthdays, first meals, last meals, send-offs, etc.), it's especially nice to throw a little party and bake a cake (or something) for the honored person!

Finally, to help the dishes and floors people, please clear the counters and table of dishes and "compostables" used to make the dinner.

### In Case of Emergency:

If for some reason you are unable to cook on your scheduled night and it's too late to trade with someone, please do not order pizza to cover for yourself! Instead, speak directly to your housemates to let them know you cannot cook and are appealing for help. House members will then decide what to do for dinner. You will, of course, have to make up your missed night at a later date.

## **Dining Room (.5 CR)**

- Sweep/dust the shelves of the dry goods storage area in the dining room, check to see lids are closed tightly. Wipe food shelves and storage container shelves: a bucket of sudsy warm water works best. Label everything clearly and keep the labels on the storage containers facing the front for easy reading. Leave no debris or clutter.
- Wipe down the dining room tables, chairs, and counters very well (including the sides and bottoms).
- Regularly keep the tupperware in the dining room in order.** You will often be faced with a disorganized stack of lids and bottoms. Match lids with bottoms and set aside stray parts that just don't match and eventually purge the house of these nuisances! Do not close plastic or glass that is wet or damp, since it will breed bacteria.
- Clean the windowsill and the adjacent shelf in the dining room.

- Remove cobwebs, spills, and splashes that are not covered under the Floors description, or that were neglected during the week. Wash the walls, ceiling, overhead pipes, doors (both sides), paying attention to the walls surrounding the recycling bins, and the windows. Remove the gunk!

### Monthly

Remove the “desk drawer” containing the silverware and clean it out.

### Twice Yearly

- Work with the Kitchen person to sharpen the knives in the kitchen.

### Once Yearly

- In December, collaborate with the Basement cleaner to clean the Dining Room and do a general purge. See Basement job description for more details.

## **Fridges (1 CR)**

You are responsible for the cleanliness and basic, regular maintenance of all of the house refrigerators and freezers (both common & personal spaces).

### Weekly:

- Keep all exterior and interior surfaces clean. Spot wipe outside of refrigerators and freezers as necessary - fingerprints, etc. show-up easily and quickly on the doors and handles of the True fridge in the dining room, so you will probably have to give them a quick wipe-down several times each week (but see the note below). Eliminate food, beverage, or condensation spills in the interior using a mixture of baking soda and water (helps keep odors down). Also wipe off the tops so as to keep them free of dust.
- Throw out moldy, spoiled, or stinky foods and wash the containers.
- Empty the water-catching pan beneath the True refrigerator—especially in the summer.
- Monitor the freezer space to make sure no one “hogs” more than their allotted space (max. per person volume allotment is roughly two to three freezer bags or the equivalent for odd-shaped things). Also note that anything **unlabeled** is up for grabs.

### Regularly:

- Defrost the freezers as needed, and at least annually. To do this, unplug the equipment, open the freezer door, transfer all food into an appropriate vessel to keep it frozen, and wait for frost to melt. For the upright freezer, you should remove the drain plug on the inside floor by pulling straight out. Then unhook the flexible drain pipe which sits in a hook just inside the underside of the front of the freezer and put it in a pan to catch the water. After the freezer has fully defrosted, thoroughly wipe down the interior, return the food, and plug it back in.
- Very important:* To keep the equipment energy-efficient and long-lasting, it is crucial that you regularly vacuum the coils on all refrigerators. This means 4x/year. Remove the front grill on the True refrigerator and scrub the condenser (with a stiff brush if necessary) until you can see through it.

Important note: The stainless steel exterior of the True refrigerator in the dining room can be damaged by chloride cleaners or anything which may abrade the surface, including steel wool, wire brushes, scrapers, or

abrasive cleaners. DO NOT USE ANY OF THESE! For more info on the proper care and cleaning of our equipment, see the manuals in the freezer/refrigerator folder in the House filing cabinet.

## **Grounds (3 to 6 CR total)**

This job covers the entire outside property, including the lawn, the steps, the parking lot and sidewalks. You and the other Grounds people are responsible for the regular maintenance and orderliness of these areas. Do not allow any clutter to accumulate anywhere on the grounds (whether the stuff belongs to the house or to individuals). Keep in regular communication with the other Grounds people so that each person knows of their tasks. The Grounds clipboard on the basement bulletin board has a list of recommended tasks.

When working the grounds, **please ask questions of previous grounds workers so that you won't tear up what others have spent years planting and envisioning.** (Valuable perennials get pulled out by well-meaning grounds people every year!) Check with the Grounds Chief for long-term landscaping plans.

### **Spring, Summer, Fall**

Keep the lawn mowed so that the grass won't be taller than 4" in height. Remember the purpose of groundcover is to cover the ground in those hard to mow places, like hills and inclines which are so very common in our yard: you should mow only grass and leave the groundcover alone! Seed grass in spring as necessary. Water the lawn only if it shows signs of drought (over-watering can be harmful to the lawn and will give you more mowing to do!). Maintain the lawn mower and gardening tools, if you use any. Trim trees and shrubs as necessary, removing any dead branches. Sweep the steps of buds, leaves and other debris (these can be dangerously slick after a rain). Rake leaves in the fall and set aside most of these for the Compost person.

Take care of the plants--split them when necessary, weed them, and spread mulch etc. to keep the weeds down and enrich the soil. Take on any landscaping project you're interested in that fits within the Summit's overall landscape plans. If you have a new idea, please consult with the committee and/or the House as a whole for approval. Plants may be bought (within the Grounds budget), taken and transplanted from other parts of the yard, or acquired from friendly people giving away their extras.

### **Getting Rid of Debris**

Most plant debris from the yard falls into two categories.

**Brush** is the trimmings of trees and shrubs that are more than 18 inches long. You can leave these on the terrace (the grassy strip between street and sidewalk) for the City to pick up at designated times of year. As of 2007, this time was the 3<sup>rd</sup> Monday morning of each month from April to October, but see the website for the latest information. <http://www.cityofmadison.com/streets/yardWaste/brush/brushWest.cfm> Otherwise, you can take them year-round to the brush drop-off site.

**Yard Waste** includes lighter plant materials such as leaves, grass clippings, flowers, plant stacks. It also includes tree and shrub trimmings less than 18 inches long. The city no longer picks up yard waste, it should go to the stick pile or the slow-compost, or you can drive it year-round to the same drop-off site below.

See the city's website <http://www.cityofmadison.com/streets/index.cfm> for more information, or phone them at 267-2088.

[Yard Waste disposal drop-off site](#)

1501 W. Badger Rd. (West Side Streets Facility), 266-4681  
Monday-Friday—8am-5pm

## Compost

A lot of the yard waste can stay at Summit, where the Compost person will feed it into the bins and turn it into fertile soil. Save lots of the leaves you rake in fall, because the composter will need to add them to our compost bins year-round. Separate those leaves, from larger twigs, which will not readily break down in the compost. Compostable matter can go into the designated trash cans by the compost bins. See the composting guide or talk to the Compost person if you are unsure what can go into the bin.

## Winter

Keep sidewalks clear of snow and slush. Make sure they are passable soon after a snowfall. We have to keep the sidewalks clean by city ordinance. It's especially important to keep a path open on the steps and on the concrete slope up to the parking lot. Apply salt/sand/ashes for traction as necessary. Please use salt sparingly as it is hard on our environment! Successful alternatives to salt include: wood ashes (provides grit and absorbs sun's energy to melt snow - but can be a mess when tracked into the house), well-timed removal of snow (before it gets packed down) and standing water (before it freezes), and the old, reliable standby, **SAND!** Keep a container of sand by the mailbox at the front door for others to use as needed. **The city provides sand (usually mixed with a little salt) for free - barrels are usually kept at the Summit-and-Spooner and Van Hise-and-Roby intersections.** Keep in mind that salt is best used only on ice. If it is used to melt snow, it melts and re-freezes to become the more dangerous and slippery ice. Feel free to ask for help from other members after storms or particularly heavy snowfalls.

*Note on wintertime expectations: During the winter it may snow for several days in a row, even if you've already put in your hours for that week. The shoveling still must be done. There will be weeks without snow, so your time will average out.*

## **Grounds Chief (2 CR)**

Your job is two-fold. First, you organize and coordinate the individual grounds crew members and help motivate their projects. Second, you aid communication with the rest of the house.

### **A. Coordinating grounds crew members**

Arrange to divvy up or share grounds duties to ensure they are done; plan “workdays” with your crew to complete major projects; make sure that grounds tools are maintained, cleaned, or sharpened once a year. The Workjob Coordinator will look to you if the yard is not raked or cut, or the sidewalks are not shoveled, for example, so it is up to you to ensure that those duties are completed.

### **B. Communication with house.**

Hold regular Grounds Committee meetings for the grounds crew and invite house members to attend. In the winter, get ready for the summer by preparing a grounds plan; solicit house input for this. Give occasional updates at house meetings on current Grounds projects. Take the lead role on major landscaping projects. With other house members, plan grounds-related tasks for the Spring and Fall Work Weekends.

## **Halls and Stairs (1 CR)**

**11/6/11** – There is now a weekly checklist in the phone booth with tasks to perform each week. If you perform the tasks on the checklist, you should be all good. If you are going to be out of town for an extended period of time, or unavailable to clean, please find someone to cover for you.

### Weekly:

Keep the hallways and stairs swept, dusted and mopped so as to be clear of cobwebs and dust from the basement to the attic. You are responsible for the cleanliness of the floors, banisters, railings, switch plates, 2nd floor fire escape exit, **phones**, and mailbox area (including keeping the storage cabinet below the mailboxes in order).

- Vacuum the carpet on the stairs and 2nd floor.
- Sweep and mop the marble stairs at the entrance as well as the stairway to the basement and the hallway between the dining room and the basement door.
- Replenish the paper and pen supplies by the phones.

### Monthly:

- Change the vacuum cleaner bags and let the supplies person know when we should get more.

## **Kitchen (1.5 CR)**

### Daily:

- Check the “free” counter for crumbs and wipe down.

### Weekly:

- Thoroughly clean the cookbook shelves.
- Clean the silverware bin. Clean the cabinet doors and especially handles.
- Clean the shelves near the sink that have pots and pans on them, which tend to have food fall into them. Similarly clean the shelves with the plates, cups, dry goods, etc.

- Clean the spice shelves (tops, bottoms, sides), wipe off bottles, containers and whatever else lives there. Put everything in its proper place, or at least in a neat order. Keep an eye out and **replenish** spice bottles, flour can, sugar bowl, baking soda, baking power, salt & pepper bottles, etc. Check each of these once per week. If anything you come across is running low, note it on the kitchen door supplies list.
- Remove cobwebs, spills, and splashes that are not covered under the Floors description, or that were neglected during the week. Wash the walls, ceiling, overhead pipes, doors (both sides), paying attention to the walls surrounding the garbage and recycling bins, and the windows above the sink. *Remove the gunk!*

#### Monthly:

- Empty the personal bins shelves and clean them.
- Work with the dining room person or Frank Nick to sharpen the knives. Do not take knives to be professionally sharpened monthly as it will considerably shorten the lives of the knives (as professional sharpening involves removing a larger amount of metal than does maintenance sharpening done with a sharpening stone).

#### Once Yearly:

- Arrange new shelf paper on shelves and in drawers.
- Do a general purge of the kitchen: Pull fridge and stove away from wall, take table out of kitchen and scrub floor underneath to get the stains out. You'll probably need to empty the fridge--coordinate with fridges person so they can vacuum and scrub the coils. Take pots and pans off the top of the fridge and clean it off. Clean the walls. Take everything off the shelves, toss old sauces and condiments, and get rid of clutter. Throw out rancid oil and unused vinegars. Re-label containers or drawers, re-organize them as you see fit, get rid of clutter in "odd things" drawers, toss old burnt potholders. Now is the time to get repairs crew to do a touch-up to the paint. Cookbook purge: Put cookbooks that aren't often used on the shelf in the TV room, or return them to their rightful owners. Contact a bookshop to get old cookbooks rebound. If it looks like it needs it, wax the floor.
- Wax the tile in the **dining room**, hall in front of basement bathroom, tile steps, and the kitchen with "On & On" tile wax. Should only take 1 hr. each application. It is suggested this be done in September and March.
- Take knives to be professionally sharpened as needed.

### **Ovens: Microwave, Stove and Hood, Gas Oven, & Toaster (1/2 CR)**

#### Clean the stove and hood

The basic object is to keep exterior surfaces clean and, where appropriate, lightly oiled. On a bi-weekly basis, remove the stovetop plates and clean thoroughly, keeping the areas beneath the top burner free of grease and food particles. Keep the back wall, top shelf and **skillet** clean. Keep all surfaces of the exhaust hood clean. Remove and thoroughly clean the exhaust hood grease traps every 3 months. Keep the equipment operating properly by regularly opening up the panel above the sink and degreasing the fan.

#### Clean the toaster

Clean out crumbs and clean front glass part

#### Clean the Microwave

Clean inside microwave, clean rotating glass part

#### Clean the gas oven

Clean the interior of the oven at least once per week, and thoroughly clean it once per month. Regularly clean

the oven drip trays and racks of spills and ash except for thin layers of perpetually baked on crud that proves impervious to scrubbing. Use steel wool and/or oven cleaner. If you prefer not to use chemical cleaners, consider using baking soda and allowing it to sit overnight. Repeated treatment may be necessary.

## **Mail Forwarding (1/2 CR)**

**Mail-Forwarding** (weekly): The Post Office treats the Co-op like a business. All mail addressed here is delivered here and we are responsible for forwarding it ourselves.

- Maintain a list of forwarding addresses of former members. Ask members who will be moving out to provide you with a forwarding address and to notify their correspondents of it also. The list is on the computer. Either click on Outlook/Contacts or Summit Files/Mail Forwarding/Contacts.
- Recycle all unendorsed standard & bulk rate mail.
- Forward all 1st class mail, all magazines & newsletters with “periodical” or “2<sup>nd</sup> class” postage, and all standard mail endorsed “Forwarding; Address Change; or Return Service Requested”. Using a heavy black marker, cross out the black barcode on the front & the orange bar code on the back of envelopes.
- First class mail is forwardable to foreign countries at no charge. Write “Moved left No Address” on envelopes of former members who didn’t leave a forwarding address.

## **Maintenance & Repairs (Variable CR)**

You and the rest of the Maintenance Crew are responsible for maintaining the house and its property in working order by repairing and/or replacing anything that needs it. See the Maintenance Crew Chair for project suggestions and priorities. Acquire the necessary supplies and ask the "details" co-treasurer for petty cash reimbursement, or use the Dorn TrueValue Hardware house account. The tasks you may have to take on include electrical projects, painting, plumbing, fixing appliances, squirrel-proofing the attic, refinishing floors, etc. Various cleaning and painting jobs may also come under this title. *Twice per year*, repairs crew should test the smoke alarms and make sure fire lanes in the attic and other public spaces are clear. This is kind of a floating position with variable duties and therefore requires a good deal of self-motivation. Stay in regular communication with the Maintenance Crew Chair, attend committee meetings, and work together with other people on the crew.

*Note on time expectations: Suddenly, several must-do maintenance requests may surface that take several days to complete. They still have to be done. It may seem unfair at the time, but there will be weeks without anything to do. Your time will average out.*

## **Maintenance Chief (2 CR)**

On top of the duties of a regular Maintenance person, you are responsible for coordinating solutions to repairs emergencies, proactively "collecting" repairs needs and maintenance projects, and making the list available to your crew. See that regular cleaning and servicing is done, including pest-control, chimney and gutter cleanings, Roto-Rooter, etc. Check the **House Running Manual and House Calendar** for more details on this. Keep track of when things were done and by whom (on the House Calendar and in your own files). Organize regular Maintenance Crew meetings to keep everyone together and working on the higher-priority projects. Be prepared to make an "officer's report" on the crew's activity during house meetings. Maintain the House Manual (by the bulletin board) to keep it up-to-date.

As the primary person in charge of house maintenance, you will also be responsible for the Check-in/Check-out forms used to assess the physical condition of private rooms at times of transition. Keep the set of

keys clearly labeled and organized in the middle drawer of the computer desk. There should always be at least 3 copies of each room key (4 for doubles) - 1 for each occupant, 1 for the house, and a back-up if one is lost. Make copies of keys as needed and be sure to keep a running record of who has what keys. Keep the Check-in/Check-out forms neatly organized so that they can be easily located (they are currently filed with the leases). Whenever a room is vacated, make an assessment of the physical condition of the room, noting any damages for which the member is responsible on the Check-out form, and reporting them to the "Details" Co-Treasurer. This is also a good time to make note of what needs to be fixed, painted, or refinished and possibly organizing a work party to take care of the problem while the room is empty.

- Within a week of someone moving into a new room, please be sure that they fill out (and sign) two copies of the Check-in form (you keep one, they keep the other);
- As members move out of a room (or out of the house altogether), be sure to get from them a signed copy of the check-out form for that room.

## **Membership Coordinator**

(1 CR)

*Please be aware that there are slow times and crunch times. This job will never be consistently the assigned hours per week, but if you spread out tasks and plan ahead, you will feel less overwhelmed when membershipers come flooding in. During hectic times it is common for the Membership Coordinator to be assigned a helper.*

The Membership Chair will be responsible for the following two types of tasks:

### **1. Attracting Membershipers:**

Post a sheet on the board during times of membership transition in which the rest of the house is kept updated on the status of membershipers (e.g. list of membershipers' names with number of meals attended, application status, contact information, etc.). Advertise room vacancies in local papers [especially Craigslist], with the Campus Info and Visitors Center (be sure info is current), with "flyer" postings around town, with other co-ops (ask them to refer "extra" membershipers to us), etc.. The Capitol Times and WI State Journal have proved to be not worth the investment, since they have no category for co-op housing and callers are only interested in cheap rooms. Work with the Summit computer person to keep our website and Facebook page updated and membership-friendly. Remember to check the house e-mail periodically, especially when actively recruiting membershipers. Strive to maintain diversity in the house (especially gender parity). Finally, be prepared to give a report at each House meeting updating people on membership status, etc.

### **2. Handling Membershipers:**

Keep housemates up to date (how many openings, which rooms, rent structure) so they can answer caller/visitor questions and won't have to keep referring everyone to you! Make sure someone will be here for dinners when membershipers (who should typically attend 3 dinners) are coming, who is ready to give them: house tours; describe basic house policies and the work/job system; initiate and facilitate introductions around the dinner table; answer and ask a lot of questions. Give the person a



membership application after their 2nd dinner so they can turn it in at their 3rd dinner with a personal essay. When the person submits their application, write "date received" at the top of the application. You should check their references within 5 days, and post the results, their personal essay, a voting sheet, and a cover sheet with due date, on the board. Ideally, everyone should have voted within 10 days of receiving the application. To do this, it has been suggested noting "due date" on the dry erase board above the mailboxes. Membershipers are accepted only if they are approved by a UNANIMOUS vote (the only exception to this is when the naysayers are people moving out that won't live with the new person). ANY "no" requires an explanation and prohibits acceptance of the membership as a member. Contact the declined membership to tell them that they have not been accepted. NOTE: If a membership has been accepted but there is no room at the time or declines for the time being, the file goes into "prospective members" file until an opening becomes available.

## 0Memberships Rules - Summit Ave Co-op - Passed 5/2012

1

21. Set a tolerance level of 9/7 or 9/8 for gender balance with occupancy of 16 and 17 respectively. Other changes to house occupancy levels will require reconsidering gender balance. After acceptance to the house, admitted members will have to meet our current gender requirements. If they do not, they will lose their seniority position to individual(s) meeting the requirement, but will be considered first in line for future openings. Seniority for room swaps is also dependent on maintaining the gender balance. If a particular gender is required, an individual with seniority may be required to stay in his/her double room if vacating the room will require admitting an individual of the same gender and break the stated gender balance requirement.

3

42. Applications will be processed in the order they are received. Applicants who submit their applications first will be given priority when voting is completed, with exceptions noted in part 3. While voting and the posting of apps does not have to be completed in the order that applications were received, the admission of unanimously accepted members to the house IS dependent on the order of submission. The membership coordinator will maintain a seniority list of current applicants in process. The house rep will maintain a waiting list of applicants who have been accepted, if there is no space available at the time.

5

63. Once an application is received, the membership coordinator will contact the applicants' references within 5 business days. If no response from references is received within 5 business days of initial contact, the applicant will be contacted and informed of the situation and their options. If no responses are received within 10 business days of the first attempt and at least five contact attempts, the applicant will be given the option to either post their application without the reference (and maintain their seniority) or have their application suspended until the reference responds (and lose their place in line). *If a membership is not given proper notice of their pending application suspension (at least 3 business days beforehand), their application is considered still in process until 3 business days following such notification, beyond which it will be considered suspended.*

7

84. No priority will be given to couples (same or different gendered), except in a situation where admitting a single individual will require breaking the gender balance established in part 1 because that individual will have to live with a same-gendered applicant. In these situations, it would maintain the gender balance to have a different gendered couple in the open room. This is dependent on the outcome of a room swap.

As of 6/04, the House Representative oversees all dealings with new members that have been accepted.

### **Plants (.5 CR)**

Water all the plants in our common areas. Be careful that water does not leak out the bottom and damage the floor or table on which the plant stands (i.e. make sure the pots have bottom plates to catch water). Fall/spring pruning and re-potting may also be necessary. Fertilize the plants periodically. Remove dead leaves and dust when necessary. If too many plants are accumulating in any one spot, redistribute them around the house or just purge us of the uglier ones.

During the winter, watering will be your biggest challenge. The air in the house gets very dry, which results in some plants needing twice as much water as in the spring/summer. A note on other green thumbs who want to distribute their plants in the house; you are within your rights as "The Summit Plant God/Goddess" to refuse responsibility for someone else's plants.

## Rags & Rugs / Laundry Room (2.5 CR)

Wash the house rags, towels, throw rugs, potholders, shower curtains, and aprons that are dirty as loads accumulate. You should look in the kitchen for dirty or wet towels and befouled hot pads. Fold the rags and towels. Return rags to their boxes in the laundry room, stack throw rugs on top of the laundry room shelves, and return everything else to where it belongs. Occasionally a sheet used by a guest in the guest room will go into the rags pile: once it's clean and dry, put it back, clean, in a drawer in the Sun Room. Keep the contents of the laundry room neatly arranged and in order. Keep the floors, walls, ceiling, pipes, and shelves clean.

If the 2<sup>nd</sup> floor bathroom cleaner has put a dirty (i.e. brown mold/mildew on the lower edge) polyester shower curtain in the rags-n-rugs bin, put some water in a small bucket and add a little laundry detergent and some non-chlorine powdered bleach (Oxy-Clean?) and soak the bottom 12 inches (at least) for one or two DAYS; then include the curtain, and its soaking solution, with a load of rags/towels to be washed in no-hotter-than-warm water; do not put the polyester curtain in a HOT dryer – it will dry just fine hanging over a pipe in the boiler-room (hanging items in the boiler room makes tools hard to see and is a fire hazard). The dried curtain should be folded along its pleats. You can do this by laying the curtain on the long red dining room table and, starting from one side, pulling the next 'up' pleat over the intervening 'down'

pleat; you end up with the curtain folded like the old “greenbar” computer paper (a six-foot-wide paper!). Then fold the accordion bottom-to-top two or three times until it forms a compact package.

Since Frank Nick also does many other helpful maintenance activities around the house that are hard to categorize into a single workjob, and since he has been the longstanding Rags n' Rugs man for a long time, this job encompasses those things as well, such as water softener maintenance, thermostat + boiler monitor, and many other things, as a catch-all for Frank's other regular contributions.

## Representative (1 CR)

You will be reported to the state as “**President**” of Summit Avenue Cooperative. As with all house officers, yours is an elected position (with an annual term), which will be reported to the State on the corporate report. As an officer, you may also be called upon to:

- Attend officers meetings & make an “officer report” at House meetings
- Represent the House to “the outside world” (e.g. sign legal documents, meet with business people, etc.).

The roles of your specific position are to:

### 1. BE THE REPRESENTATIVE WITHIN THE HOUSE.

**Coordinate Leases:** You will be responsible for having a blank lease in each member's mailbox by March 5th for it to be signed by April 1st if renewing the current lease for the next year and ensuring that members comply with notification guidelines for their intended future plans. Collect leases promptly, be sure they are filled out correctly and signed by the appropriate officers, make a copy and return to member, and keep original filed securely in the "current leases" folder (which can be found in the sunroom file cabinet). *Mark move-in date and workjob start dates on the lease and don't let lease collection or organization lapse.* When members do not cooperate with renewal deadlines, you will need to notify them that their space will become available for a new person once their lease period has elapsed and proceed accordingly with membership recruitment. The Tenant Resource Center is especially helpful since they have a representative there who is familiar with co-ops, and with Summit. You may want to consult them for any legal issues that arise with leases, etc., but be sure to ask old members first who may have that info filed away. Try looking in the sunroom file cabinet (top drawer) for this information as a first step.

- Coordinate Room Swaps:** Set dates of planned room changes, inform the rest of the house at house meetings about room changes and room availability.
- Foster good relations:** Encourage communication between individuals, and act as a resource for the mediation of major disputes (this does not mean you must personally mediate each conflict, but you should arrange for someone to mediate). In other cases, this may require you to initiate house action on behavioral problems or irresolvable conflicts.
- Provide brief written “state of the house”** reports to the members on a yearly basis (post them on the board). These can contain information on social activities that occurred in the past year. Think of them as historical documents, as well as reviews of the year.
- Maintain publicly posted house documents.** This includes a birthday calendar, attic space map, garden plot map, fridge spaces, parking map, emergency contacts (including cell phones), and provide reminders as appropriate. Also, periodically clean the bulletin board of extraneous material.

## 2. BE THE REPRESENTATIVE TO NEW, ACCEPTED MEMBERS

- Offer leases.** Once membershipers have been voted on and approved by all house members, contact them and offer them a lease, in the order in which the applications were received. If they want to reserve a spot in the house, require them to submit their security deposit within one week of their accepting. (They still have the option of moving in, but if there are other membershipers in line, they can be offered a lease if previous membershipers haven't submitted their security deposit.)
- Move-in.** The day that new members move in, give them:
  - a) combination to the outside doors;
  - b) a copy of the “Membership Contract” (lease) for their signature (if they haven't signed one already); and a copy of the lease addendums: "Schedule of Relations between Members and the Coop" and the “New Member Information Packet”. Make sure that, on the second page of the new member information packet, the blanks are filled in, giving the membershipper the information about who to contact directly.
  - c) a mailbox (speak with Frank about labels) and personal storage spaces including attic, parking, fridge and dry food storage spaces, and a save-meal box, and laminated nametags for dishes/savemeals. This also involves updating the "maps" we post for who is where in the parking lot, fridges, attic, and garden. Finally, when a new member moves in, get them to write down their emergency contact information on the sheet on the house board, put their birthday on the birthday list, and update the food preferences sheet.
  - d) Stay in communication with the Maintenance Crew Chair to be sure that all Check-in/Check-out forms have been taken care of. If you need keys to show rooms to prospective members, get copies from the Maintenance Crew Chair and always be sure to get permission from the member (or at least give advance notice to anyone before entering their room).

*Note:* If you are feeling overwhelmed with lots of new members, it may be a good idea to institute the Mentoring program which we have used a few times in the past. This idea establishes a current member to "mentor" incoming members on how the house operates such as floors and dishes. There are checklists and other information for mentors in the Membership Chair files. (See the Membership Chair files and/or the Membership Chair Manual/Checklist for more information and some sample advertisements. Keep on top of these files, keeping them organized, up-to-date, accessible, and useful.)

As you can see, there are a lot of things to stay on top of here. For more information on Membershopping, see the files on the computer in the Membershopping folder, or print out the Membershopping appendix to the Workjob manual. As mentioned repeatedly in this description, LOOK THROUGH THE INFORMATION IN THE FILE CABINET BY THE COMPUTER!

### **3. BE THE REPRESENTATIVE TO THE OUTSIDE COMMUNITY**

- Attend neighborhood association and other meetings on behalf of the house.
- Keep the House posted on events in our community
- Write thank-you notes and the like on behalf of the House

## **St. Vinny's and Hazardous Materials (1/2 CR)**

**St. Vinny's Runs:** You will be in charge of Summit's donations of unwanted clothes and other goods to the St. Vincent de Paul Stores. Keep the St. Vinny's Box donations from taking over the dining room and regularly take donated items to the Williamson Street store or drop them in the large blue drop boxes (closest one is on Allen St., 1 block south of Regent in the church/school parking lot):

WE ALSO MAKE AN EFFORT TO RE-USE ITEMS SUCH AS PLASTIC & PAPER SHOPPING BAGS AND EGG CARTONS. WHEN THE BAGS START TO PILE UP, TAKE THEM TO ONE OF THE FOOD CO-OPS, SUCH AS REGENT MARKET, OR TO ST. VINNY'S FOR RE-USE. CERTAIN STORES AROUND TOWN ACCEPT PLASTIC BAGS FOR RECYCLING. EGG CARTONS CAN BE RE-USED BY ONE OF THE FOOD CO-OPS OR SAVED BY THE FIREPLACE FOR FIRE-STARTERS

St. Vincent de Paul Stores  
1309 Williamson St.  
257-0673

Additionally, if there is hazardous waste that should be disposed of (old paint, solvents) then you are in charge of bringing it to the right place. Dane County Cleansweep on Fish Hatchery Rd can take most Hazmat that cannot be thrown out in the regular trash or dumped in the drain, but it's only open in the summer months. You'll have to store that stuff safely over the winter until they open. Hardware stores/Home Depot will usually take dead batteries and intact dead lightbulbs.

## **Secretary (1.5 CR)**

As with all house officers, yours is an elected position (with an annual term), which will be reported to the State on the corporate report. As an officer, you may also be called upon to:

- Attend officers meetings.
  - Represent the House to "the outside world" (e.g. sign legal documents, meet with business people, etc.).
- The roles of your specific position are to:
- Record the minutes of the house meetings
  - Post the minutes on the bulletin board within a few days of each house meeting.
  - Post a blank agenda on the board after the meeting is over.
  - Keep track of the meeting minute archives. Recent notes will be in chronological order, earlier notes in alphabetical order.
  - Read back salient points from prior minutes (such as tabled or unresolved issues) at house meetings
  - Record and report bi-annually member meeting attendance to the Workjob Coordinator. Also report chronic absentees, for purposes of assigning extra dish cycle shifts for non-attendance
  - Fill out the annual corporate report and file it with the state. This will arrive in the mail several months before it is due. It is normally due on June 30th. There is a fee if this is late, and could result in the house getting "shut down", so please act promptly.
  - Assist the Representative with correspondence (e.g. newsletters, letters to neighbors) if necessary.
  - Maintain a contact list of the non-resident membership (those who've left there stock fees with the house) and invite them to the annual General Membership Meeting in September, letting them know that they are eligible to run for the two non-officer board of directors seats. Also include the agenda for that meeting.
- Share new door codes with house when door code is changed (e.g., text message everyone who was not at the meeting)

### **You will also take on the duties of the old Archivist position.**

- Sort through the Summit file cabinets and write an index for the files contained therein.
- Scan old house documents into digital form, and find ways to back up house computer files.
- Maintain historical documents pertaining to the house and the co-op.
- Go through minutes of past house meetings, glean information. Compile the proposals that have been passed, along with policies in other house documents, into a list of house “statutes”.
- Serve as House Historian to the outside world.

At times when we have vacancies and need all hands on deck to get priority jobs done, the archivist section of your job will be put on hold and you will drop down to one credit.

### **Solicitor General (SG) (1 CR)**

The solicitor general's role is to solicit bids for contracted work and for major purchases, such as appliances, construction materials, etc. Any member can request the SG get bids/prices for contract jobs or major purchases, and the SG must prioritize the projects requested and seek these bids in a timely and thorough fashion, ideally presenting at least three distinct options representing the spectrum of pricepoints, specifications, experience levels, and business ethics that the market has to offer. The SG is to coordinate with contractors to arrange site assessments, to make sure that some house member has been designated to meet with the contractor at an arranged time to show them specifically what the proposed work will entail, and to prepare the designated member to ask any important clarifying questions. The SG will work with the requester of the bid to construct a proposal for an upcoming house meeting which outlines the differences between the options, including relevant customer reviews and notes from the person interacting with the contractor. If further information is needed, the SG is to follow-up with the contractor and solicit additional bids as necessary.

### **Supplies (2.5 CR)**

You will be in charge of maintaining the stocks of all house supplies and, thus, it's good to have a strong back and a car large enough to transport everything. Here's what to do:

- Regularly check the amount of supplies at least weekly. Maintain all supplies at levels sufficient to re-supply the containers that members use, but not so much that the stocks go stale or spoil. This will require you to get a feeling for how rapidly different supplies get consumed.
- *Don't let any supplies run out! And don't wait for a crisis!* The way to avoid this is by staying organized and maintaining a list on the kitchen door for things that members have discovered to be low or all used up. Special one-time purchases (e.g. dishes, cooking utensils, administrative supplies, etc.) may also be included here. Keep in mind that for many supplies, you may have to order one or two weeks before pick-up. Also double check the list and make sure that we really do need to buy more of the stuff (people often don't know where to find extras).

- In January of 2003, the house voted to direct the Supplies person to purchase local and/or organic food, when possible, and voted to increase the monthly food charge by \$5 to \$55 to cover the increased expense. Unless another proposal passes to change that, you must follow that directive.

In the Appendix to this Workjob Manual, you will find a “Shopping Advice” list, as well as a basic, “core” list of essential House supplies. *It is **not** complete!* Find out from the last Supplies person (or from the records they left behind) what they bought, where they bought everything, and where they stored everything in the house.



## Trash and Curb Recycling (1 CR)

This job is also known as Waste Management because it deals with most of the house's waste.

- Check all trash cans in the house at least once every 48 hours. This includes the kitchen, TV room, living room, sunroom, laundry room, and every bathroom. Especially keep a close eye on the kitchen trash can, because it often fills up daily!
- All trash cans in the house should be emptied when they get more than 3/4 full (you can consolidate smaller cans into large ones if needed).
- Place garbage cans and other city-picked-up trash in an orderly fashion on the Summit Avenue curb between noon Wednesday and 7:00 am Thursday for Thursday morning pick-up.
- Know when the Recycling pick up is (once every second Thursday) and get stuff to the curb in a timely fashion.
- Remove all garbage cans and remaining debris from the curb before dinner on Thursday and return all garbage cans to their regular home. By city ordinance we may be *fined* if the trash cans are left on the curb past Friday morning! Keep the area around the trash cans clean and orderly.
- Keep garbage cans maintained in a manner that will not attract pests or complaints. In other words, regularly hose 'em down and scrub as needed. Also check that the lids of the garbage cans remain tightly sealed when they have trash in them in order to keep the raccoons and excess moisture out. Use bungee cords to secure lids that don't have lock down handles. Store empty cans upside down to prevent rainwater from collecting in them.
- If people leave big pieces of junk (unwanted furniture, scrap metal/wood, etc.) out by the trash cans, ask them to remove them. Otherwise, you will have to remove them yourself. Don't let the area turn into a junk pile!

Other notes on Trash:

- In the past, one of the reasons we've put the trash out the night before is to comply with the House's Quiet Hours (10 pm - 10 am). Moving cans around and crinkling bags in the morning tends to disturb people who are still sleeping.
- One suggestion for the kitchen garbage can: A smaller can will fill up faster, but it will also be much easier to manage in terms of weight and bag breakage/spillage (our kitchen wastes tend to get particularly heavy).
- Actual garbage pick-up for our neighborhood is Thursday morning at 8am or so.

You can throw all recyclables suitable for collection in the wheeled cart and take them to the curb for Thursday pickup.

- Co-mingled--Glass, Aluminum, Tin and Steel Cans, and plastic bottles (including lids).
- Newspapers, Corrugated Cardboard, Magazines and Catalogs, Brown Paper Bags, office paper, and paperboard.

Your duties are the following:

- Check all recycling bins in the house at least once every 48 hours. These include the bins in the kitchen, and the paper bins next to the computer and in the TV room.
- Empty the glass, metal, and plastic containers, from the bins beneath the kitchen sink, into the recycling carts.
- Bring the carts to the curb after noon on Wednesday for Thursday morning pickup.
- Flatten corrugated cardboard boxes and throw them in the cart. If the carts run out of room, bundle up the cardboard according to City of Madison specifications. Twine and string are kept for this purpose in the under-stairs closet. You may store cardboard by the bins in the dining room until you are ready to take it to the curb.

•In addition to the curb site pickup items, the house recycles some other items. See the printed lists for specifics. Work with the St. Vinny's / Hazardous Waste person to deliver these as needed.

•The city recycling center is at this address:

Madison Recycling Center  
2200 Fish Hatchery Rd.  
251-2115 (Call for hours)

- Take styrofoam popcorn to the UPS store on Regent St.
- Take suitable paper and plastic bags to Regent Market Co-op.

•Consult *Recyclopedia*, the city's handbook on recycling, for more details about what can and cannot be recycled. It and other useful information sheets are usually located on the basement bulletin board.

### **Treasurers (2 people at 2 CR each)**

As with all house officers, yours is an elected position (with an annual term), which will be reported to the State on the corporate report. As an officer, you may also be called upon to:

- Attend officers meetings & make an "officer report" at each House meeting.
- Represent the House to "the outside world" (e.g. sign legal documents, meet with business people, etc.).

Both Co-Treasurers are responsible for:

- training your successors, and revising/updating the Treasurer's Training Manual as needed;
- maintaining files and records.

The remaining roles of the Co-Treasurers have been split into two basic categories. One of you should be in charge of the "details" and the other should be in charge of the "big picture" as described below:

#### **The "Details" Treasurer ("Little t"):**

- pay bills
- hold and disburse petty cash; maintain petty cash records
- collect and deposit the money from the dryer (in company with the Cashier [ie Frank Nick])
- carry the monthly rents (as given to you by the Cashier [ie Frank Nick]) to the bank and deposit them
- keep track of short-term financial contracts (e.g. repair contracts)
- double-check the bookkeeping of the "Big Picture" Co-Treasurer
- collect and deposit the money from members monthly and the dryer quarterly, as explained below:

#### Information on Accepting Payments from Members:

1. Provide a variety of opportunities for members to make payments to you, especially for direct contact where cash is involved.
2. Give a standard receipt for each payment, using the receipt book provided; indicate on the receipt how much was cash, how much by check, the total amount of the payment and the name of the member receiving credit for the payment.
3. Stamp the back of all checks with the Co-op's deposit stamp or write "FOR DEPOSIT ONLY - Acc't \*\*\*\*\* UW Credit Union" on the back; do this on the end under the check's left side as you normally would hold it for reading. This makes the check useless to a thief, so do it soon after you receive the check.
4. Secure all payments. Use a deposit pouch and keep it locked. Store the pouch in a place agreed safe by yourself and the Big T. Keep the key in a separate safe place.
5. When you don't expect any more payments soon, prepare a deposit slip listing all the payments in the pouch; the deposit should cover an entire range of receipts since the last deposit; in the receipt-book you should mark the last receipt that is included in the deposit, indicating the date of the deposit; Make sure deposit total equals receipts' total.

### Procedure for Collecting and Depositing Dryer Revenue:

1. Collect all coins from the dryer just before the end of each quarter. Put the coins in the deposit pouch that held the dryer key.
2. Write "dryer revenue" on a deposit slip, leaving the amount blank (let the bank count the coins); put the slip along with the coins in the deposit pouch and lock it.

### **The "Big Picture" Treasurer ("Big T"):**

- prepare the yearly budget (in collaboration with any interested members or the Budget Committee)
- pursue debtors according to the protocol described in the "debt collection" file
- provide oral and written monthly, quarterly, and yearly financial reports to the House
- keep track of the insurance policy, adjust as needed
- prepare (or hire someone to prepare) and file Corporate Income Tax
- keep a record of stock fees
- double-check the Little T's entries
- reconcile accounts with bank statements
- transfer funds as appropriate
- maintain updated signature cards at the bank and an updated member list for our account at Dorn Hardware
- maintain documentation of how to do all tasks related to maintaining treasury so others may be able to do the job in the future

The two Co-Treasurers should collaborate to handle Homestead Certificates and Security Deposit/Stock Fee returns *in a timely manner*. The BPCT should figure the amounts and report these to the DCT, who should double-check the BPCT's figures and then handle the actual filling-out and payments.

### **\*\*\*\*\*Any necessary stuff from defunct Bookkeeper Position\*\*\*\*\***

#### I. *End of the Month:*

- A. Figure and record in the "desktop/summit files/bookeeping/[year] records" file on the computer the month's charges for current members living in (or liable for a room in) the Co-op. A new spreadsheet within the same file will need to be created when as new members move in. This file has 2 distinct parts: (1) individual account information similar to a checkbook and (2) monthly posting sheet with everyone's monthly charges as well as subtotals and a total income for the month.
- B. Record house, room, and food charges to each member in the member's individual account (in the Debit column).
- C. Record payment by each member in the member's individual account (in the Credit column).
- D. From the "Travel" list on the board, calculate and record any refunds (for food charges) due to members' absences of at least one contiguous month from Summit (not being here = no consumption of common goods).
- E. Finally, keep a posting of the amounts owed by members for each room on the house bulletin board. This includes House Charge, Room Charge, and Food Charge, and Total. Miscellaneous fees should be billed separately. In the past, this was done by the first of every month by copying each member's charges from their personal spreadsheet to the last sheet of "desktop/summit files/bookeeping/[year] records" named as the active year. Print one copy for posting and a second copy for the treasurer.

#### II. *End of Year:*

Print the total of all member account balances at year's end and give it to the Treasurer for use in preparing the Co-op's Corporate Income Tax Return. This includes *all* members who have done any business (been charged or paid anything) with the Co-op during the year.

## Walls and Ceilings (1 CR)

Walls and Ceilings is a project-based job created August 2011, which may be temporary, but will be re-evaluated if it proves useful. The walls and ceilings person will have projects like washing walls, ceilings, radiators, attic spaces, exterior walls and windows, doing touch-up painting, and other organizational tasks like taking attic inventory. This person will also coordinate with repairs and painting crews to clean walls before they are painted. Responsibilities include:

- ▲ Using a ladder and a broom or duster to clean cobwebs out of ceiling corners.
- ▲ Wiping and scrubbing scuff marks off of walls and doors from peoples shoes and other objects (you can pick up a simple wall eraser from the hardware store that is good for this).
- ▲ Periodically washing the walls with soapy water. This is especially important before any painting gets done.
- ▲ Assisting repairs crew with sanding and painting as necessary.

## Workjob Coordinator (WJC) (2 CR)

The Workjob Coordinator serves as “**Vice President**” of Summit Avenue Cooperative. As with all house offices, this is an elected position with an annual term, which will be reported to the State on the corporate report. As an officer, that person may also be called upon to:

- Attend officers meetings & make an “officer report” at each House meeting
  - Represent the House to “the outside world” (e.g. sign legal documents, meet with business people, etc.).
- The only other role of the Vice President is to hold elections when the Representative can’t, such as when the Representative is unavailable, or that office is vacant.

This workjob involves *a lot of responsibility and organization*. Its responsibilities also vary a great deal with the times (so be sure to get the scoop from the last WJC), but the basics are as follows:

*The System:* Keep the House workjob system functioning and maintain a fair and equitable distribution of workjobs. Each member is expected to do 4.5 credits (which should correspond to approximately 4.5 hours of work per week). If the house has a few vacancies, members may have to take 5 or 6 credits each.

It's a good idea to regularly give formal opportunities for old members to switch workjobs before new people move in, such as with signs on the board near the end of lease periods. Work with new members to give them jobs they can handle and won't hate (this may involve creating new specialty jobs or other special arrangements, perhaps temporary, which meet the person's skills and abilities). Whenever anyone gets a new workjob, promptly supply them with a copy of the written description from this manual. This includes showing all new people the dishes & floors descriptions, which should be posted in the kitchen. If necessary, show them the ropes, or get the old workjob-doer to show them - this is especially important for new members. We give all new members a "grace period" of one week after moving in during which they won't be responsible for any workjobs.

Try to maintain quality control in the completion of all jobs. If you're really having troubles, don't be afraid to enlist officers or other house members if you need backup to ensure quality work (this may include the issuance of a 5-day notice). Maintain a portion of the house bulletin board where members can make positive or negative comments about workjob performance. In the event that a time-sensitive workjob is missed (especially dishes/floors), you will be responsible for arranging for someone else to do the task.

Revise the Workjob Manual at least once a year with the help of the workjob helper. Be prepared to make an officer report during each house meeting in which you make announcements (especially reminders about commonly overlooked workjob duties) and give “Yeas!” to those who’ve done really great jobs lately and state “Concerns” about those workjob duties which have been chronically overlooked lately. Refer to the “Workjob Coordinator's Letter to New Members” for more info.

*Dish & Cooks' Cycles:* Post a blank Dish Cycle with the appropriate number of open slots up on the board for member sign-up at least 3 days before the end of the current cycle. Some people may be exempt from dishes for one cycle. This includes those who will be out of town for more than half the cycle, any winner of the dish lottery from the last house meeting, and anyone with special circumstances such as injuries. Subtract this number from the number of house members, and then add the number of additional shifts that you are assessing as fines for missed meetings or workjobs. The result is the number of slots you need to allocate. Automatically sign-up any cooks who have requested that they do their own dishes.

For the cooks' cycle, you will need to maintain a list of the cooks' preferences for days of the week (or specific dates) when they can cook. If a cook will be out of town for the majority of any cycle, they can be excused from duty; otherwise try and plan around their schedule. The number of credits a cook has equals the number of times that they cook in a six-week cycle. Post a new cooks' cycle within 10 days of the end of the old one (first figure out how many slots will be filled and then carefully schedule everyone in where they fit). You will also be responsible for getting cooks to write down on the cooks' cycle how much they spent on each meal and then calculating and posting the monthly average (so we can monitor our spending and encourage people not to over-spend).

*Special Events:* Organize any necessary whole-house work parties. Regularly this means organizing “winterizing” Fall Work Weekends and “de-winterizing” Spring Work Weekends in which each person must contribute at least 4 hours of work on a variety of tasks (you will have to make up some special tasks each year - see the Maintenance Crew Chair and solicit the House for ideas). There will also be occasional extenuating circumstances (such as House renovations or open-houses), which may warrant asking everyone to put in a certain amount of hours on special tasks that fall outside of the normal workjob system.

### **Workjob Helper (0.5 CR at present)**

The Workjob helper does the following:

Become the Workjob Manual Expert - The Workjob Helper should be the expert of what is in the workjob manual, and be in charge of making sure the workjob manual is revised and printed at least once a year, or after any major changes

Be the "go-to" person for "who does what" in the house

Remind people of infrequently done duties that are in the workjob manual

Follow up with every person once a month regarding their workjobs - The Workjob Helper should touch base with everyone in the house once a month. This need not take very long.

Ask Common Rooms people and Basement Cleaner what jobs they are doing (make sure that their non-regular duties get done in a timely fashion).

Check in with the Repairs Chief - To make sure that crew members are all working their workjob hours.

Check in with the Grounds Chief - To make sure crew members are all working their workjob hours.

Inspect the work of various jobs and check against the house work log.

Gauge the happiness that people have with their jobs - If people are dissatisfied with their jobs, work with the WJC to orchestrate a swap.

Beyond these specific duties, the Workjob Helper will be expected to spend time communicating with house members (notes, in person, etc.) with praise about good performance and any concerns about workjob performance that is lacking. The Workjob Helper will report observations to the WJC and help make sure that people who are doing a great job are praised, and people who need more help receive it.

In general, the Workjob Helper will assist the WJC with communication with the house, and in organization of the work weekends.