

# Roles & Chores

*Version: 2021-09-21*

## Internal Affairs

\*signifies individual with primary responsibility

### **House Accountant [ \_\_\_\_, \_\_\_\_ ]**

Invoice and collect monthly member dues, issue member reimbursements, pay rent and other house bills, and manage house reserves and member equity. Every year, draft the next year's budget for house approval, submit a budget-to-actual report, and summarize house water, gas, and electricity use. House finances should be kept well organized and transparent.

### **Membership Systems Administrator [ \_\_\_\_, \_\_\_\_ ]**

Add and introduce new members to house systems and collect a rental application for our landlords. Remove departing members from house systems.

### **Clutter Buster [ \_\_\_\_, \_\_\_\_ ]**

Sort and properly dispose of reusable items, hard-to-recycle materials, solid and liquid medication, and household hazardous waste. Coordinate the sale of valuable discards.

### **Maintenance Coordinator [ \_\_\_\_, \_\_\_\_ ]**

Perform needed repairs (or communicate with the landlord or property manager about repairs), track and address long-term issues (e.g. dirty chimney, peeling paint, slow leaks), and coordinate large house projects.

### **Carshare Coordinator [ \_\_\_\_, \_\_\_\_ ]**

Onboard new cars and car owners and compute balance dues at the end of each term. Carshare car owners are responsible for maintaining their vehicle and entering cost and mileage data. Ensure that no more than three cars are parked in the public right-of-way.

### **Harmony Stewards [ \_\_\_\_, \_\_\_\_ ]**

Act as the main points of contact for inter-personal conflict and communication struggles in the house. Harmony Stewards coordinate and facilitate Heart Circles, when triggered by a member. Harmony Stewards organize and facilitate House Communication Work Day.

## Plant Whisperer [ \_\_\_\_, \_\_\_\_ ]

Tend to house plants: water, repot, propagate, clean, and rehome as needed. Supply house plants as raffle prizes.

## Food

### **Bulk Buyer** [ \_\_\_\_, \_\_\_\_ ]

Inventory house supplies, place orders, keep the house abreast of what is currently in stock, and refill upstairs containers from downstairs stock.

### Garden Team [ \_\_\_\_, \_\_\_\_ ]

Plan the garden (with input from house), design a planting and harvesting calendar, organize yard and garden work parties, maintain a seed library, and ensure garden plants are well cared for (e.g. pruning, watering, picking).

### Goat Team [ \_\_\_\_, \_\_\_\_ ]

Coordinate weekly goat duties (or request a sub) and attendance at farm work days, communicate with goat co-op leadership, stay abreast of milking instructions, and attend quarterly meetings. Regularly make cheese from the accumulated milk.

## External Affairs

### Social Coordinator [ \_\_\_\_, \_\_\_\_ ]

Check house email and respond to (or forward) promptly. Coordinate house events, book house shows, plan workshop and training series, post on social media, promote events through email and Facebook, invite neighbors to house events, and maintain the event email lists. Ensure that the house bakes and distributes cookies to neighbors every holiday season.

### Neighbor cookies [ \_\_\_\_, \_\_\_\_ ]

Cookies are distributed to a selection of neighbors every year during the holidays (December–January). The Neighbors map lists those neighbors under the category “Friendly + Cookie”. Each package is labeled with a table of contents on the front and contact information on the back.

### **Membership Coordinator** [ \_\_\_\_, \_\_\_\_ ]

Advertise vacancies (e.g. Craigslist ad), communicate with applicants, collect votes from current housemates, schedule prospective housemate interviews, and coordinate check-ins and exit interviews.

## Landlord Liaison [ \_\_\_\_, \_\_\_\_ ]

Communicate maintenance needs and other house issues with our landlord, negotiate lease terms, and inform the house of scheduled maintenance work and inspections.

## Coop License Renewal Team (Bi-Annually) [ \_\_\_\_, \_\_\_\_ ]

Coordinate renewal of City co-op license.

## Chores

### Bi-weekly sign-ups

Each member should sign up for 1 dinner night, and other chores as available. Signups will occur every other week on meeting night.

### Dinner

House dinners are Sunday, Tuesday, and Thursday. Cooking slots consist of preparing enough food for all members of the house and, ideally, leftovers for lunches. Cooks are encouraged to use house food; any food purchased by the cook is not reimbursed unless agreed upon in advance by the house. Cleaning consists of: washing the dishes and clearing the dish rack; clearing and wiping the table, counters, and stove top; and giving the floor quick clean if needed.

### CSA Pick-up (1 slot/week)

Pick up and put away the weekly CSA. Produce storing tips:

- Separate greens from bulbs (beets, radishes, turnips) and store in the fridge separately (Remember, the plants are still alive and will use their stores (the bulbs) as nature intended if they aren't cut off).
- Greens: Rinse if they're especially dirty; if they've dried out, soak in cold water; loosely bag (with a dry paper towel if they're really wet)
- Bulbs: clean mud and/or bag if going in the fridge, store onions/garlic/potatoes in crate in cabinet
- Tomatoes: store on counter, stem side down, on breathable surface (basket, news paper)
- Squash/Melon: store on counter or in cabinet if it's in good shape, otherwise refrigerate
- Mushrooms: refrigerate in paper bag

### Bulk Food Pick-up (1 slot, every other week)

Pick up and put away the bulk food order.

### Indoor chores

*Performed each week and rotated every four weeks by moving names down one row (or back to the top). Each person moves their name forward one column each week upon completion of the chore.*

***Each chore is expected to take ~45min to an hour.***

## Upstairs Floor

- At least once/week, sweep and mop the floor in the front entrance, living room, dining room, and “landing” (the space between the upstairs bedrooms). Use diluted Murphy’s on the entire hardwood floors at least once/month, mop common walkways weekly.
- Sweep floors throughout the week as needed.
- Dust surfaces (1/month).

## Kitchen Floor

- At least once/week, thoroughly sweep and mop the entire kitchen and shake out the side entrance rug
- Sweep throughout the week as needed

## Downstairs Floor and Nook

- At least once/week: sweep and mop the floor, starting with the tiles by the bulk food bins and under the large rug, shake out both rugs, and straighten up the nook. (note: does not include ‘pantry area’)
- Sweep as needed
- Tips: Simple Green works wonders on the bulk area tiles, and the broom works well on the nook foam

## Kitchen Details

Once/Week: Wipe all surfaces, including under/behind things that live on counters and appliance exteriors, PLUS one larger item, which could include:

- Disassemble and clean the stove top
- Run the oven’s self-cleaning function
- Wipe out the inside of the microwave and toaster
- Scrub the sink with baking soda + clean the dish racks + clean the pastry cases
- Clean and sort the corner cabinets (lazy susans)
- Clean and sort the silverware drawer
- Clean and sort the utensil drawers
- Wipe off red tray and wash tray
- Clean the bulk food shelves

## Pantry, Stairs, and House Wash

Every week

- Clean stairs and pantry floor (includes hallway by red bathroom)
- Clean pantry counters
- Check seal on freezer doors
- Wash, dry, fold, and put away house wash, separating dish rags for kitchen use from cleaning rags to be returned to the black crate in the cleaning closet. Tumble dry and occasional bleach use is recommended.

Every month

- Drain and clean washing machine filter (trap door on bottom left, instructions on machine)

As needed

- Clean staircase walls
- Vacuum laundry / recessed floor area (warning: don't move the drier, may disconnect vent)

## Fridge Clean

Once/Week

- Sort and clean one of our two fridges:
  - Remove and wash shelves and drawers
  - Clean the exterior
  - Remove food that is past its useful life and make more prominent food that is approaching such a point

## Patio/Side Entrance Sweep

Once/Week

- Sweep the north and south side entrances of the house and shake out rugs

As Needed:

- Pull or spray (with diluted vinegar) weeds between bricks.

## Trash

As needed

- Empty upstairs kitchen trash, recycling, and compost containers
- Empty downstairs (nook) trash and recycling containers
- Clean trash, recycling, and compost containers
- Ensure recycling does not contain food waste
- Ensure trash and compost bins are latched
- Ensure house is complying with all trash regulations (see below)

Extra Trash – Since we live in the Bear Protection Area, we cannot leave out bags of trash. Extra trash can be stored inside and dropped off at the Western Disposal facility.

Extra Recycling – Place in recyclable containers (e.g. cardboard boxes < 2' x 2' x 2', paper bags) besides recycling bin. Free and "unlimited"!

Extra Yard Waste – All food waste should be placed in the compost bin. Additional yard waste can be placed in compostable containers (e.g. paper bags). Branches must be < 6 feet long, < 6 inches wide, and in bundles bagged or tied with twine (aka compostable rope) < 35 pounds, for a total < 6 cubic feet per pickup.

## Outdoor Master

Perform outdoor tasks as needed, including:

- Working on landscaping projects
- Assisting garden team with project-related needs
- Sorting areas around the sheds

## Rotating outdoor chores

*Performed each week and rotated down the Chore Board one row (or back to the top) each week as needed.*

### Weed Weeds

Keep the grounds free of invasive plants (if you have any questions, ask Charisse), giving priority to the front yard beds and driveway. Of particular concern: ornamental onions and garlic mustard. Be sure to try to pull roots/bulbs and dispose of immediately.

### Mow Lawn

Mow weekly during the active growing season, then every two weeks as fall approaches. Operate the lawn mower as a mulcher (without the bag) so that the nutrients are recycled back into the lawn. Mowing depth should be gradually lowered during the spring so that by July the lawn is mowed on setting 3-4. Use the electric weed wacker to trim the edges of the lawn growing over the sidewalk, along the fences and garden boundaries, and any other rough edges and blow or sweep the grass clippings off the sidewalk and back into the lawn or into the street gutter.

### Rake Leaves

Sweep (or blow) leaves off of the sidewalk and our walkways. Rake leaves off the lawns, giving priority to the front yard. Dump leaves into the compost bin or into one of the large, paper yard waste bags. Don't fill compost with yard waste during first week of compost cycle.

### Shovel Snow

Promptly shovel snow from our sidewalk and, less important, clear paths of travel on the property. Bonus points for shoveling snow from the sidewalk in front of our immediate neighbor's houses.

## Unassigned chores

- Seek conversation with neighbors
- Welcome new neighbors
- Wash and make the guest bed (responsibility of the guests' host)
- Clean the kitchen (responsibility of those who made it dirty)
- Clean up after yourself
- Start dishwasher
- Empty dishwasher
- Empty dish drying rack
- Check and sort mail into mail slots
- Bring in newspaper(s) from front yard, remove from bag, and recycle the bag and any promotional materials;
- Empty dryer lint filter
- Use perishable foods (e.g. cooking, drying, and canning vegetables and fruit)

## Ongoing maintenance

### Remove ashes from wood stove

Remove ashes by pulling out the tray from bottom front of stove. Collect in a metal container before composting (if still hot).

### Adjust sprinklers

If you notice grass yellowing or browning during hot or dry weather, water the area for as long as necessary to deliver an inch of water. Flowerbeds only partially covered by the sprinkler system should be hand-watered as needed.

### Adjust heating

The radiant heating is powered by four pumps in the utility room. Each zone has a thermostat: (1) kitchen, dining room, and living room, (2) upstairs bedrooms and bath, (3) downstairs laundry room, bath, and bedroom, and (4) downstairs apartment. Turn the loop valve for each zone to adjust hot water delivery to that area. The valves are (1-2) near the ceiling of the utility room, (3) behind a small door to the left of the utility room, and (4) behind a small door in the nook wall.