**DOMESTIC GODDESS**

**She who is cleanliness incarnate –**

**this is her book**

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DOMESTIC GODDESS – Job Description

Primarily to be the ‘go to’ person for duty groups that need cleaning equipment

 (Groups #1 and #7)

Secondarily to be the ‘go-to’ person if a duty group finds itself short of people.

 Options:

* informally recruit people to help (e.g. announce at mealtimes)
* Inform Steering Committee

Tertiarily (is there such a word?) – to be a holder of information about the responsibilities of duty groups

HOME GROUP JOBS and LEADERS

Home Group #1 - Liz Bridgeman – LOOS

Home Group #2 - Anne Hall – BREAKFAST SET UP AND CLEAN UP

Home Group #3 - Alistair Hall – LUNCH SET UP AND CLEAN UP

Home Group #4 - Ian Brewer – DINNER SET UP AND CLEAN UP (1)

Home Group #5 - David Wicks – DINNER SET UP AND CLAN UP (2)

Home Group #6 – Steve Reid – MEETING ROOM AND GROUNDS

Home Group #7 - Anne Wicks - SNACKS

Home Group #8 - Alan Greenslade-Hibbert – STEERING COMMITTEE

Home Group #9 - Marion Wade – PASTORAL CARE

**Group 1 – LOOS**

Your first MEETING PLACE is: In the Hall (stage)

You’re rostered for KITCHEN DUTY on Saturday afternoon (31st)

 Your Daily Duty is LOO CLEANING.

 Job Description below

 First clean, Thursday (29th) – 8:30 – 9 am

 Final clean, Monday (2nd) – 11 am

**Toilets**

Always use RED cleaning clothes, RED mops & RED NOZZLE spray bottles for cleaning bathrooms & Laundry. Cleaning equipment outside bathrooms.

1. Spray down bowl, seat and cover with disinfectant.
2. Use toilet brush to scrub toilet bowl.
3. Remove all white sanitary bin liners, tie them off in a knot,

place in large green wheelie bins outside, replace sanitary bin with new bin liners.

1. Wipe down Mirrors first then Basins.
2. Spray and wipe all surface areas, including light switches and door handles
3. Sweep floors thoroughly
4. Last thing you do is MOP the bathroom floors, empty RED mop buckets between the water tanks, hang RED mops to dry on water tank.

**Group 2 – BREAKFAST SET UP and CLEAN UP**

Your first MEETING PLACE is: In the Hall

You’re rostered for KITCHEN DUTY on Friday morning (30th)

 Your Daily Duty is BREAKFAST SET UP and CLEAN UP

 Job Description below

 First Breakfast Thursday (29th) – starts 7 am. Clean up finished by 9 am hopefully – but stay until the jobs are done, please.

 Final Breakfast Monday (2nd) – starts 7 am. Clean up finished by 8:30 am (hopefully!)

*Breakfast set up:*

Set out breakfast food, crockery, cutlery

Make toast

*Breakfast clean up:*

Clear and wipe down tables.

Sweep dining room, as needed

Wash and put away dishes

Wipe down kitchen surfaces, as needed

**Group 3 – LUNCH SET UP and CLEAN UP**

Your first MEETING PLACE is: In the Meeting/Lounge (by Reception)

You’re rostered for KITCHEN DUTY on Saturday morning (31sth)

Your Daily Duty is LUNCH SET UP and CLEAN UP

 Job Description below

 First Lunch Thursday (29th) – set up from 12:15 pm (at least three people). Clean up finished by 1:30 pm – but stay until the jobs are done, please.

 Final Lunch – Sun (1st) - set up from 12:15 pm. Clean up finished by 1:30 pm

**LUNCH SET UP AND CLEAN UP JOB DESCRIPTION**

*Lunch set up:*

Help cooks set up and then serve lunch food

*Lunch clean up:*

Clear tables and wipe down tables.

Sweep dining room

Wash and put away dishes

Wipe down kitchen surfaces, as needed

**GROUP 4 – DINNER SET UP AND CLEAN UP (1)**

Your first MEETING PLACE is: on the Deck (by the dining room)

You’re rostered for KITCHEN DUTY on Thursday (29th) - morning shift

Your Daily Duty is DINNER SET UP and CLEAN UP

 Job description below. Note that Home Group 5 also has responsibility for Dinner Set Up and Clean up – with slightly different job descriptions. Co-ordination with Group 5 is encouraged.

First Dinner Thursday (29th) – set up from 5:45 pm. Clean up finished by 7:15 pm (hopefully!) – but stay until the jobs are done, please.

 Final Dinner – Sun (1st) - set up from 5:45 pm. Clean up finished by 7:15 pm (hopefully!)

**DINNER SET UP AND CLEAN UP (#1) – JOB DESCRIPTION:**

*Dinner set up* – Help cooks set up and then serve dinner food

*Dinner clean up* - Clear and wipe down tables, also clean door handles and light switches

Wash and put away Summer Gatherers’ dishes

Sweep and mop the dining room floor

**HOME GROUP 5 – DINNER SET UP AND CLEAN UP (2)**

Your first MEETING PLACE is: on the Deck (by the dining room)

You’re rostered for KITCHEN DUTY on Sunday (1 Jan) – morning shift

Your Daily Duty is DINNER SET UP and CLEAN UP

 Job description below. Note that Home Group 4 also has responsibility for Dinner Set Up and Clean up – with slightly different job descriptions. Co-ordination with Group 5 is encouraged.

First Dinner Thursday (29th) – set up from 5:45 pm. Clean up finished by 7:15 pm (hopefully!) – but stay until the jobs are done, please.

 Final Dinner – Sun (1st) - set up from 5:45 pm. Clean up finished by 7:15 pm (hopefully!)

**DINNER SET UP AND CLEAN UP (#2) JOB DESCRIPTION:**

Set up – Help cooks set up and then serve dinner food

Clean up - Help clean dining room.

- Clean up the kitchen - cook’s dishes, bain-marie, kitchen benches, sweep and mop kitchen

**HOME GROUP 6 - SNACKS**

Your first MEETING PLACE is: LOUNGE (adjacent to the Hall)

You’re rostered for KITCHEN DUTY on Thurs (29th) – afternoon shift

 Your Daily Duty is SNACKS… (that is: SET UP/CLEAN UP Morning and Afternoon tea, plus Supper)

 First supper Wed (28th) – set up by 9 pm

 Final morning tea – Mon (2nd) - set up from 10:15 am

**Job Description - SNACKS**

This job requires 3-4 people taking responsibility for setting up and then clearing away morning tea, afternoon tea, and supper.

There will be snack food plus drinks (hot and cold) available at morning and afternoon tea.

‘Supper’ is just a hot or cold drink

* Dishes need to be cleared up and washed, if possible. Otherwise left stacked and ready for washing.
* On the final day of Summer Gathering, the SNACK duty team needs to wash the MORNING TEA dishes.

REPORT IN TIMES:

10:15 am for *morning tea*

3:15 for *afternoon tea*

8:45 pm for *supper*

*Note: food can be prepped beforehand. So for example, chopping fruit for morning tea can be done between 8:30 and 9 am (during the ‘Chores’ slot on the programme).*

**HOME GROUP 7 – TIDYING MEETING SPACES AND GROUNDS**

Your first MEETING PLACE is: the HALL

You’re rostered for KITCHEN DUTY on Sunday (1st) – afternoon shift

Your Daily Duty is ‘TIDY THE MEETING SPACES AND GROUNDS’ (especially around the buildings) and set up the Hall for Meeting for Worship

First tidying and setting up for Meeting for Worship: Thurs (29th) 8:30 am

Final setting up for Meeting for Worship: Mon (2nd) by 9:45 am

**Job Description – Tidying Meeting Rooms and grounds**

Responsibility for tidying meeting spaces and grounds.

Meeting spaces: Hall, 2 x Lounges (off the Hall, and adjacent to Reception), Bunkroom #11, deck, and craft area (in dining room)

 Tasks: Tidy and sweep meeting rooms; set up HALL ready for meeting for worship

 Pick up rubbish outside

 Wipe clean door handles and light switches in meeting spaces

NOTE: For meeting for worship, organise chairs in concentric circles with gaps for people to move into the room; also enough space between rows that people can move and not have their knees up against the next row; create a centerpiece, if possible.

**HOME GROUP 8 – STEERING COMMITTEE**

Your first MEETING PLACE is: Bunkroom # 11

Your Daily Duty is STEERING COMMITTEE

 Job description below.

Steering Committee’s responsibility starts Thursday morning (29th) from 8:30 am (ie first meeting of steering committee)

And runs through to Mon 2nd, 2 pm when Summer Gathering finishes.

TASKS:

* Plan 1-2 days ahead at least – Monitor weather forecasts.
* Ensure daily timetable is posted, preferably the evening prior
* Monitor ‘ground rules’ as regards Health and Safety – including away from SG venue.
* Give daily notices after meeting for worship. Welcome visitors; farewell those departing.
* Monitor that information re Interest Groups and Evening sessions are made evident.
* Check in with those who are taking leadership roles – e.g. Home group leaders, Active Sessions Co-ordinator etc. – to see if additional support or resources are needed.
* Ensure SGers’ transport needs are met – to excursions, departing from SG.
* Manage lost/found property.
* Manage any organisational crises.
* Appoint MC/MCs to organise Concert on the final night
* Organise final clean up on the last day
* Listen to Summer Gatherers: how could Steering Committee enable their experiences to be as positive as possible?

**INFORMATION FOR HOME GROUP #9 – PASTORAL CARE**

Your first MEETING PLACE is: Little room beside the stage

You’re rostered for KITCHEN DUTY on Fri (30th) – afternoon shift

Your Daily Duty is PASTORAL CARE

 Job description below.

First Meeting for Worship – Thurs 29th (9:45 am)

Final Meeting for Worship – Mon 2nd (9:45 am)

TASKS: To daily ensure that meeting for worship is well structured and supported: Meeting space is set up in advance of meeting for worship; a centerpiece of flowers if available; copies of Faith and Practice; Bible, Song books available. Doorkeepers are appointed. If needed, ministry at Meeting for Worship. (Liaise with Home Group #7 about setting up for Meeting for Worship.)

To notice the spiritual and emotional life of the gathering. To listen and consider if support is needed by individuals or groups of Summer Gatherers.