

Meeting 24 Jan 2025

Following the snagging meeting of the other day, here are the points we discussed today at my meeting with Ajahn Nyanadassano:

A) The **12am Kitchen check** list would need to include instruction on:

1. **Scrape** the food out of the servery dishes with the scraper
2. Pour **water into the drain** (can be done with the brush and squeegee if the floor is cleaned)
3. **Grease trap** cleaning
 1. front liquid to be emptied and cleaned
 2. basket to be emptied and cleaned
 3. Water to be poured at the end of the washing up and later on during the day (5pm)
4. **Floor Cleaning**
 1. what kind of cleaning at what frequency TBD
5. Make sure the **multipurpose room** is included in the daily washing up list.

The checklist **format** could be enhanced with bold keywords, and some items could be divided into single units of the list.

Some rows could be grouped by activity (like Servery, etc.) and a "person in charge" cell could have its own column.

The items of the list should be explained in the **Kitchen Manual** and the coordinators trained on it.

B) **Locking up** and unlocking the **larders**

- Keeps keys in the kitchen office accessible for **KA** and tea chore people(?) and asking them to manage the locking/unlocking
- OR ask the **nuns** to lock/unlock the larder morning 6:30am and evening at 7pm

We did not come to a conclusion on this point.

C) **Training the lay support group**

- For points of A), We can add this to our training on **Friday** and invite as many people as we can (those who stay 3 months would have priority)
- I can do the training on the **floor washing** (Cittadhammo)

D) **Organising** information physically and digitally (wiki) for the Kitchen

- Kitchen Manual, list, manual, label, posters, etc.
 - Maybe An. Chloë could help with that
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Revision #3

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