

# MEN'S RECOVERY HOUSE DUTIES

## Initial Chore List Daily

### 1. **MORNING KITCHEN CHORE:**

Sweep and mop the floor, **DAILY**. Clean all countertops and tabletop with cleaning supplies appropriate for the job **DAILY**, by 10:00 am. It is everyone's job to clean up their own messes but if they don't, you are ultimately responsible for the kitchen. Replace all garbage bags, wipe down the inside and outside of the trash cans, and carry trash out to the dumpsters in the alley. Generally, make sure the kitchen is clean!

### 2. **EVENING KITCHEN CHORE:**

Inspect and clean the stove/oven and refrigerators (inside and out), including freezers by back door. Dispose of any uncovered leftovers that are left in refrigerator longer than three days (**they must be marked with the prep date**). Wipe down counter tops and sweep floor. Dry and put away evening meal dishes, all other dishes should be washed throughout the day by those who dirtied them. These duties should be completed **DAILY**. Generally, make sure the kitchen is clean!

### 3. **LIVING ROOM, BACK HALLWAY, AND COMPUTER AREA:**

Vacuum the living room, back hallway, and computer area as needed. Clean the glass on the front door and dust the furniture and woodwork, including the baseboards. Keep the mail area clean and orderly, and pick up old newspapers, trash and clutter in the above mentioned areas, **DAILY**. It is everyone's job to clean up their own messes but if they don't, you are ultimately responsible for these areas!

### 4. **MAIN FLOOR BATHROOM:**

Sweep and mop the floor, dust baseboards, clean and disinfect the toilet, sink, tub/shower, and mirror, and make sure all paper products are available, **DAILY**. In order to maintain the health of all residents this area should be **SPOTLESS!** It is everyone's job to clean up their own messes but if they don't, you are ultimately responsible for these areas!

### 5. **ENTRY& DINING ROOM**

Vacuum entry, foyer, and dining room as needed. Dust furniture and baseboards, and empty trash in the above mentioned areas by Tuesday morning at 10:00 am. Check these areas for trash and clutter **DAILY**. It is everyone's job to clean up their own messes but if they don't, you are ultimately responsible for these areas!

### 6. **NORTH BATHROOM:**

Clean upstairs north bathroom, **DAILY**. Sweep and mop bathroom floor, clean and disinfect the toilet, sink, tub/shower, and mirror, and make sure all paper products are available, **DAILY**. Dust baseboards, and empty trash. It is everyone's job to clean up their own messes but if they don't, you are ultimately responsible for this area! In order to maintain the health of all residents this area should be **SPOTLESS!**

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### **7. SECOND FLOOR TV ROOM, WEST BATHROOM, STAIRWAY, AND UPSTAIRS HALLWAY:**

Clean and vacuum upstairs TV room and hallway, west bathroom, stairway, **DAILY**. Sweep and mop bathroom floor, clean and disinfect the toilet, sink, tub/shower, and mirror, and make sure all paper products are available, **DAILY**. Dust furniture and baseboards, and empty trash in the above mentioned areas. It is everyone's job to clean up their own messes but if they don't, you are ultimately responsible for these areas! In order to maintain the health of all residents this area should be **SPOTLESS!**

### **8. BASEMENT:**

Clean equipment in weight room and laundry area; wipe down washers and dryers (inside and out), empty lint traps in dryers and trash cans as needed. Wash and fold kitchen towels and bedding left by former residents or as directed by staff. Check water softener and fill as needed. Sweep floors and dust canned and dried food shelving. It is everyone's job to clean up their own messes but if they don't, you are ultimately responsible for these areas!

### **9. OUTDOOR AREAS:**

This includes picking up any and all trash/litter and tree branches in our yard, alley, the north side parking lot, and the street directly in front of the recovery house. This job also includes snow shoveling and salt spreading as needed in the winter, as well as cutting grass and weed pulling in the warmer months.

### **10. COOK:**

This job includes weekly menu planning (this will be a collaborative effort discussed during Goals Group), keeping the cupboards clean, and writing a grocery list. Only one meal per day (dinner) will be planned and prepared by one resident for all other residents. These meals can be simple, such as a crock pot meal. It is up to the individual who is cooking. This job is one that requires planning! Meals must be ready and on the table by 5:30 pm every day, Monday through Friday. Dinner dishes must be rinsed and placed in dishwasher immediately after dinner. Staff can assist you with this task until you become comfortable with it.

*If for any reason you cannot do your chore, YOU are responsible to find someone you trust to do the job for you. If the chore is not done and done well, you will be penalized, not the person who you asked to do the chore for you.*

*If you see something out of place or a mess needs to be cleaned up, even if it's not yours, just do it. This is your house and it will be treated respectfully!*