

Living center info for interns

As the Buddha taught, everything is connected and nothing exists in solitary. When we think of the division of responsibilities, lets think about where our head stops and our neck starts... Lets all work together to keep things working smooth by being proactive and understanding that we are not working for any individuals, we are all part of a process that hopefully has wonderful results.

House Work Schedule

The interns will arrange the cleaning schedule among themselves and in the case that someone misses their assignment, lets make sure that someone is Johnny on the spot and pick up the slack. Everyone does not have to be up at 7:00 but all the morning chores need to be done by 8:30 so you will need to work things out to see that things are done on time. Usually, but not always, a vehicle heads down to the center at 8:30 so make sure that you don't miss your ride if you were hoping to get one;)

Work Schedule

The interns will also decide the work schedule for the center. Someone needs to be early(9-6), Someone needs to be late(12-9). Days off will be decided to make sure these are all covered. Do not schedule days off on Saturday. We want all hands on deck and two people need to be late and if customers stay late, of course, the interns will stay as well. Please give the schedule to the center manager each Sunday for the week. And be aware that there may be special requests and events. You will generally have two days a week off but there are times that you will be asked to cover a shift or event which leaves you with only one day off for the week.

Not only are we handicapped as an enterprise by not setting aside profits because we use the profits for charitable activities, we are competing with enterprises staffed in many cases by people working 6 or more days a week with overtime on top of that. If you want to trade some days off to have several days off in a row, that is fine but always

check with the center manager to make sure there is nothing special during that period at least a couple weeks in advance.

Cultural notes

We have to remember that we are sharing a house. We are entering into a unique culture. Not only Japan, but of the permanent residents and of Kozmoz itself and we need to respect and adapt to those cultures. Some of you will be living in auxiliary housing (generally an apartment) and some will be in a homestay. For those of you living in the main living center or homestay, there will probably be a House Mom and she is responsible for the house. She will be raising children, and probably working full time and taking care of shopping and organizing the house. Show her respect as the one responsible for the house and always offer to assist her if she is cooking or cleaning. Miscommunications are easy to occur and a common one is to just decide to do something to help when the person that needed the help really needed something else done at the time ;) Asking is always the best policy. You may find some of the things you are asked to do to be odd, remember that this is not your country and there are just things that expected or insinuated. Japanese people are gracious by in large, but remember that the permanent residents of the living center are not just sharing their world with you for three months, they do it all year round and things you may do that would be overlooked on an occasional basis, may just be something that many previous interns did and it may be wearing thin.. or your unknowing insensitivity may be the straw that breaks the camel's back and result in our losing housing that is hard to replace.

Thanks for helping make sure that we are able to do the most with what we have to maximize our impact in our world!

Sweep the house each morning *-lets have a nice fresh start each morning*

This means the intern rooms, stairs, toilet, wash room, hall, kitchen, living and dining. make sure that we just don't sweep around things, sometimes we need to move things and sweep under and behind them;) We also sweep the entryway and straighten the shoes.

Usually we run the vacuum through the living room/dining/ kitchen. Do note, that sometimes things get spilled, if you notice such when sweeping, lets wipe it up♪

Breakfast *-after the chores, a cup of hot coffee, relaxing breakfast, and smiles start the day*

You may be housed where there are no cooking facilities so you will be eating at the cafe at the activity center. For those housed with cooking facilities, someone will be on breakfast duty, However in the case that breakfast isn't rolling, coffee and toast should be made for everyone. Morning dishes need washed n dried and counters stove and fridge need to be wiped well. *Odd note: never keep food in your room... even in wrappers it is too enticing for critters to ignore.....*

Clothes *-note that this will change with the season so ask what the current scheme is ;) we dress casually but please no jeans with 'fashionable holes'... Slacks, skirts, polo shirts or oxford shirts are preferred.*

Washing -Wash is deposited in the wash room in the baskets. Do not keep dirty clothes in your room, deposit them daily please. The washer is set to wash on a timer each morning and is finished at 7:00 am. The clothes need to be taken out, fluffed, hung on hangers and hung either on the patio or upstairs on the balcony. Heavy items and towels should be hung up on the upstairs balcony as the dry better there. evenings

Generally someone will check the clothes for dryness, fold them and leave them on the couch. On a busy day, there may just be a pile of clothes on the couch or drying in the shower room. In that case, please fold if possible and secure your items. Always secure your items when you get in in the evening as soon as possible. If you come in and someone is folding, please ask if you can help.

Toilet -lets leave it nice for the next person

the toilet needs swept, toilet rim and seat wiped with toilet paper daily. It also needs to be cleaned completely including washing the floor (moving everything out first) and toilet wiped in and out and disinfected on Wednesday. note: everyone including female staff should wipe the seat top and underneath and rim with toilet paper each time it is used. this will keep it cleaner and make cleaning easier.

Shower/Bath -lets wipe out the wash basin each time we use it and it will always be nice ;)

Shower daily and smell like a daisy;) Every time you use the shower, please wash the floor etc, use the net to clean any hair and debris out of the tub or furo as we call it. The water is changed daily, and everyone shares the SAME WATER so be sure to SCRUB well with soap and rinse well BEFORE you get in. Always leave the lid closed while you clean so soap is not splashed into the water. In the event that you find a dirty furo in the evening, that means that someone did not have time to clean it so, please ask and clean it. 1. drain the water with the silver button on the left. 2.rinse the lid by standing it on the shower floor 3. use a couple sprays of the tub cleaner in the floor rack and wash it with the sponge in the same rack. Once it is rinsed well, replace the cover, MAKE SURE THE DRAIN IS CLOSED, and then push 風呂自動 on the control on the wall and it will fill with clean hot water like magic. if the right number on the display is over 42°C you may need to add a little cold water before entering. When you finish, always check for stray hairs etc. in the furo and clean them out with the net. Finally, make sure that you did not leave hair in the trap and if so, toss it in the garbage next to the wash basin. Please keep your shampoos and toiletries in you room since storage is limited.

Evening meal *-with a little help from all, we can relax and enjoy our evening meal after our busy day!*

Each intern will cook the evening meal one day each week at the living center between Monday and Friday. Please let the person cooking know which day you are going to prepare the meal and ask her or the center manager if you need ingredients that you did not find in the local supermarket. Note: some things are just not available at a reasonable cost here so you may have to substitute or forgo ingredients. Schedules will be different per location. It is important that meals at the main living center be ready to eat at no later than 6:30. There will be times when there is no meal at the living center and the interns will make dinner at the center for themselves only. Meals must not exceed 1500 yen for the living center and 1000 yen for 4 people if prepared at the center. This includes stock used from the house or the center. Food bank food can be considered free. Each evening the kitchen needs cleaned. Sometimes we leave food out for people that will come later, however we need to be careful to make sure that it gets cleaned properly in the end. Mornings are busy so we do not want to have to start out the day by cleaning what should have been already cleaned.