

Community composting



Compost Monitor Roles and Responsibilities

- Monitors are the first port of call for most new members signing up. Monitors will arrange to meet new members for a brief induction in the beginning and give them a caddy and a list of what can and can't go in and help them to be excited and confident about how to use the bins. This will require good communication and social skills. The Food Partnership provides caddies, training, template emails, guidelines etc. to help the monitors.
- Monitors are required to have good admin skills to be able to keep the shared Google Spreadsheet up to date which is owned by the Food Partnership and shared with monitors. Monitors will need to add new member's email addresses and keep the waiting list (if any) up to date. When people leave the scheme, monitors then remove their email details and then add somebody from the waiting list to the scheme. Maintaining this spreadsheet and keeping it up to date and confidential is important for GDPR.
- Keep in touch with members, sending reminders about what can and can't go in based on whats happening in the box (e.g. it's too smelly and soggy – email members a reminder about adding cardboard). Monitors also need to email members updates on boxes being repaired/replaced etc.
- Swapping the padlock on boxes when one gets full and consolidating two half full bins into one to free up space if needed. Monitors can either do this yourselves or organise a rota amongst members. Some sites have access to garden forks/spades. Some have these locked in a spare box, some use their own personal ones. Let us know if you don't have any of the above and we can help you find a solution. It can be a mucky job at times so monitors need to be keen enough about composting to not be put off by this!
- Turning the compost. This should be done once a month **at a minimum**. Many schemes organise rotas with members, who have a responsibility to help out. The more the compost is turned, the quicker it breaks down as air is an essential part of the process of breaking down.
- Remove plastic bags and other unsuitable items. Again, this can be organised with members. Some schemes have a day once a month or two and invite all members to help join in and meet each other and have a tea. However not every scheme works this way. Its up to you and your members.
- Report any repairs needed to the Food Partnership.
- Inform members and BHFP once compost is 'ready'. Some schemes use it in the park/gardens, others we can help arrange for it to be collected. First and foremost, it can be offered to members who may want it for their garden/houseplants.
- Let the Food Partnership know (preferably with a month's notice) if you plan to leave your role so we can recruit a replacement.

Food Partnership contact details: compost@bhfood.org.uk / 01273 234 810

