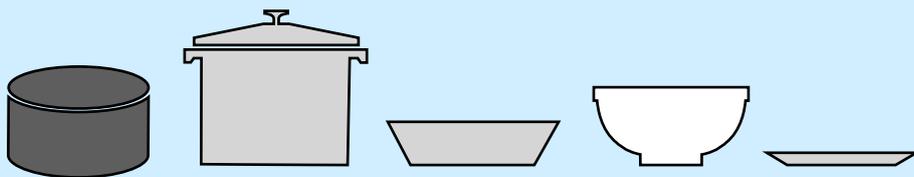
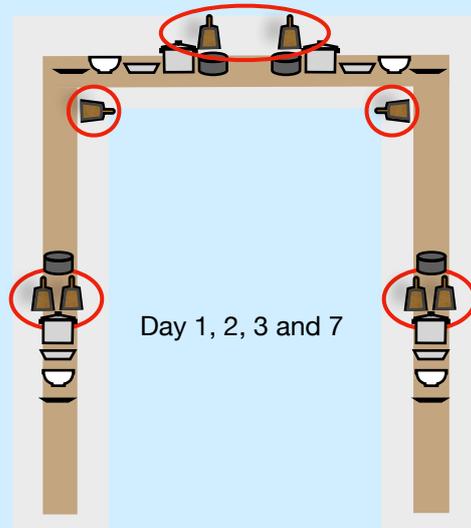
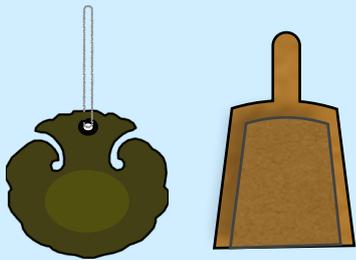
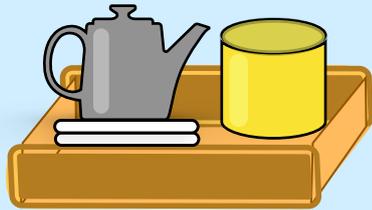


TENZO HANDBOOK

- Serving the meals
- Announcing the meals
- How to use the steam cooker
- How to prepare pasta
- Daily Tenzo: tips and tricks



TENZO HANDBOOK

Guidelines for the daily tenzo and kitchen helpers of Hokuozan Sogenji

by Zentoku

© OneDropZen / Hokuozan Sogenji - March 2018 - Creative Commons License

PLEASE MAIL YOUR REMARKS AND SUGGESTIONS TO ZENTOKU@ONLINE.NL

Tenzo Handbook

Guidelines for the daily tenzo and kitchen helpers of
Hokuoizan Sogenji - OneDropZen

CONTENTS

| | |
|--|----|
| SERVING THE MEALS (KITCHEN HELPERS GUIDE) | 5 |
| Where to put the food on the table | 9 |
| How to serve breakfast | 13 |
| How to serve lunch | 14 |
| How to serve supper | 17 |
| Placing the laddles, spoons and chopsticks | 19 |
| Offerings and cleaning | 22 |
| ANNOUNCING THE MEALS | 25 |
| HOW TO PREPARE OKAYU | 28 |
| HOW TO PREPARE PASTA | 29 |
| TIPS AND TRICKS FOR THE DAILY TENZO | 30 |

SERVING THE MEALS (KITCHEN HELPERS GUIDE)

General overview

The kitchen helpers are helping the daily tenzo with serving the meals. During sesshin there are three teams doing this job: one team for breakfast, one for dinner, and one for supper.

The kitchen helpers leave the zendo 30 minutes before the meal starts. Their tasks are:

Before the meal

- to bring the food from the kitchen to the dining hall and put it on the right place (and in the right order) on the tables;
- to put out the tea, the wooden saba and the containers for the offerings; and also the wet cloths for wiping the tables after the meal;

During the meal

- to bring back the food from the tables to the front of the dining hall and to serve again for the second and the third round;
- to bring the empty plates and bowls back to the kitchen.

It is not a difficult job, but there are quite a few details for doing it exactly right. This handbook outlines these details.

Going to the kitchen

30 minutes before the meal starts, the kitchen helpers leave the zendo and go to the kitchen. The *jikijitsu* (zendo leader) will remind you by announcing: "Kitchen helpers, please go to the kitchen." (For the supper team this is slightly different. The kitchen helpers will return earlier from the long outside kinhin. Please walk at the end of the *kinhin* row, so the *jishario* can tell you when it is time to return to the kitchen.)

Some important notes:

- Please bring you eating bowls with you to the kitchen. There will be no opportunity to get them later.
- As soon as you are entering the kitchen, please disinfect your hands and put on yellow slippers.
- If there are people waiting for sanzen, please do not walk through the waiting room for sanzen. Either walk through the zendo during the kinhin, or – if there is zazen – take the outside route.

- Don't worry if you would miss your own turn for sanzen. You will be the first for next sanzen period. The *jikijitsu* will announce your name at the beginning of sanzen in the zendo. (However, if you are already sitting in de waiting room, then DO go to sanzen first.)
-

Bringing the food from the kitchen to the eating hall

Your first task is to bring the food that the daily tenzo has been preparing from the kitchen to the dining hall. The tenzo will tell you what to do next. Please always follow their instructions.

It is important to place the dishes on the right places and in the right order on the tables. This is explained in the next parts of handbook, so please pay close attention to that.

The table servers are also expected to put out the tea, the wooden saba and the containers for the offerings and the wet cloths for wiping the tables after the meal.

Some important notes:

- Please be as silent as possible. Keep the door between the kitchen and the eating closed as much as possible. Only talk if absolutely necessary.
 - If there is any time left after putting out the meal, please start with washing up the dishes and cleaning the kitchen. Also the tenzo might ask you to help cutting vegetables or bread for the next meal.
 - There are some differences between serving breakfast, dinner and lunch. So please carefully look at the next parts of the handbook to know what these differences are.
 - Be aware of the fact that the direction in which the food is to be served changes on day 4, and changes back on day 7. This is explained in the next chapter.
-

Start of the meal

About 10 minutes before the meal starts, everybody leaves the kitchen and waits in front of the tables in the eating hall for the meal to start. Please carry your eating bowls in your hands.

Exactly 5 minutes before the meal starts, the tenzo first rings the big bell in the hallway, followed by the *umpan*, the small gong from the kitchen. After that, the sangha enters the eating hall. As soon as everybody is standing at his or her place, the table servers also sit down.

The table servers are not sitting on their usual place, but instead at the end of the table. In this way they can help serving the food.

The meal starts as soon as the Roshi starts the Heart Sutra. At this moment, people will take off the lids from the pans, so the table serving team should get up, get the lids and take them to one of the big tables at the back of the eating hall.

Important note:

- Please sit down immediately after the last persons coming from the zendo have taken their places.

Serving the second and third round

For the table servers, the most hectic part during their job is collecting all the dishes from the eating tables and bring them to the big table next to the entrance of the eating hall.

The servers have to collect all four sets of food from the tables and bring them in to the end of the eating hall. There the tenzo will redistribute the food and prepare two new sets of food for the second round. The servers will bring these two sets back to the tables. (This is explained in more detail in the next chapters.)

This repeats for the third (and last) round of the meal. The servers collect the two remaining sets from the tables. The third round however is a ceremonial round, and only a few items are to be served for the third round:

- Breakfast: okayu and pickles
- Lunch: soup, rice and pickles
- Supper: soup, bread and pickles

So only these dishes are to be brought back to the big table. All other food items can go straight to the kitchen.

The tenzo will check if there is enough left for the third round, and prepare two sets of food for the last round. The servers will bring these back to the eating tables.

Some important notes:

- Please try to serve yourself first. The general rule is that you first serve yourself, and only then leave your place at the table to help. This however is not always possible. If one of the serving team isn't able to serve him- or herself, please make sure to fill up his or her eating bowls as well.

- Don't forget to also collect the *saba* for the offerings. These don't go back to the big table, but go straight to the kitchen.

Water offering and wiping the tables

The last part of the job of the table serving team is collecting the items used for the water offering and the cloths for wiping the tables. This is explained in more detail in the last chapter of this handbook.

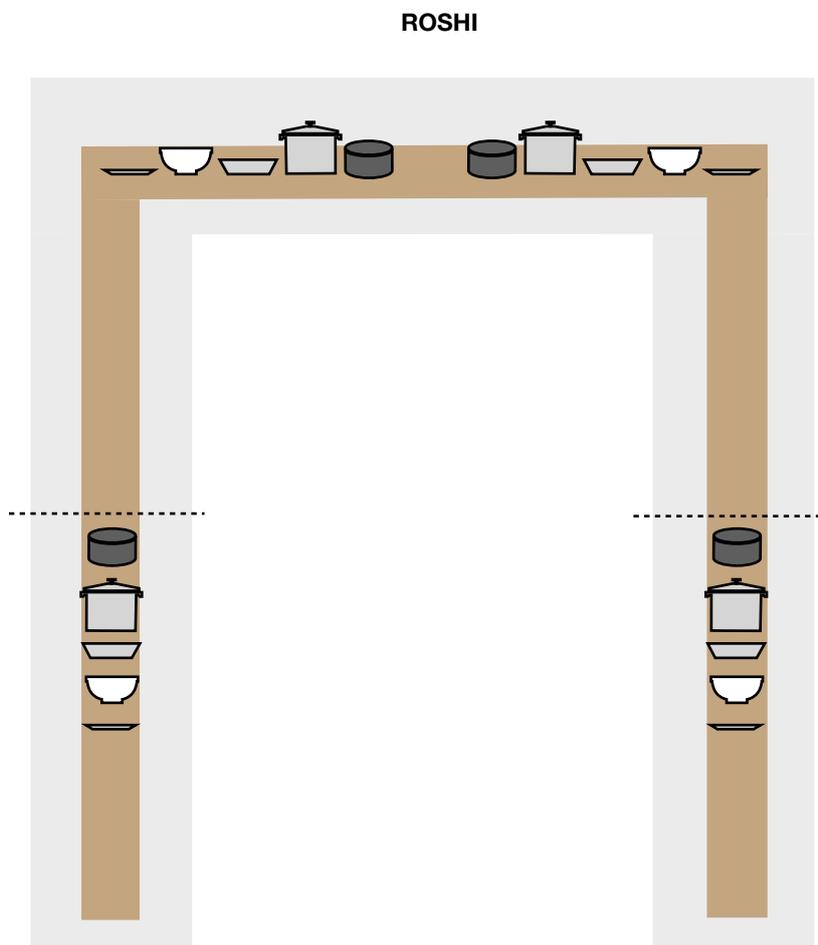
Where to put the food on the table

Day one, two, three and day seven (last day)

On day one, two, three and seven, the food starts from the head of the table, where the Roshi is sitting. In the pictures below 'lunch' is used as an example, but it is the same for breakfast and supper.

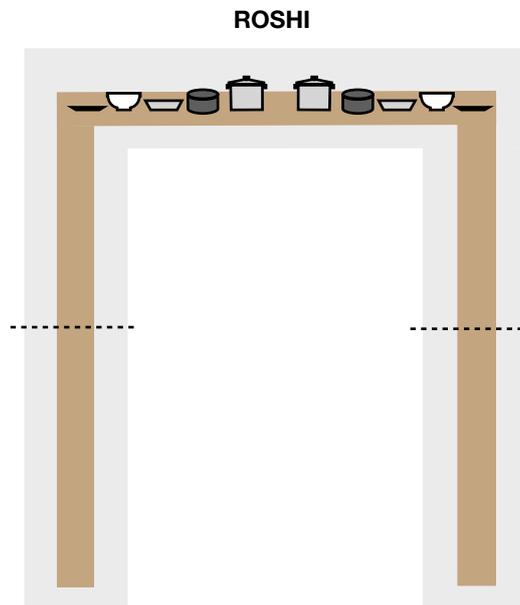
First round

For the first round there are four sets on the table. Two sets at the head of the table (one going to the left, the other going to the right), and two additional sets halfway. This is because otherwise the serving would take too long and the food would be cold before eating.



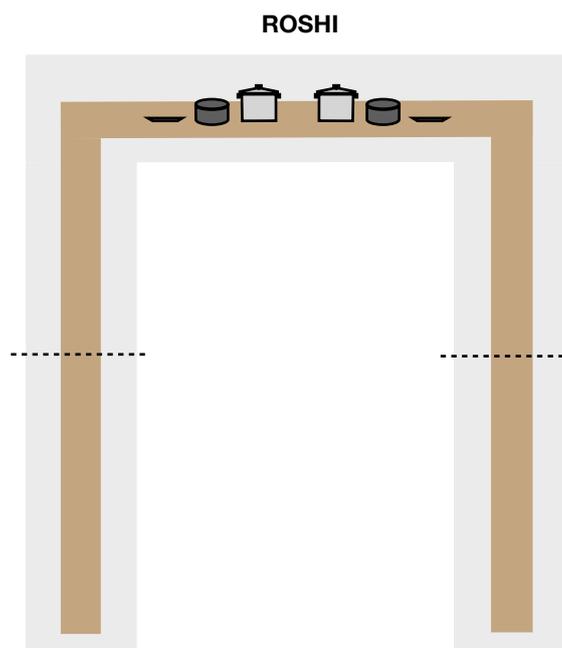
Second round

For the second round there are only two sets on the table, starting for the Roshi and moving all the way back to the bottom. **Note that now the soup – not the rice – comes first.** (This is also true for supper.)



Third (last) round

For the last round again there are only two sets on the table, starting for the Roshi and moving all the way back to the bottom. This time only soup, rice and pickles are served.

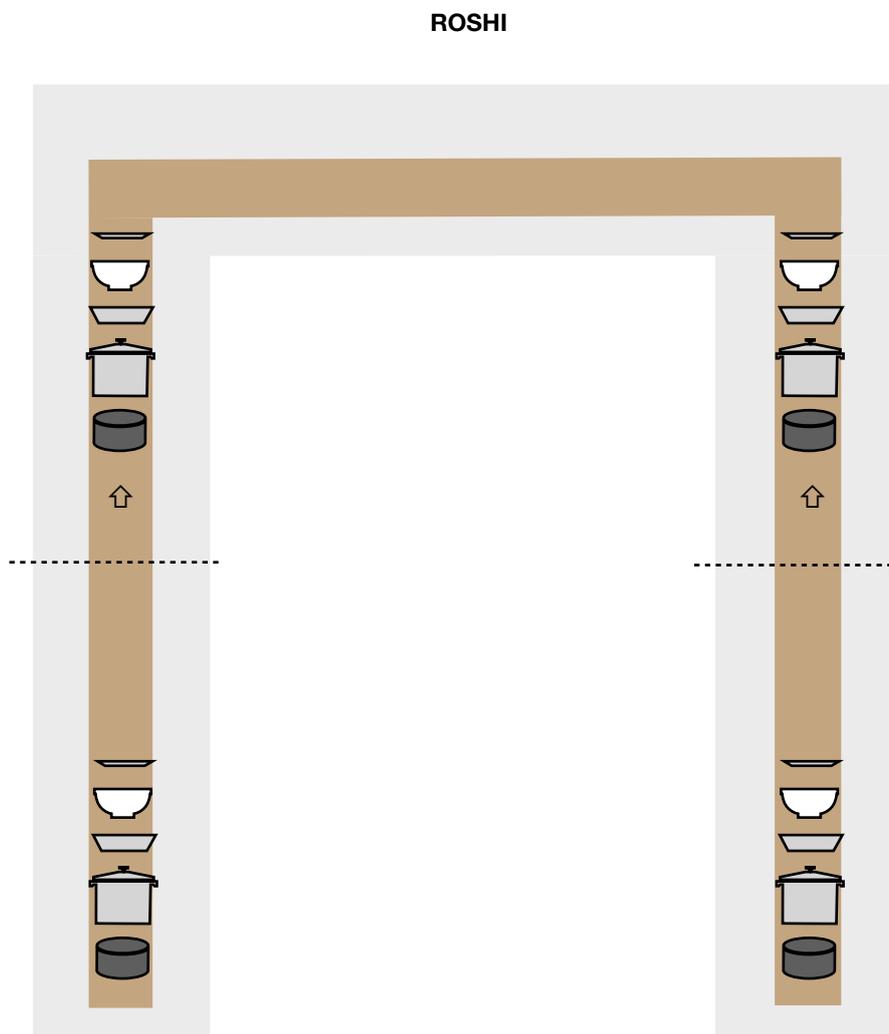


Day four, five and six

As was already mentioned, on the fourth day the direction changes. Now the food starts to move from the bottom of the table.

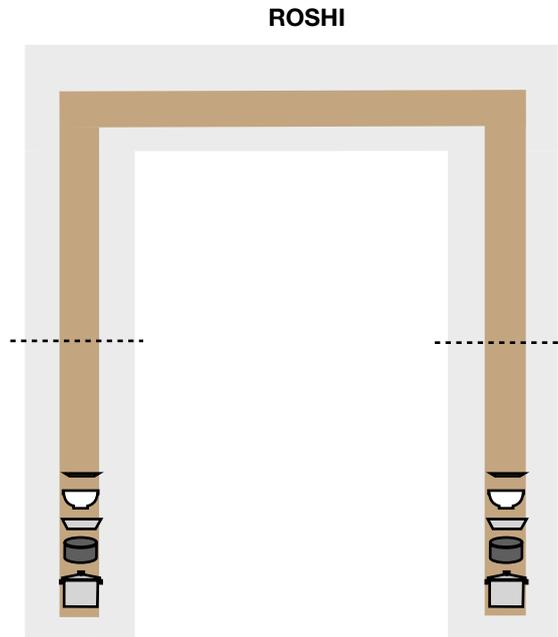
First round

Again there are four sets on the table. **Because now the Roshi is the very last to be served, please put the sets a little bit further than halfway on the table** (as indicated by the dotted lines and arrows). This is to make sure that there is still enough food when it reaches the Roshi, and not just empty bowls!



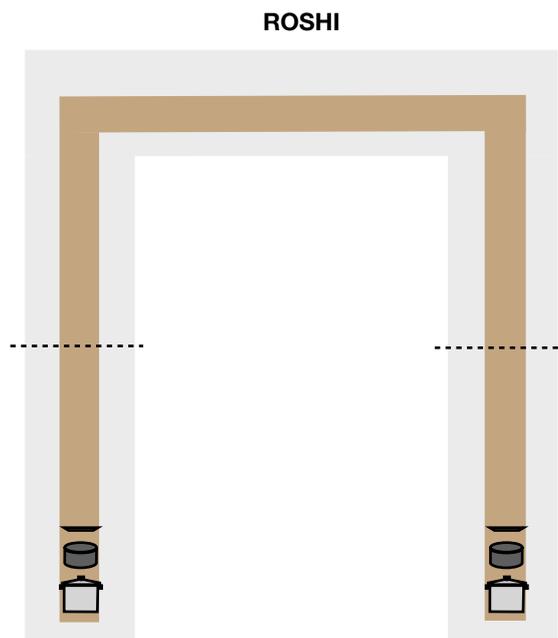
Second round

For the second round there are only two sets on the table, starting from the bottom and moving all the way up to the Roshi. Note that again the soup – not the rice – comes first during the second round.



Third (last) round

For the last round again there are only two sets on the table, starting from the bottom and moving all the way up to the Roshi. Note that only soup, rice and pickles are to be served.



How to serve breakfast

What to put on the tables

The traditional Osesshin breakfast consists of:

- *rice gruel* (white rice soup)
- *miso* (a tasty paste made of fermented soy beans and brown rice)
- *goma* (grinded sesame seeds - or sometimes roasted sunflower seeds)
- *side dish* (usually beans and stir fried vegetables, served warm)
- *pickles* (slices of *daikon* and pickles)

Serving order

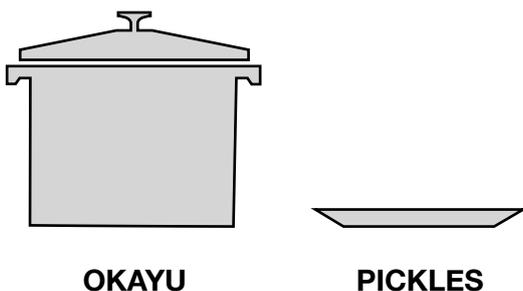
The food has to be served in exactly the right order, as shown in the picture below.

Table serving first and second serving:



Table serving third (and last) serving:

Note that during the third (and also last) round, only the *okayu* and *pickles* are to be served. The other dishes go back to the kitchen.



How to serve lunch

What is to be served?

This of course depends on what the daily tenzo has prepared for dinner. However there always are a soup, a main dish (rice, pasta or potatoes), a side dish (mostly vegetables) and of course the pickles. Usually there is also a dessert. This however is served separately after the third round.

So lunch consist of:

- soup
- main dish (rice, pasta or potatoes)
- side dish 1
- side dish 2 (optional)
- salad (optional)
- pickles
- dessert (cake, yogurt or fruit salad)

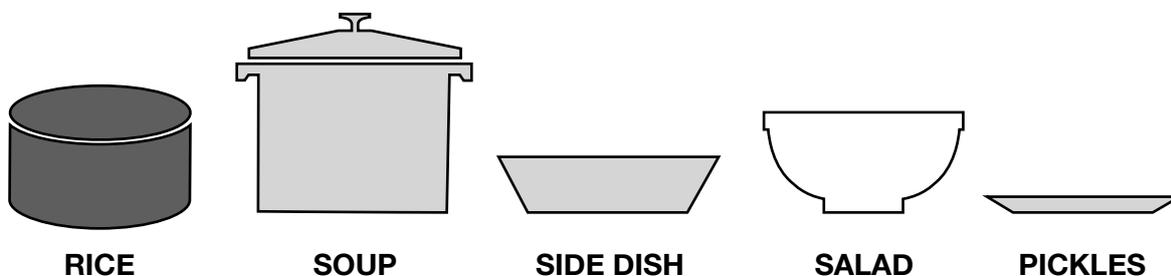
Serving order

The food has to be served in exactly the right order, as shown in the pictures below. The order is different in all three rounds of serving, so please pay attention to that.

First round:

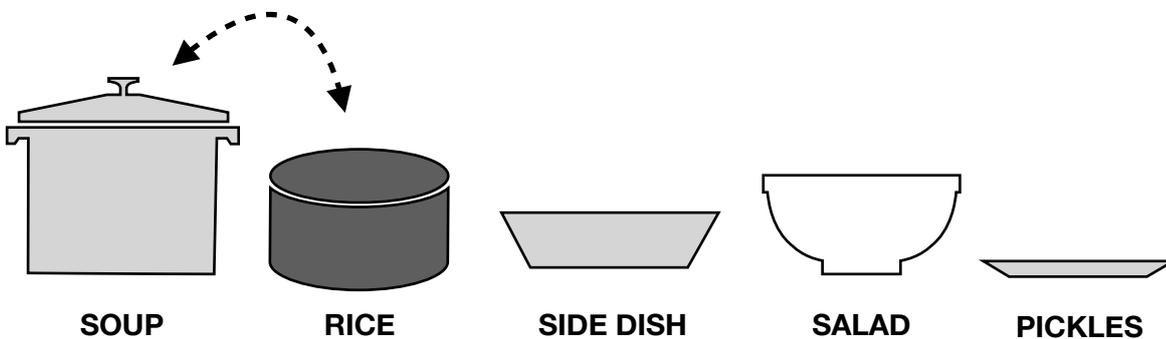
The first round of serving always starts with the rice, which is the main dish. In Sogenji this has to be the rice, in Hokuozan however, this can also be pasta or potatoes. After that the soup is served, follows by the side dish.

If there is a second side dish and/or a salad, put it right after the first one. As a rule, warm dishes are to be served before cold dishes. The pickles as always come last.



Second round

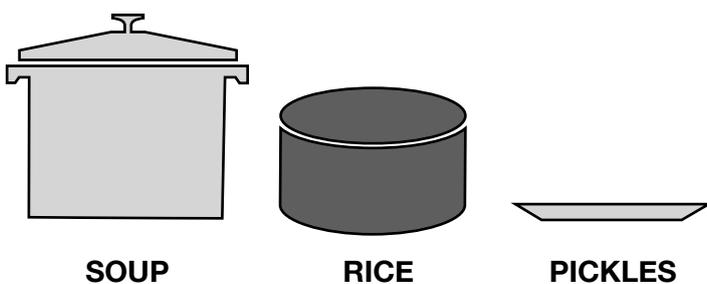
For the second round the order of serving changes! **Note – AND DON'T FORGET– that this time the soup comes first.**



Third round

During the last round, only the soup, main dish and pickles are to be served. As in the second round, the soup again comes first. All the other dishes go back to the kitchen.

If there isn't any rice (or pasta / potatoes) left, the tenzo will get some bread from the kitchen and serve that instead. Even though the third round is mainly ceremonial, it is not allowed to serve nothing.

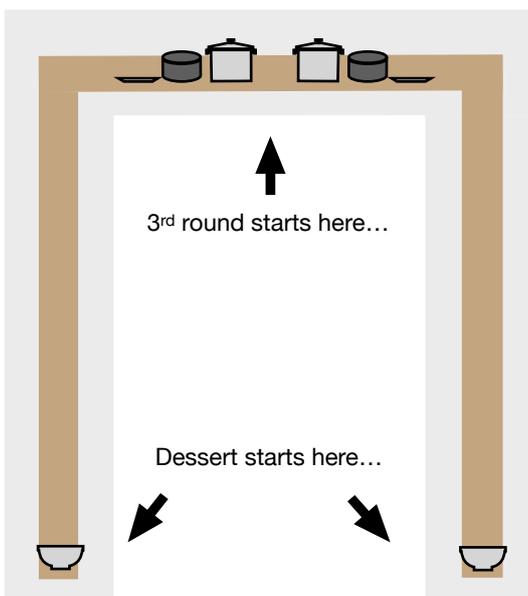


Last round: dessert

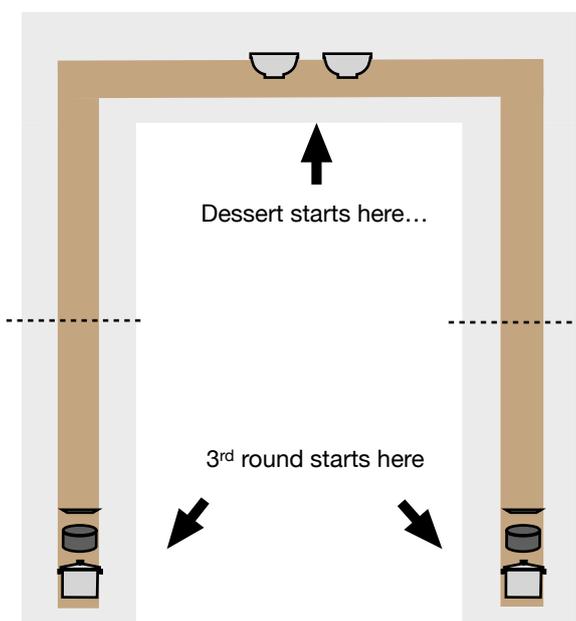
Dessert is served together with the third round. It starts from the opposite side of the table. So if the third round starts from the head of the table, dessert starts from the bottom.

And visa versa: if dinner starts from the bottom of the tables, then dessert starts from the head of the table. Don't forget to put the dessert in the window sills before the meal starts.

Desert on day 1, 2, 3 and 7



Desert on day 4, 5 and 6



How to serve supper

What is to be served?

Usually for supper we eat the left overs from lunch. If there are not enough left overs, then bread, cheese and some additional dishes are served. So every day it is a bit of a surprise what we have for supper, but most of the time it is somewhat like this:

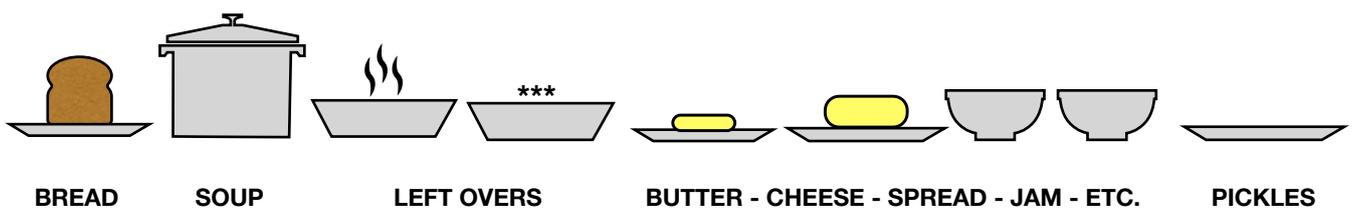
- bread (or left over main dish)
- soup
- left-overs (warm before cold)
- butter, cheese, spread and jam
- pickles

Serving order

The food has to be served in exactly the right order, as shown in the pictures below. The order is different in all three rounds of serving, so please pay attention to that.

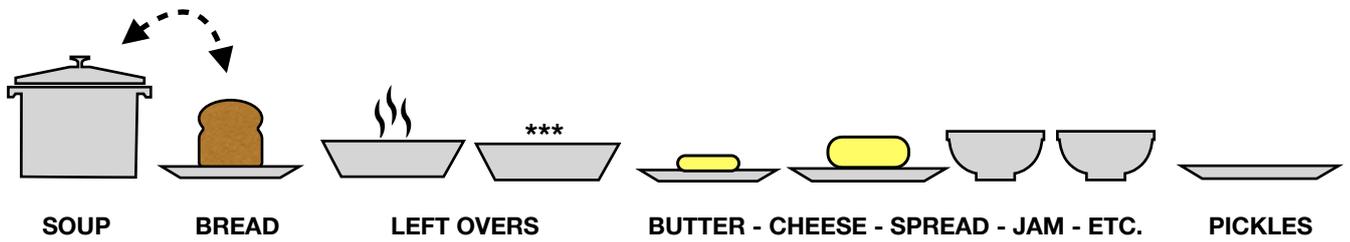
First round

The main dish comes first. Most of the time this is the bread, but in case there is a substantial rice dish (e.g. fried rice), then that comes before the bread. After that comes the soup, followed by the other dishes. Warm items (☹) come before the cold ones (***) .



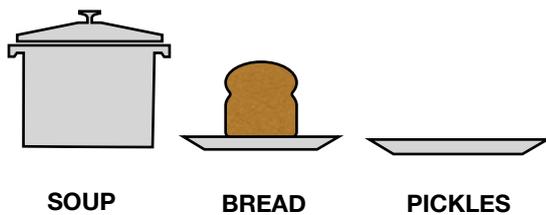
Second round

For the second round the order of serving changes! Note that this time the soup is first, followed by the all other dishes.



Third round

During the last round, only the soup, main dish and pickles are to be served. As in the second round, the soup comes before the main dish. All the other dishes go back to the kitchen.



Placing the laddles, spoons and chopsticks

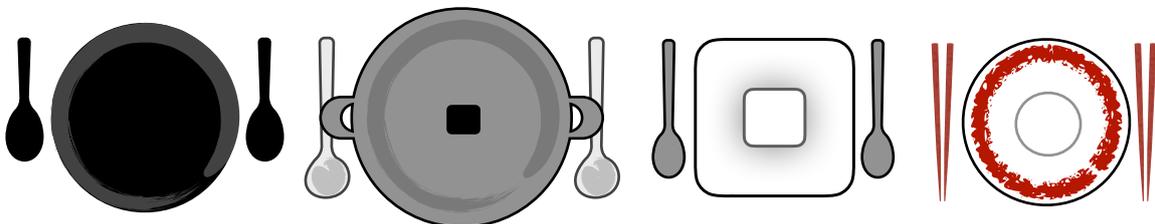
Where to put the ladles, spoons and chopsticks?

The ladles, spoons and chopsticks for serving have to be placed pointing into the right direction. This is different for the head of the table and dishes on the sides.

At the head of the table

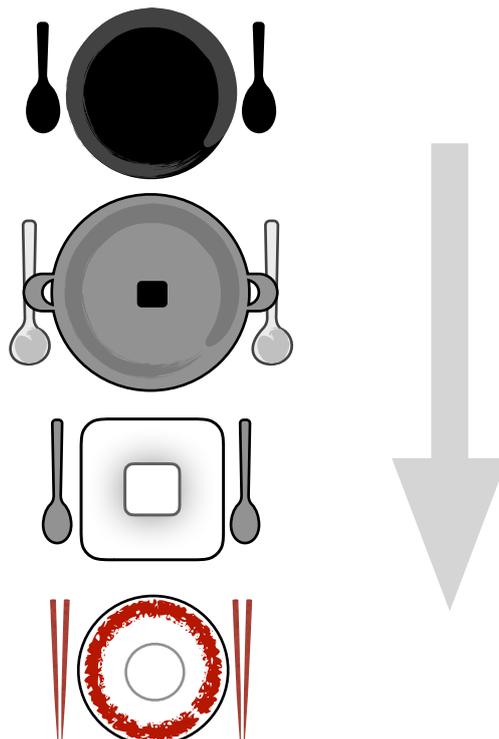
At the head of the table the ladles, spoons and chopsticks are placed with the handles pointing to where the people are sitting. In this way it's easy for them to serve themselves. Note however that the handles on the pan face to the side, since this makes it easier to move the pans around.

People are sitting on this side



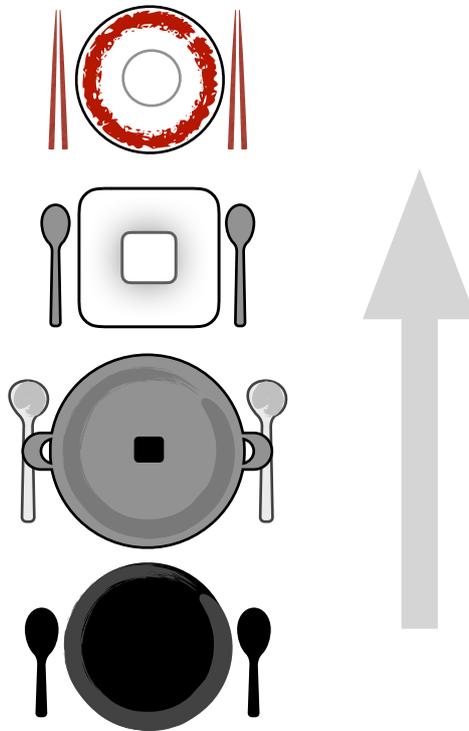
Side tables day 1, 2, 3 and 7

At the sides of the table the ladles, spoons and chopsticks are pointing in the direction that they are moving, away from the first (main) dish. Since the pots and pans are moving down towards the end of the table, the ladles, spoons and chopsticks are also pointing that way.



Side tables day 4, 5 and 6

Since on day for the direction of serving changes, also the direction in which the ladles, spoons and chopsticks are pointing is changed. Now the pans and bowls are moving up the table, so the ladles, spoons and chopsticks are pointing to the head of the table.



When to put ladles, spoons and chopsticks in the pans?

When the sangha enters the dining hall, the ladles, spoons and chopsticks should still be on the table. They can't be already in the pans. (Roshi once explained that this is to make sure that the tenzo's didn't secretly took a bite before the meal started!)

As soon as people arrive at their place at the table, they can put them in. They don't have to wait until the Roshi claps the taku.

However, when the pots and pans are brought back to the tables for the second and third serving, they already should be in the pans, facing the right direction.

When to take off the lids of the pans?

All warm dishes have to be covered when they are out on the table. So pans and other warm dishes have to be covered with either a lid, a plate or a piece of aluminum foil. Bread should be covered with a towel to prevent it from drying out.

You can take away the lids just before the sangha enters the dining hall. Alternatively, they can be taken off when the ladles and spoons are put in. There is no strict rule for that.

However, when you bring the pots and pans back to the table for the second and third service, all warm dishes should be covered again.

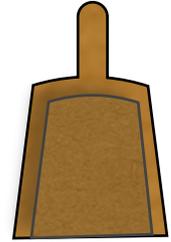
Offerings and cleaning

Overview

The daily tenzo team and the table servers are also responsible for the preparation for the offerings and the cleaning after the meal.

This consist of putting out:

- the wooden *saba* for the rice offering at the beginning of the meal;
- the tea;
- the bamboo containers for the water offering after the meal;
- the cloths for wiping the tables.



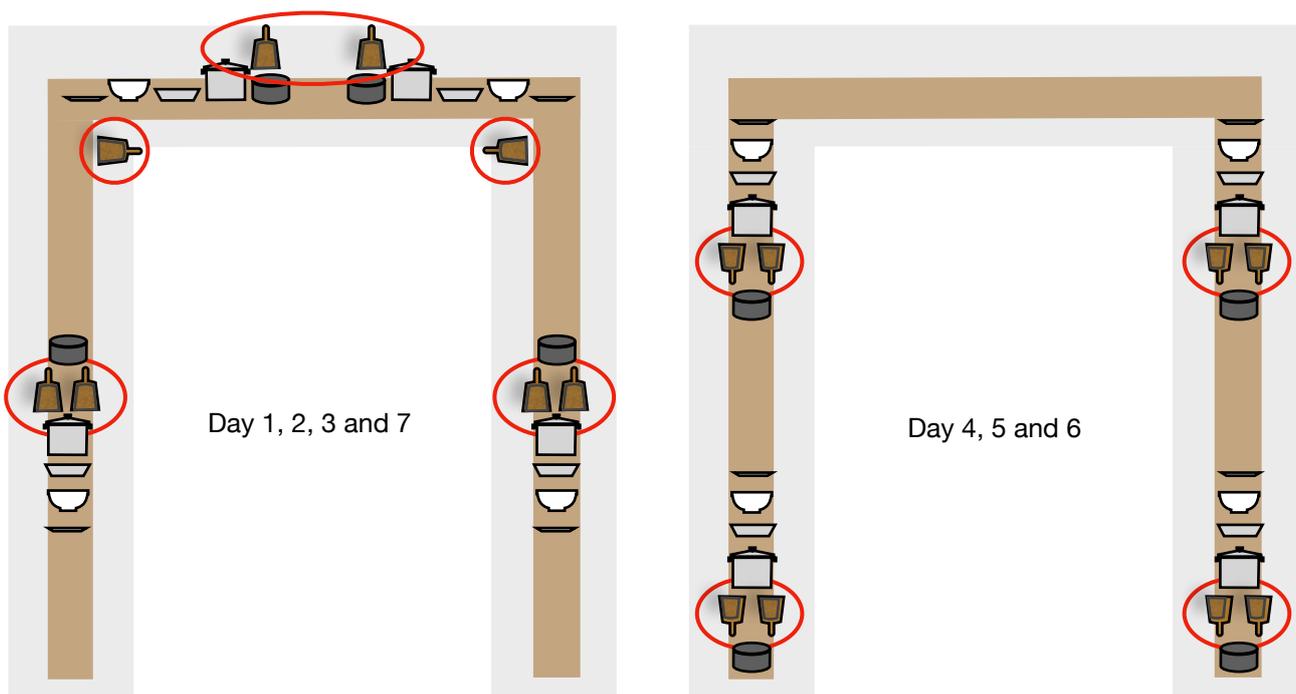
A saba

Rice offering

During the first serving everybody makes a rice offering of 3 to 7 grains of rice on the saba. If there is no rice being served, this can also be a little piece of pasta, bread or vegetable. They go around right after the main dish: in the morning after the *okayo*, at lunch time after the rice (or pasta or potatoes), and in the afternoon after the bread.

On day 1, 2, 3 and 7 the offering starts at the head of the table where the Roshi is sitting. On day 4, 5, and 6 it starts from the end of the table. There must be in total 4 *saba* or plates on the table, and they should be put right after the main dish.

Here you can see where you have to put them on the table:



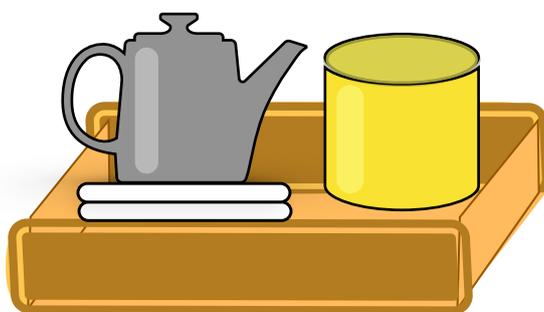
Water offering and cleaning

For the water offering, cleaning of the bowls with tea and cleaning of the tables, the table serving team has to prepare 4 sets. These 4 sets are placed in wooden boxes.

Each box contains:

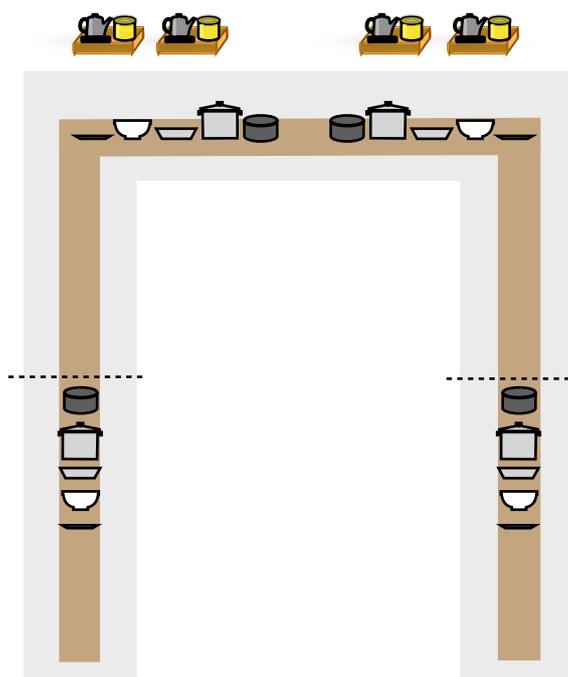
- a bamboo container for the water offering
- a tea kettle filled with tea or hot water
- a white, wet cloth for cleaning the table

The cloth is wet with water. It should be wet enough for wiping the table, however not so wet that it is dripping. The kettle (filled with hot water) is standing on top of it, so that the cloth gets warm for when it is going to be used. This is how it looks:



Where to put the boxes?

On day 1, 2, 3 and 7, the four wooden boxes are placed at the head of the table in the window sills. (Two sets in each window.) They have to be put there before the meal starts.



On day 4, 5 and 6 the boxes are standing are standing on the other side of the zendo, on the round table right next to the kitchen door.

Procedure

The end of the meal starts with the cleaning of the eating bowl with a little bit of hot water or tea. For breakfast and supper, the tea kettles follow immediately after the third and last round of serving. (So they come right after the pickles.) For LUNCH however we wait until everybody has finished dessert.

Everyone takes some tea and then waits until the Roshi gives a sign with the *taku* for cleaning the bowls. Two persons of the serving team have to be waiting at the end to pick up the kettles and bring them to the kitchen.

While the tea is going around, the people sitting closest to the boxes put the wiping cloths on the table on the same position as where first the *saba* were lying and put the containers for the water offering on top of it. When the Roshi gives a sign with the *taku* and starts the sutra, the containers go along the tables so that everyone can make the offering. Again, two persons of the table serving team have to be waiting at the end to pick up the containers and bring them to the kitchen.

Then finally, when the Roshi starts the last meal sutra, the wiping cloths are going around and everybody cleans his or her place at the table. One person of the serving team has to be waiting at the end to pick up the wiping cloths and then bring them to the kitchen.

Special note

The rice and water from the offering are not to be thrown away in the sink or the compost! The water is to be used to water some random plant. The rice (or bread, pasta or whatever) is to be put on the feeding place for the birds.

ANNOUNCING THE MEALS

Overview

Exactly five minutes before the meal starts, one of the tenzo's announces the meal by ringing the big bell in the hallway leading to the zendo, immediately followed by ringing the *umpan*, the small gong from the kitchen. The tenzo keeps ringing the umpan until the Roshi gives the sign to stop.



The umpan

Note that the times for breakfast, dinner and lunch differ from season to season, so look carefully at the sesshin schedule for the right time.

Ringling the big bell in the hallway

Exactly five minutes before the meal starts, one of the tenzo's announces the meal by ringing the big bell in the hallway. The pattern for ringing the bell is 'big-big-big-small-big':



Right after the last stroke, you can hear the *jisha* (zendo-leader) ringing the *inkin*, announcing the end of the zazen period.

The right rhythm

Take about 3 or 4 seconds in between each of the strokes. Don't worry if the fourth 'small' strike is too loud or too soft. It's quite difficult to hit it the right way.

Ringling the Umpan

Immediately after ringing the big bell, the tenzo starts ringing the *umpan*, the small gong from the kitchen. This means you have to carry the umpan with you to the hallway. (Alternatively, you can also ask one of the other tenzo's to ring the umpan for you. It doesn't really matter who rings it, as long it is done in the right way.)

The pattern for ringing the umpan is as follows:

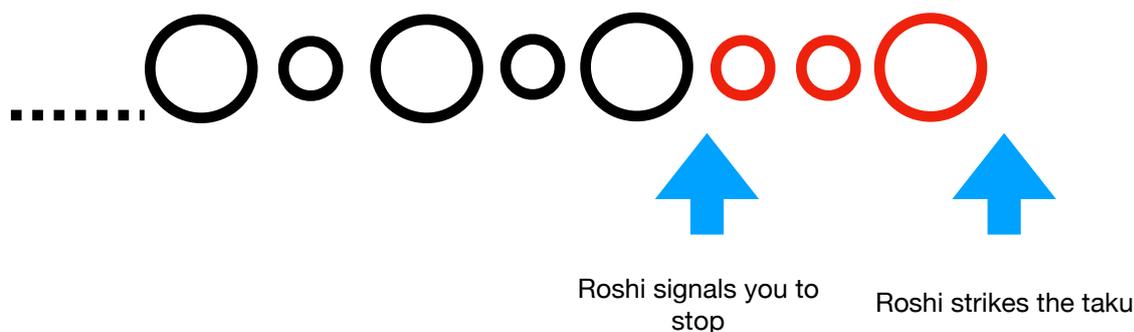


So you **start** with big–small–small (in red), and then **continue** with big–small–big–small–big–etc. when the sangha is entering the dining hall.

As soon as everybody is standing at his or her place at the table, the tenzo's and the table servers also take their places. The person with the umpan is the only person that **remains standing and continues ringing it.**

Next, the jisha rings the inkin. This is the sign for everybody to sit down (and also to put the ladles and spoons into the pans.) **At this moment the person doing the umpan keeps on ringing it,** and also is still standing in front of the tables and looking at the Roshi.

When everybody is seated, the Roshi gives a signal to the person with the umpan by crossing the *taku* ('claves' – his wooden rhythm sticks) in front of him. This is the sign for person with the umpan to stop. This is done with the pattern 'small–small–big' (below in red):



Right after the last strike, the Roshi hits the taku and starts the Heart Sutra. The person with the umpan puts it away and takes his seat.

Two common mistakes

There are two common mistakes which should be avoided:

- WRONG: The umpan already stops when the jisha rings the inkin. This is too early. The umpan should stop only when the Roshi gives his signal.
- WRONG: To stop, the umpan waits for the Roshi to hit the taku. This is the wrong way around. The Roshi waits for you to do the closing pattern (small–small–big, the red pattern) and only then strikes the taku. (Or to be more precise: they hit exactly at the same time.)

The right rhythm

The art of striking the umpan is to do it evenly and not too hastily. Take about 2 seconds in between each of the strokes, counting 'twenty-one...twenty-two'.

Count the time between two strokes, not the duration of the silences. Many people are inclined to count the duration of silences between the strokes, but that is not the right way. This makes the rhythm very uneven, because naturally the silence after a 'small' stroke is much shorter than the silence after a 'big' stroke. So the best way to do it is:

[BIG] ...twenty-one...twenty-two... [SMALL] ...twenty-one...twenty-two... [BIG] ...twenty-one...
twenty-two... [SMALL] ...twenty-one...twenty-two... ETC.

HOW TO PREPARE OKAYU

For preparing the *okayu* – the rice gruel we eat for breakfast – we use the pressure cooker. The pressure cooker will cook the rice much quicker than cooking it in a regular pot would.

PLEASE FOLLOW THE INSTRUCTIONS AND INDICATED TIMES CAREFULLY

Using the pressure cooker



Pressure cooker



Ladle

1. Put pressure cooker on big fire until the cap starts to spin (this takes about 20-25 minutes)
2. Turn the flame very small and cook for 23 minutes (use the timer!)
3. Put pressure cooker under cold running water for 3 minutes (careful: **HOT**)
4. Empty cooked rice into big pot and add hot water, using the ladle. (The main tenzo will tell you how many ladles of water you must add.)
5. Cook for ± 10 minutes while stirring gently
6. Divide into 4 serving pots

WARNING

When you put the pressure cooker under cold running water (at 3) **DO NOT TAKE OFF THE CAP.** This will cause very hot steam to escape from the valve and you run the risk of burning yourself.

Time table

Preparing the *okayu* takes approximately 1 hour and 10 minutes.

| | Start preparing at: | Meal serving starts at: | Breakfast at: |
|-------------------------|---------------------|-------------------------|---------------|
| Summer and samu sesshin | 5:20 | 6:30 | 6:55 |
| Winter sesshin | 6:20 | 7:30 | 7:55 |

HOW TO PREPARE PASTA

Cooking pasta for lunch



Cooking pot



Sieve



Pan

1. Preheat the oven to ± 100 °C
2. Fill up 2 cooking pots with hot water and bring them to the boil
(If you start out with cold water, it will take 15-20 minutes for the water to boil)
3. When the water is boiling, put in the right amount of pasta (see below)
4. As soon as the water starts to boil again, turn down the fire and cook the pasta for about 10-15 minutes (try the pasta to see if it is already cooked!)
5. When the pasta is ready, put it into 2 big sieves (to get rid of the water)
6. Put a little bit of oil in 4 pans, put in the pasta and cover with aluminium foil
7. Keep the pasta in the oven until serving

Amounts

When cooking pasta for about 60-70 people, you can calculate the right amount like this:

- Take **50** gr. of pasta per person
- Add **300** gr. extra on top of it

EXAMPLE: Pasta for **65** persons is **65** x **50** (= 3.250) + **300** makes 3.550 gr. of pasta.

Time table

Preparing pasta takes approximately 45 minutes.

| | Start preparing at: | Meal serving starts at: | Lunch at: |
|-------------------------|---------------------|-------------------------|-----------|
| Summer sesshin | 9:50 | 10:30 | 10:55 |
| Winter and Samu sesshin | 10:50 | 11:30 | 11:55 |

TIPS AND TRICKS FOR THE DAILY TENZO

Introduction

The daily tenzo team is responsible for preparing the meals for the sangha during one of the days of osesshin. As the Roshi explains: Being tenzo for one day is not a break from your practice, but a continuation of it. So try to keep that in mind during your tenzo day. It's Zazen in action!

Your team consist of of three people: the daily tenzo and two tenzo-helpers. (Note: during samu sesshin there might be only one helper). For one of the sesshin-days your team is responsible for preparing and serving breakfast, diner and supper; and also for cleaning up the kitchen after the meals. This part gives a general overview as well as some 'tips and tricks', so that your team knows what to expect.

Helpers

Being tenzo may look like a lot of work. But don't worry – there are also a lot of people helping you out:

Main tenzo team

The main tenzo will help your team to decide what to cook and also – most important – how much you need to prepare. The tenzo will also help troubleshooting just in case something might go wrong, since the main tenzo has a lot of experience in the kitchen. Please always follow her/his directions, even if you disagree. (That's part of training too.)

Kitchen helpers before (Serving team)

Half an hour before each meal a team of three or four kitchen helpers will come to the kitchen to help you to serve out the food. They will also help you with the second and third serving.

Kitchen helpers after (Cleaning up team)

After the meal a team of four people will come to the kitchen to help you wash the dishes and general cleaning of the kitchen.

Helpers during *niten soji* (daily cleaning) and samu

During the time for daily cleaning in the morning a number of people will come to the kitchen to help you cutting vegetables or whatever tasks you have in mind for them. Note: they will be in the kitchen for only 30 minutes, so use them wisely. During samu sesshin there are extra helpers.

Floors, garbage and compost

In the evening there are people coming to the kitchen to take care of sweeping the floors and taking out the garbage and compost. So you don't have to worry about that.

The evening before

The evening before your tenzo day, please go to the kitchen right after *kaichin* (sutra's in the hallway, around 9:30 pm).

The main tenzo will explain to you how to prepare the okayu (rice gruel) for breakfast, and also how much you have to prepare. Please always stick to that.

This is also the time to discuss what you want to prepare for dinner. (In the morning there is not a lot of time for that.) The tenzo will tell you what your main dish will be (rice, pasta or potatoes) and which vegetables there are for your side dish. Most of the time, the main tenzo also has some plans about what to cook. If your team has plan of its own, then this is the time to talk about the possibilities.

Don't forget to take your eating bowls to the dining hall. The next morning you won't be able to get them from the zendo, because of zazen.

Morning and evening sanzen

If there is enough time in the morning, the three daily tenzos will go to sanzen before they go to the kitchen. This will be announced by the zendo leader. This is normally the case for summer-sesshin.

If there is not enough time, the three tenzos will be the first to go to sanzen in the evening. This also will be announced by the zendo leader. This normally is during winter- en samu-sesshin.

Tips for breakfast

When you enter the kitchen...

Keep the door to the eating hall closed, so you don't disturb zazen en sanzen. Try to make as little noise as possible.

Start with turning on the ventilation to prevent moisture and smells.

Fill up the big pan completely with water (25 liters) and put on the fire. This hot water is used to prepare the okayu and the tea, but also for dishwashing of breakfast. (Since it takes some time to fill it up completely, it is best to do that the night before.)

Then start preparing breakfast. Your team has to prepare:

- Okayu (rice gruel) - the main tenzo will tell you how much to prepare
- Miso (soy bean pasta) - 4 bowls
- Ground sesame seeds (or roasted sunflower seeds) - 4 bowls
- Warm side dish (ready made - you only have to warm it up)
- Pickles - 5 plates
- Hot water / tea - 4 kettles

Tips and tricks

Serving breakfast isn't that much work, so the kitchen helpers in the morning don't have a lot of work to do. Make sure you have some other chores ready for them, like starting washing up the dishes. They can also start cutting and peeling vegetables like potatoes, carrots or cabbages.

Tips for dinner

For dinner you have to prepare:

- Main dish (rice, pasta or potatoes – the main tenzo will tell you what to prepare)
- Soup
- Side dish
- Salad (and/or a second side dish – both optional)
- Pickles - 5 plates (4 on the tables - one spare)
- Hot water or tea – 4 kettles
- Desert (yoghurt, fruit of cake – to be served right after dinner)

Tips and tricks

- The main-tenzo will help you to decide how much food you should prepare. However, keep in mind that when it is cold outside (for example during wintertime) and during samu-sesshins, people tend to eat more than usual. The same holds for the last days of sesshin, when people get tired – they really want to eat then. So then it is better to prepare more food.
- On the other hand, when it is hot outside (during summertime), people tend to eat less than usual. Then it is better to opt for lighter meals and salads.
- Keep in mind that people always eat a lot of the main dish (rice, pasta, potatoes), whatever your side dish might be. If for example your main dish is rice and your side dish a rich curry with a lot of potatoes, carrots and lentils, you might be thinking: 'There is a lot of stuff in my side dish, so I don't have to prepare a lot of rice today.' Then you will probably run out of rice during the first serving. So always make sure that there is enough of your main dish.
- Put some slices of lemon in the hot water / tea. This will help cleaning the eating bowls, since lemon helps dissolve grease.

WARNING: Rice cooker sometimes switches off by itself !!!

The big rice cooker sometimes switches itself from 'cooking' to 'warming' before the rice is ready. This happens especially just after you have switched it on. So please regularly check whether the switch is still in the right position (down). In case it actually did switch off, just press the switch again. (Don't worry about the time, it can't overcook the rice.)

SUPPER

For supper you have to prepare:

- Main course (leftover fried rice and/or bread)
- Soup (leftover from dinner)
- Cheese – 4 plates
- Spread – 4 bowls
- Jam – 4 jars
- Pickles - 5 plates
- Hot water or tea – 4 kettles

Tips and tricks

You can use any leftovers to put in your soup for supper. You might want to put leftovers in the blender first. This will make your soup look better and improve the taste.

IMPORTANT NOTE FOR DAY 7

If you are tenzo on day 7 (the last day), there might be a jukai ceremony right after teisho. This means that you have very little time for preparing supper (10 minutes instead of an hour). So you have to do most of the preparations for supper right after dinner – and before the teisho starts.

- Have your soup and the water for tea (and washing up) ready and heated up before teisho starts. It won't need so much time to re-heat it.
- Have everything cut (bread, cheese, pickles) and on plates, butter, spread and jam already in bowls – with laddles, knives and/or chopsticks next of it.

Compost

It is very important that the compost (as well as all other garbage) is separated in the right way.

Big grey compost bin (next to the sink)

The grey compost bin should only contain unprepared, uncooked compost. So the peels from carrots and potatoes, the green cauliflower leaves, the outside leaves from the salad etc. all go in this bin.

Small white compost bucket (under the sink)

All compost that is prepared or cooked or leftovers that cannot be served anymore should be put in the small, white compost bucket. This cannot go in the normal compost, because it attracts mice and rats. Also left over and overdue okayu, rice etc. go in there.

Peels from oranges and lemons

Peels from oranges and lemons should not go into the compost, since they don't decompose very well. Therefore they go to the regular garbage ('the blue bag').