For Penguins

Information for new penguins in Analog

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Welcome Penguin

Dear Penguin

Welcome to the Analog family! We're thrilled that you want to volunteer with us, and join the important mission that is supplying all of ITU with great coffee. Whether you are already a coffee expert or just getting started, you probably have some questions as to how we do things here in Analog.

This handbook will tell you most of what you need to know. And remember that your fellow baristas are ALWAYS happy to help! :)

Join our Facebook group BY CLICKING HERE. This is our main hub of communication.

How to become an Analog barista

In order to become an Analog barista you have to achieve the following:

- Have had at least one opening shift
- Have had at least one closing shift
- Attended a kitchen course
- Attended a barista course

These are the formal requirements to move from Penguin to Barista status. You don't need to do anything prior to your first shift. However it is highly recommended that you give this handbook a read, just so you have an idea of what it's like to be a barista.

Apart from that you just have show up and your fellow baristas will make sure that you learn the ropes one step at a time. You will always be on shift with at least one other experienced barista.

How to read the book

The Barista's handbook mostly contains information about volunteering as a barista in Analog. The other books in this library contain more detailed information about the inner workings of the

organisation. For example, the Operations Handbook has all the details on how we operate Analog, make coffee, open and close Analog etc.

We suggest that you orientate yourself in both in both of the books, but get a good overview of our procedures in the Operations Handbook.

Barista and Kitchen Courses

You will be sent to two courses arranged by Analog:

- **Barista Course**

  Professional barista training by our supplier, Copenhagen Coffee Lab, at their location.
- **Kitchen Course**

  Learn your way around Analog's kitchen under the skilled supervision of our Kitchen Managers.

Courses are scheduled within few weeks after new penguins have started in Analog each semester. There will be a few days to choose from.

You will be assigned to courses based on your availability answers in the application form. If you are assigned to a course that you are not able to attend, feel free to exchange with your fellow penguins.