

# Life as a Barista

Everything you need to know about your daily life as a Barista

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- Products and Prices
- Payment
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- Music in Analog
- Membership Perks
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# Opening hours

Analog is open Monday through Friday from 07:45 till 16:00. Friday is the exception, where we close at 14:00 due to ScrollBar. We should be able to serve coffee within these hours. Analog serves coffee only at times when students are on campus. In a given semester, there are 14 opening weeks. Analog is closed during the Spring and Autumn break.

Monday-Thursday	07:45-16:00
Friday	07:45-14:00
Saturday-Sunday	Closed

Please show up **10 minutes before your shift**. That way the previous shift can leave for lectures etc. Talk to the shifts you are changing with and establish common ground on how you change shifts.

## Opening the café

If you have an opening shift, you should be ready to serve coffee at 07:45. Realistically, one of the baristas has to be in the café at around 07:20 to switch on the machines, let them heat, and brew the first batch of coffee. It takes 15 minutes for the machines to heat, and 8 minutes to brew a batch of filter coffee. During this time you will also need to set up the counter, self-service, empty the dishwasher, and bring goods from storage.

Do not open the doors at 07:45 if you are not ready to serve coffee.

## Closing the café

If you have a closing shift, you should close the café such that you can leave around 16:00. Begin closing the espresso machine at 15:40, while leaving the self-service open. Should you have any leftover filter coffee, feel free to offer it free of charge to guests in the café.

Find more information about opening and closing the cafe in the Operations handbook.

# Products and Prices

Here are the products offered in Analog. Below are the recipes for how to make them.

Menu	Single	Double
Tea	5	
Black coffee	10	
Espresso	10	15
Americano	10	15
Cortado	15	17
Cappuccino	15	17
Hot cocoa	15	
Caffe latte	17	20
Chai latte	20	
Iced coffee	12	
Iced latte		22
Tea clip-card		50
Black coffee clip card		80
Espresso clip card		150

## Recipes

This poster is also hung on the whiteboard in the kitchen for quick reference.



LARGE



Latte



Cocoa/Chai



SMALL



Americano



Cappuccino



PLASTIC



Ice latte



Ice coffee



EXTRA SMALL



Espresso



Cortado

# Payment

There are two ways a guest can pay for their coffee:

## Through the app

A guest can swipe a ticket on the app, which counts as valid payment. We don't have to enter anything into Zettle, as we have already received money from that purchase. You have most likely used the app before joining Analog. The following types of tickets exist

- **Filter Coffee**

Valid for a cup of filter coffee

- **Espresso-based**

Valid for all types of coffee drinks. Also valid for chai and hot cocoa.

- **Tea**

Valid for a cup of tea

- **Cocoa**

Valid for a cup of hot cocoa

Most purchases in Analog are made through the app, as guests reach a discount by buying drink tickets in bulk of 10.

The Analog app is developed in-house by the IO team. They are always in need of new developers/designers, and you are more than welcome to join them!

## Through Zettle

If a guest wishes to pay their drink without the app, find their desired drink in Zettle and the guest can pay by card. The price structure above applies, and it is already encoded into Zettle.

Analog does not accept cash

# Shift plan & how to get a shift

Shifts in Analog are divided into the same schedule as the teaching. This means that a shift lasts for two hours, and the possible shifts are

0730-10	10-12	12-14	14-16
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A shift is made up of at least three, maximum four baristas. Most shifts have four baristas. During the first few weeks of the semester before penguin intake, the shift plan might not be full. Being four baristas on shift should allow you to work in your own pace, or even get a week off once in a while.

Remember! All of this is up to you and your shift-mates. We hope you will talk with each other about how you can make your shift as nice as possible. Everything is dependent on you and your shift-mates agreeing on how to go about it. The most important thing is that your workflow works for you.

Read more about tips on how to organise yourselves in the Kitchen and Operations Handbook.

## How to get a shift

Before the start of each semester, a Google Sheets document is published where you put your name down for shifts that fit your schedule. Put down your name in all the timeslots where you are available. Then, the shift planner will schedule a shift plan valid for the whole semester. No matter how many shifts you put your name down for, you will only receive one shift.

It is possible to put your name in **bold** for shifts that you prefer to take. It is also possible to sign up for multiple shifts for extra good karma.

The shift plan is published approximately one week ahead of semester start.

## If you can not make your shift

Once in a while other things get in the way of your Analog shift. No biggie, we get it. Your studies are more important than your shift in Analog!

However, you must communicate this to your shift-mates, and try to find a substitute. Your shift-mates can accept being three on shift, but less is not recommended. Ask in the Facebook group whether someone is able to cover your shift.

On the other hand, please help out other Baristas in need if you have the time. An extra shift is always fun!

# Music in Analog

As the barista on shift you get to be the DJ. Just hop onto Analog's Spotify on the iPad or your own device and put on some good music. If you are out of ideas as to what music to play, you can always start one of Analogs Spotify playlists. Anything goes!

Keep in mind that the music shouldn't disturb the people relaxing or studying in the café; if a guest asks for the music to be turned down, it is recommendable to turn it down a notch.

On the touchpanel on the menu-board it is possible to adjust the volume in different parts of the cafe. The code to the system is `2020`

## **Fun fact**

The top-played song in Analog in 2020 was Trampertøsen by Jesu Brødre



# Membership Perks

Once you have achieved Barista status (finished penguin training) and are on shift in a semester, you get to enjoy the perks that come with being an Analog Barista.

They are as follows:

- Free filter coffee & Tea (including milk)
- Price of 6 kr. for all other beverages
- While you are on shift everything you drink is free (Also true for penguins)
- You get to participate in Analog's awesome and cozy hangouts
- 24/7 access to the Analog room

Remember to enter your drinks into Zettle - even if they are free. We need to account for all products, not just the ones we make money from.

## Premium perks

To ensure that the following essential roles are filled each semester, they will have premium perks.

This shouldn't be considered a 'paycheck', but rather an incentive to make sure all essential roles are filled. These roles don't have to take shifts, because they have a lot of responsibility, and have to fulfill their role for many hours of the week.

- Board members
- Shift planner
- Kitchen Manager
- Storage Manager
- Social Manager

These roles get the following perks:

- Not required to take shifts
- All types of drinks for free

# Access to cafe and kitchen

During normal opening hours, you are allowed to enter the kitchen and make your own coffee.

Please ask the baristas on shift for permission before entering.

Please observe that only baristas are allowed behind the bar and in the kitchen. This rule applies at all times.

## Outside opening hours

As a barista you have card access to Analog. Just beep your student card and you are in. You are always welcome use the Analog room outside opening hours. During weekends, exam periods, and breaks, Analog is a cozy spot to work without the normal hustle and bustle. You are welcome to bring your study group or friends to Analog, but remember to respect the quiet atmosphere.

## Kitchen

You are welcome to switch on the machines in the kitchen. The standards for opening and closing apply. We trust each other to clean up after ourselves, so please do not leave a mess. Normally only the right side of the espresso machine is used, as the amount of coffee brewed is low. There is also lots of other fun coffee-making equipment on the top shelf you are welcome to use (Moccamaster, pour-over etc.).

If you decide to switch on any machine, it is your responsibility to close it again. This especially applies to the espresso machine. You can pass on the responsibility to someone else, who will then be responsible.

It is customary to announce on the Facebook group that the espresso machine has been switched on.

# Theme shifts

It is a long-running tradition in Analog to have theme shifts. You and your shift-mates might have come up with a theme that would like to have in Analog.

Post to Instagram

Decorate the cafe!

Dress up!

Use the projector

If you would like to bring foodstuffs into Analog as part of your theme, please contact Emil Joensen or another Board member for guidance. We are not here to say no, but to guide you in what you can and can not do. Examples: pebernødder for Christmas, whipped cream etc.