

# 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.

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