

# 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!

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