

Daily Operations

Procedures, semesterly tasks and suppliers relevant for Operations, Storage and Kitchen Managers.

- Opening Analog up for the semester
- Closing Analog for the semester
- Suppliers
- Machine overview and manuals
- Spring/Summer Cleaning tasks
- Kitchen course agenda

Opening Analog up for the semester

Closing Analog for the semester

Suppliers

Storage suppliers

Copenhagen Coffee Lab

Supplier of beans & smaller cups

Inco CC

Multiline

Coop Mad

DRYK

Oat milk

Service and machine suppliers

Copenhagen Coffee Lab

Supplier of Espresso and Bunn machine. Responsible for water filters.

Ice Consult

Ice machine

Fødevaregruppen

Consultants for our own food checks

Machine overview and manuals

Who own our machines, who service/repair them

[Link to user manuals](#)

Spring/Summer Cleaning tasks

Kitchen course agenda

Open Analog (1 min)

- Turn on machine
- Buy milk (show recipe app)
- Check milk
- Flush dispensers (grinder?)
- Empty the dishwasher
- Place cups, the etc. at the counter

Make coffee (there might be weeks until they have a barista course)

- Espresso & Milk
- Tea
- Filter machine (+ thermo sizes and buttons)
- Cocoa recipe

Close Analog

- Last call (10-15 min. before closing)
- Place closed-sign. Remove things from the counter.
- Clean machine (show step by step)
- Clean tables in the café.
- Collect trash
- Throw out trash
- Start the dishwasher

Cleaning (and Middle Shift)

- Cloths -> different purposes, don't throw them out!!
- Don't leave glass and cardboard, throw it out on your shift.

Other / tour

- Show the different storage rooms
 - Storage 1 Coffee related stuff
 - Storage 2 More cups
 - Storage 3 Cleaning supplies and festive boxes
- Check in on your shift
- Show iZettle
- got milk?
- Show orderIT
- **Shift reports!!!**
- Don't stress on your shift - take 1 order at a time. No worries
- Espresso VS Filter beans
- More cups under the stairs (and storage 2)
- **No Food in the kitchen!**
- No alcohol in Analog (why we close early on Fridays)
- Special coffee (dirty chai etc.) on tablet
- Employee coffee on tablet (also if you take black coffee or tea)
- Music - > go crazy with your music, just not too loud. You decide the music but respect if a customer wants the music to be lowered. The zone system helps greatly with this!
- Wash your hands...
- **Hand-over a clean kitchen, take out trash after your shift if needed, buy milk etc..**

Perks of being a Barista

- Analog is open for baristas 24/7. Exam period, weekends, evenings. The closing standard is the same
 - If you open the machine, it is your responsibility to close it again
- Filter coffee is free, everything else is 6 kroner when you are no longer a penguin
- Merch! Board will contact you for sizes
- Lots of events with food and snacks