

# 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