

# Shift tasks

Instructions for all shifts; opening, middle and closing shifts.

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# Common for all shifts

## **The three laws of shift karma**

- Empty the trash bins both in the kitchen and the cafe and take out cardboard
- Keep a clean kitchen and café
- Buy milk, so there is plenty for the next shift

Please show up to your shift **at least 10 minutes before** it starts, so the previous shift can leave in time for their lectures etc.

## **Take care of the cafe and kitchen!**

When you are on shift, you have the responsibility for the cafe area and the kitchen are taken care of and always stays operational and clean!

This includes but is not limited to:

- **Hygiene and food administration**

- Keep a good hygiene, wash your hands regularly
- Make a *shift report* during your shift and if you encounter any errors, fill out a *Kitchen Report*

- **Cleaning**

- Empty the trash bins both in the kitchen and the cafe and take out cardboard
- Clean surfaces and desks so the kitchen remains shiny

- **Others**

- Check-in on the iPad
- Buy milk, so there is always 15 liters left in the fridge

# Opening Analog

Some of our machines can take a while before they are ready to make coffee, so start right away by turning on the machines.

Analog opens at 7:45 AM and it takes a little while to make everything ready, so be there at least 25 minutes before (aka. 7:20 AM).

Often, customers will be waiting to get their coffee before lecture. Make sure you let people know that you just need a few minutes to get everything ready, so you can do it without any pressure. Don't open before you're ready. :)

## Opening procedure

1. Wash your hands - keep a good hygiene
2. Check-in on the iPad and put on your favorite morning tune on the speakers
3. Turn on espresso- and filter machines
4. Fill the hot tea water dispenser with water, put it on the counter and turn it on
5. Start brewing filter coffee, as soon as possible
6. Rinse porta filters with water
7. Empty dishwasher
8. Place cups, thermos, lids, tea, sugar, milk and syrup on the counter

# Middle shift

Each middle-shift has a specific cleaning task they have to do, depending on the day and whether the week is even or uneven. The task can be checked on the list by the white sink, or in the *Shift Report* app on the iPad.

Once the task is completed, fill in the Shift Report and you're good to go!

1. Wash your hands - keep a good hygiene
2. Check-in on the iPad
3. Serve coffee!
4. Complete the middle shift cleaning task
5. Fill out a Shift Report on the iPad

# Closing Analog

1. Wash your hands - keep a good hygiene
2. Check-in on the iPad
3. Serve coffee for the crowd!
4. Make a “last call” announcement 5 minutes before closing
5. Clean espresso and coffee machines - read more on how to clean the machines in the [machines chapter](#)
6. Rinse the thermos with cold water
7. Fill the dishwasher - Remember the ice shovel and the bucket for the shovel!
8. Clean the counter and all kitchen surfaces
9. Sweep the floor
10. Print the transactions report from the terminal
11. Fill out a Shift Report on the iPad