

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
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