

# Storage Manager's Handbook

Daily instructions, guides and tasks for the storage manager in Analog.

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# Responsibilities

## What does a storage manager do?

The Storage Manager in Cafe Analog is one of the most important roles in the cafe. The Storage Manager's main responsibility is to ensure that the cafe always is supplied with coffee, milk, cups, and everything related to brewing coffee.

In cooperation with the Operations Manager, the Storage Manager has a large say in developing our product catalogue, maintaining relations with suppliers, and forecasting demand. The Storage Manager mostly works alone but get orders from the baristas when we're out of stock on a product and coordinate with the Sponsor Crew on purchasing of cups.

# Tasks

Baristas restock the kitchen from the storage. Thus, a storage manager does not necessarily need to check the storage on a daily basis but can do it on a weekly basis.

As a rule of thumb, there should always be enough goods in storage for one week's consumption

At least once a week the storage and kitchen must be checked and see if goods needs to be ordered. Depending on how much is ordered every time, it is normal to make an order of coffee beans at Copenhagen Coffee Lab every once/second week. It is normal to have milk delivered 2-3 times per week.

## Ordering products

As a Storage Manager, you need no approval when ordering products within Analog's usual product catalogue. You just make the order at our supplier. There is also a large freedom to try out new products in coordination with the Board (preferably the Operations Manager).

## Copenhagen Coffee Lab

Copenhagen Coffee Lab (CCL) is our closest supplier. Orders are given by email through [bestilling@cphcoffeelab.com](mailto:bestilling@cphcoffeelab.com), and they usually deliver within a day or two.

CCL also provide most of our equipment, and we maintain close relations with them. They are really flexible in terms of delivering (even within hours if in a pickle), fixing equipment, or generally helping with questions.

See the list of products ordered from CCL in the [products and suppliers](#) section.

## AB Catering

AB Catering is another supplier with which we keep a close relation. Orders are placed through

their webshop, and are delivered at the earliest the next day. It is possible to order into the future, making it possible to schedule weekly milk deliveries. They have a wide catalogue of products, and Analog has special prices on the products we buy a lot of.

Our contact at AB Catering, Tom, can be reached through email at [trn@ab-kbh.dk](mailto:trn@ab-kbh.dk). Reach out to him if mistakes happen or if we want a new agreement on a product.

## Coordinate with the Sponsor Crew

Analog has an active sponsor crew who negotiates sponsorships on our small and large cups from different companies. They manage to get sponsorships in almost every opening week. Coordinate with their cup calendar to see any gaps.

If we have no branded cups, or there are gaps in the calendar, we order CCL branded cups from CCL. If the gap is large, we give CCL a heads up that we will order many cups. We have tried running them dry before.

## Receiving goods

Food Administration policies requires Analog to check and document all food items we are receiving. It is Analog's responsibility to make sure they have had no damages during transport and are safe to consume for customers.

When receiving an order, it must be verified that all products are included and date sensitive products have a reasonable expiration date. You must check for

- The packing is intact and undamaged
- The expiry date is OK

## Submit a Received Goods report

After checking the expiration date and condition of the ordered products, a Received Goods (Storage Manager) report must be filled out. Remember to use form specifically for the storage manager. A short description of the and a delivery note or invoice is attached to the form.

**Link to form**

## Share the invoice with the treasurer

Most orders from suppliers are paid automatically. If not, pay it with your Pleo card, or if it is an invoice, forward it to the treasurer through [cafe.analog.1@bills.corpayone.com](mailto:cafe.analog.1@bills.corpayone.com).

# Products and Suppliers

## Where do we buy our products?

Supplier	Products	Payment	Notes
<b>Copenhagen Coffee Lab</b> Order by email bestilling@cphcoffee.dk	<ul style="list-style-type: none"><li>• Espresso Beans (Guatemala)</li><li>• Filter Coffee Beans (Brasilien)</li><li>• Cups and lids<ul style="list-style-type: none"><li>◦ 12oz (filter coffee/latte)</li><li>◦ 8oz (Cappucino/Americano)</li><li>◦ 6oz (Cortado, espresso shot)</li></ul></li><li>• Chai Tea<ul style="list-style-type: none"><li>◦ Tiger Spice flavour</li></ul></li><li>• Sirups<ul style="list-style-type: none"><li>◦ Vanilla</li><li>◦ Caramel</li><li>◦ Almond</li></ul></li><li>• Wooden sticks</li><li>• Small Coffee Bags</li><li>• Coffee Filters (Skålfiltre)</li></ul> <p><i>Utilities</i></p> <ul style="list-style-type: none"><li>• Water Filters</li></ul> <p><i>Cleaning products</i></p> <ul style="list-style-type: none"><li>• Grindz</li><li>• Liquid Quartz</li><li>• Rinza</li></ul>	Automatic	Remember to coordinate cup purchases with the Sponsor Crew

<b>AB Catering</b> Order through online portal. Login available on Podio	<ul style="list-style-type: none"> <li>• Milk</li> <li>• Dryk Oat milk, Barista edition</li> <li>• Cocoa</li> <li>• Sugar (for cocoa)</li> </ul> <ul style="list-style-type: none"> <li>• Plastic cups for ice coffee</li> <li>• Plastic lids and straws</li> </ul> <ul style="list-style-type: none"> <li>• Various cleaning equipment</li> </ul> They also have a large catalogue of other products available.	Automatic	Minimum order 1.500 DKK  <u>Regarding milk:</u> <b>Prefer Thise</b> <b>&gt; Naturmælk</b> <b>&gt; Arla</b>
<b>Tante-T</b> Order in webshop. Login available on Podio	<ul style="list-style-type: none"> <li>• Loose tea leafs</li> </ul>		
<b>Paper and Tea (P&amp;T)</b> Order from <a href="mailto:wholesale@paperandtea.com">wholesale@paperandtea.com</a>	<ul style="list-style-type: none"> <li>• boxes with Tea in bags</li> </ul>		Ask for their hospitality catalog and their suggestions - it seems like cafe analog gets a substantial discount
<b>LaserTryk</b>	<ul style="list-style-type: none"> <li>• Paper Clip Cards for Black Coffee and Espresso based coffee</li> </ul>		Template on Google Drive
<b>LimePack</b> Managed by Sponsor Crew	<ul style="list-style-type: none"> <li>• Cups <ul style="list-style-type: none"> <li>◦ Large</li> <li>◦ Small</li> </ul> </li> </ul>		

<p><b>Dryk</b></p> <p>Order from Allan (He replies within a couple of hours on emails)</p> <p>Mail: ao@dryk.dk Phone: +45 53797171</p>	<ul style="list-style-type: none"> <li>• Oat milk, barista edition</li> </ul>		<p>Remember to get our discount</p> <p>They deliver twice a week (up to 3 days delay)</p> <p><b>Order this from AB Catering instead</b></p>
<p><b>PostMe</b></p>	<ul style="list-style-type: none"> <li>• Dishwasher tabs <i>Finish Neophos ALL IN 1 Deep Clean powerball</i></li> <li>• Dishwasher salt <i>Finish Salt</i></li> <li>• Dishwasher afspændingsmiddel <i>Neophos Afspændingsmiddel</i></li> <li>• Dishwasher cleaning <i>Neophos Finish rens til Opvaskemaskine</i></li> </ul>		



# Ordering products

This page describes how to order products. Accounting wise, there are some best practices so lessen the work of the treasurer.

In our finance system, the following categories exist:

- 1343 Cleaning
- 1351 Milk
- 1352 Tea
- 1353 Other products Chai, Kakao, Kaffefiltre
- 1354 Cups
- 1355 Accesories

As such, it is best practice to have separate invoices for separate categories

## AB Catering

When ordering from AB Catering, there is a daily minimum of 1500 DKK. This can be spread out on multiple orders. Use this knowledge to split out different items.

**Example:** Buying milk and cocoa for delivery on the same day. Finish first the order with milk, and then create a new order for cocoa.

# Podio workspace