

Barista Competition Volunteer Positions

Emcee – Master of Ceremonies (1+)

Prep Time Keeper (1)

Presentation Time Keeper (1)

Station Maintenance (1)

Runner (3)

Scorekeeper (2)

General Rules for All Volunteers:

Volunteers are an important element to barista competitions. It is critical that volunteers adhere to these basic rules to avoid any conflicts during a competition:

- Volunteers should only be in the backstage or competition areas when scheduled to work.
- Volunteers are not allowed to touch or move any competitor's belongings without permission from the competitor or from the coordinator.
- Volunteers cannot interfere with proceedings, modify equipment or distract competitors at any time during the competition.
- Volunteers must commit to being present for the entire time they are scheduled to work. No volunteer can leave or stop tasks without a replacement person to cover their position.
- If a volunteer assists a competitor outside of the positions listed below, the competitor may be disqualified.
- Volunteers should always find a coordinator for any issues or questions.

Emcee – Master of Ceremonies:

This position is responsible for announcing during the event. The emcee introduces each competitor in the competition and may ask some questions during their performance. The goal of the emcee is to keep the audience informed about what is happening at the competition.

Prep Time Keeper:

It will be the responsibility of this position to time each competitor's 15 minute preparation time period with a stopwatch.

- Follow the competitor out to the competition station and stay near their competition area for the entire 15 minute duration.
- Instruct the competitor to let you know when they would like to begin.
- Start your stopwatch (counting down from 15 minutes) at the moment the competitor begins to unload any materials or touch the station equipment.
- Give audible cues to the competitor at:
 - 10 minutes remaining
 - 5 minutes remaining
 - 3 minutes remaining
 - 1 minute remaining
 - 30 seconds remaining
- When the 15 minutes are up, give an audible warning to "stop". The competitor should step back and refrain from touching anything at their station.

Competitors are allowed to walk away from their station during this time. If the competitor forgets any materials they need, the competitor must be the only person to go retrieve it. The prep time keeper cannot move anything on or from the station or assist the competitor with any set-up. If there is an obvious technical problem and the barista steps

away from the equipment to request assistance, the prep time keeper should stop the time and instruct the barista not to touch anything. The prep time keeper should stay at the station and attempt to hail the coordinator. If any issues arise during the preparation time the prep time keeper should hail the coordinator without leaving the station.

Presentation Time Keeper:

It will be the responsibility of this position to time each competitor's presentation time period with a stopwatch.

- Stand in the competition area near the emcee, for the entire presentation time.
- The emcee will ask the competitor when they are ready to begin. The moment to start the stopwatch is when the competitor replies "yes" or starts to touch anything in their competition area.
- Start your stopwatch (counting up from 0) right on cue! The stopwatch should not be stopped before the end of the competition unless instructed by the coordinator or head judge.
- Give silent cues to the emcee at the following intervals. The emcee will announce these times:
 - 10 minutes remaining
 - 5 minutes remaining
 - 3 minutes remaining
 - 1 minute remaining
 - 30 seconds remaining
- Pay careful attention to the competition to be ready to stop the time when the competitor has completed their presentation.
- The competition time should stop when the competitor serves the last set of drinks and either raises their hand or says "time" outloud.
- The recorded time should be left on the stopwatch and shown to the head judge.

The presentation time keeper should remain quiet and stand near the emcee. The stopwatch does not stop counting until the competitor acknowledges they are done. Even when the last set of drinks is served, the competitor may still present information to the judges. Listen and watch closely for the competitor to say "time" when they are finished. Once the head judge has noted the time, then it is safe to reset the clock for the next competitor.

Station Maintenance:

This position should be managed by a person with experience working on espresso equipment. This position is responsible for cleaning and preparing the competition stations. These tasks will need to be done for all competition stations before the start of the competition and throughout the competition as each competitor finishes using a competition station.

- Approach the station with all appropriate cleaning supplies: blind portafilter, clean knock box, counter brush, grinder brush, dustpan, clean bar towels and paper towels.
- Backflush each group head on the espresso machine with the blind portafilter (without cleaner).
- Remove inserts from portafilters and wash out thoroughly
- Dampen a clean bar towel with hot water and thoroughly wipe down the steam wands on the espresso machine. Purge the steam wands.
- Wipe down the entire exterior of the espresso machine with the damp towel. Take special care in wiping the front side thoroughly. Use a dry towel to polish off the machine, if necessary.

- Remove any coffee from the grinder hoppers. Use a grinder brush to clean grounds from hopper.
- Use dry paper towels to wipe the interior of all grinder hoppers.
- Clean the entire exterior of the grinder.
- Use the counter brush to wipe down the surface of the entire competition table tops.
- Replace the used knock box with the clean knock box.
- Move grinder to the correct position (refer to competitor schedule).
- Check the water level of the water jug for espresso machine. Fill or replace if less than half full.
- Check the drain jug and empty if more than half full.
- Check the source for ice and replenish if necessary.
- Check the source for milk and replenish if necessary (at least 1 full gallon container).
- Place any additional equipment listed on the competitor schedule.
- Empty trash can.
- Remove all cleaning items and leave the competition station very clean.

At no time should the station maintenance person remove or modify anything on any equipment. The station maintenance person should leave the stage area after preparing a competition station. After prepping each station, the station maintenance person should get a clean knock box and clean towels ready for the next station. This is also the best time to get any equipment from the next competitor.

Runners:

This position is responsible for bussing the dishes from each round of beverage servings during the competitor's presentation time. Competitors may request that the runner clears dishes a particular way.

- Stand at the side of the competition stage with a bus tub to be ready to clear dishes.
- When the judges have had a chance to each take a couple of sips from their beverage, approach to collect dishes. Clear dishes on the Head Judge's signal. Judges may request some additional time.
- Collect the dishes (cups, saucers, spoons) very carefully and keep all the dishes from each competitor together.
- When the last round is served and the judges have walked away, approach to collect the table settings.

The runners are not allowed to drink any of the competitor's beverages or hand out any beverages for others to drink. The runners should be silent as they work. If necessary, the runner can quietly ask a judge if it's okay to clear their dishes. The runner can watch the head judge for special cues.

* One head runner can locate the competitors when they are ready to prepare their carts and get them ready to head on stage.

Scorekeepers:

This position is responsible for tallying scoresheets. This position should be held by a person with no conflicts of interest (i.e. not affiliated with any competitor in the competition).

- Review scoring procedure with coordinator
- Tally scores carefully with a system of double-checking.
- Show complete discretion and avoid talking about scores with anyone.

It is important that the person in this position never reveal any score information to anybody before the entire completion of the competition.

Cut and Laminate these Reminder Cards:

Timekeepers:
Cues at:

- 10 minutes remaining
- 5 minutes remaining
- 3 minutes remaining
- 1 minute remaining
- 30 seconds remaining

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Cues at:

- 10 minutes remaining
- 5 minutes remaining
- 3 minutes remaining
- 1 minute remaining
- 30 seconds remaining

Scorekeepers:
Point deductions:

1 point for each second over 15 mins.
Maximum deduction is 60 points.
*over 16 mins is disqualification.

Station Maintenance:

- Backflush groups
- Clean inserts in portafilters
- Wipe steam wands
- Wipe down entire machine
- Remove coffee from grinder
- Clean grinder
- Clean work counter
- Replace knock box
- Check water and drain
- Check milk and ice
- Empty Trash
- Place equipment

Tools needed: blind portfilter, bar towels, grinder brush, counter brush, dustpan, paper towels, clean knock box, competitor equipment.

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