

# BARISTA PROCEDURES/CHECKLIST

Write Your Name or Initials in The Space Provided (Do Not Tick)

OPENING PROCEDURES		MON	TUE	WED	THU	FRI	SAT	SUN
Coffee Machine	Rinse group handles under running water and place baskets into handles							
	Season all group heads (3 times each) using old grind from the previous day							
	Turn on steam arms for 30 secs. Ensure the arm points onto the tray							
	Turn on hot water and run for 20 secs							
Grinder	Fill the hopper with beans from the previous day and wipe out the container with dry paper towel							
	Turn on the grinder and grind for 15 secs ONLY so as not to waste beans							
	<b>FEEL IT</b> - Coffee Grind should feel powdery but have a gritty finish - (like Salt & Pepper)							
	Dose by sight - overfill the basket and level off							
	<b>TIME IT</b> - The extraction should take between 25 - 30 sec							
	Start the timer and extraction at the same time							
	<b>WATCH IT</b> - The extraction should look like 'mouse tails' & be golden & caramel in colour							
	Extracting <b>TOO FAST</b> = grind is too course / Extracting <b>TOO SLOW</b> grind is too fine							
	<b>Refer to Mythos Grinder Instructions if this is the grinder your store uses</b>							
	To Adjust the grinder: turn the grinding collar 1/2 - <b>ONE</b> notch/ridge at a time from the previous grind							
Work Station	Grind for 10 secs and discard as this is the old grind from the previous setting							
	Repeat the previous process by sight and timing of extraction until correct grind is achieved							
	Grind coffee to the fill line, and flick 6 times to fill each dosing chamber, 3 x rotate coffee							
	Setup Milk jugs and Four Cloths (Steam wand, Coffee Machine, Coffee Bench and Cup drips)							
	Canister with ice slushy, Thermometre and stirring spoons							
	Make Hot Chocolate Syrup if needed							
	Setup Chocolate powder, Cinnamon							
EXTRACTION RECORD		MON	TUE	WED	THU	FRI	SAT	SUN
	Open							
	10am							
	2pm							
	6pm							
BACKFLUSH (COMPLETED AT LEAST ONCE EVERY HALF AN HOUR)		MON	TUE	WED	THU	FRI	SAT	SUN
BACKFLUSHING	7am							
	7.30am							
	8am							
	8.30am							
	9am							
	9.30am							
	10am							
	10.30am							
	11am							
	11.30am							
	12pm							
	12.30pm							
	1pm							
	1.30pm							
	2pm							
	2.30pm							
	3pm							
4pm								
5pm								
6pm								
7pm								
8pm								
CLOSING PROCEDURES		MON	TUE	WED	THU	FRI	SAT	SUN
Pre-Closing	Start by backwashing TWO group heads using the 3 step process & chemical							
	Close the gate of the grinder & grind through the remainder of the beans							
	Remove the hopper and empty remainder of beans into the bag in an airtight container							
	Clean the hopper with a dry paper towel							
	Empty the remaining ground coffee and place into an airtight container							
	Brush down the inside of the dosing chamber after being turned off for a minute using the Pallo Grinder B							
	Restock and rotate coffee beans stored under the coffee machine & on retail merchandise shelves							
Hand wash jugs - never put in dishwasher								
Post-Closing	Wipe over and underneath the grinder using sanitiser & chux cloth							
	Place white cloth around steam arms and steam for 2 mins							
	Remove chux cloth and wipe off softened milk build up - <b>NEVER</b> scrape off or soak in water							
	Backwash the remaining group head using the 3 step process with chemical							
	Remove drip tray and clean using hot soapy water then rinse thoroughly							
	Wipe over the machine body and the underneath - ensuring there are no streaks							
Weekly	Empty the dump bins and clean dump tube in warm soapy water, clean drain basin with chemical							
	Wipe down the bench including under the machine & stainless steel around the dump tube area							
	Clean hopper & bean canister with hot soapy water and rinse thoroughly							
	Rotate all drinks stock							
	Soak and sanitise all syrup pumps overnight							
	Soak all cups in white ware chemical overnight							
	Soak all mugs in white ware chemical overnight							
	Soak all saucers in white ware chemical overnight							
	Clean all drains behind counter and flush with hot water							