

Cafe Duty Checklist

1. On arrival WASH HANDS and dry using the HAND TOWEL (blue/purple)
2. Put on your apron and volunteer badge.
3. Switch on instant coffee grinder top up with coffee if needed. Do not overfill the grinder. Coffee goes stale in the grinder overnight.
4. Switch on the coffee machine and open right-hand steam valve. Leave valve open until drips appear then vent and close valve.
5. Check all portafilters and baskets are clean from the last time they were used.
6. Wait until the pressure reaches about 1 bar (approximately 15 minutes)
7. Vent steam tube again (failure to do so could mean that milk gets sucked up into the boiler. It then becomes sour and turns brown and will taint the milk).
8. Check there are two clean steam tube cleaning cloths (**PINK/RED** for milk, and **YELLOW** for oat). Wet them and hang on the hooks provided. We do not use soya milk.
9. Check there are clean hand and tea towels and separate cloths for cleaning tables (please use anti-bac spray) and wooden work surfaces (please don't use any cleaning products on the wood).
10. Check all consumable supplies (milk, coffee, teas, sugar, chocolate, sprinkles). Make a note of any running low on stock. If you need milk urgently, use the prepaid Soldo card in the cash box to buy emergency supplies from Munros. The pin for this is 7357. Please obtain a paper receipt and put this in the cash box along with the card once you've made your purchase.
11. Check all other consumables (disposable cups, lids, stirrers, cup carriers, napkins, paper bags etc) and make a note of any running low on stock.
12. Check the milk and food fridge temperatures and make a note of it in the Cafe Manual folder.
13. Check all surfaces clean and tidy.
14. Clean tables with j-cloth and antibacterial spray.
15. Put out any cakes for sale on the cake stands. Check they're still good to eat - less than 3 days old.
16. Start up the Zettle Terminal. The passcode is 2016, Log in using your personal log-in details. **In case of WiFi failure, this terminal will continue to operate as it uses 4G.**
17. If there are two of you working, you should also start up the Zettle card reader and the tablet. The code for the tablet is 1234. Open Zettle. Sign in using your personal username and password.

18. At the end of your shift, remember to **SIGN OUT**.
19. Please try not to take cash payments. If it's unavoidable, please put the payment in Zettle as cash and put cash in the cash tin.
20. When you're ready, and it's opening time, put out the A-board (but not if it's windy!)
21. Make coffee for lots of happy customers :) **PLEASE REMEMBER TO ALTERNATE BETWEEN GROUP HEADS OR ONE OF THEM WILL STOP WORKING!!!**

DO NOT FORGET TO PURGE STEAM TUBE IN BETWEEN FROTHING MILK AND TO CLEAN WITH APPROPRIATE CLOTH. **Remember that lactose in milk is a serious allergen and can cause illness.**
22. Clean all cups and saucers by hand before putting them in the dishwasher for thorough cleaning. Run the dishwasher when full, or when you have no more cups of the right size.
23. Fifteen minutes before closing, use takeaway cups only for coffees and remind customers of our closing time.
24. Clean the coffee machine. Follow separate instructions on cleaning the machine. (See handbook in manuals folder). Clean the machine using hot water, the blank head and brushes at the end of every day. On Saturdays, do a full and thorough clean using the detergent provided, at the end of the afternoon shift.
25. At end of the afternoon shift, SWITCH OFF the coffee machine and grinder. Please don't forget! It's been left on all weekend occasionally!
26. Put any unsold cakes into an airtight container and use a post-it note to tell the next shift the date they arrived. Discard (or feel free to take home) any cakes older than 4 days.
27. Drain the dishwasher and switch off. Leave open overnight to avoid musty smells.
28. Wipe down all surfaces with the appropriate cloth.
29. Tidy away all clutter from the countertop (napkins, stirrers, counter bin etc). Remember that there are other users in the library. Weekend hirers in particular may not appreciate clutter on the counter top if they have hired the space for a party.
30. Sweep up crumbs in the cafe area around tables and chairs if needed.
31. Bring in the A-board.
32. Put any unused cloths or towels back in the drawer.
33. Check and empty any bins that are full or if they smell unclean.
34. Take all used cloths home for washing, or leave under the counter if this is not possible. DO NOT LEAVE CLOTHS HANGING UP FOR THE NEXT SHIFT. If you're taking cloths home for washing, please do a very hot wash.

35. Please feel free to take any coffee grounds in the disposal tube for use on your gardens!
Replace the collection bag if you do though!

PHEW - THAT'S IT! WELL DONE, TEAM!

ESPRESSO



DOPPIO



AMERICANO



CAPPUCCINO



LATTE



MOCHA



CORTADO



FLAT WHITE



MACCHIATO



CON PANNA



AFFOGATO



IRISH COFFEE

