

Standard Operating Procedures



Coffee

1. Get milk ready in jug (use the right size jug for the amount of milk needed)
2. Including your thermometer
3. Grind Coffee into either the single or double group handle
4. Tamp Coffee either with electronic or manual tamper
5. Wipe off any excessive grounds from Group handle
6. Flush group head
7. Insert group handle into group head and turn right
8. Place cup under the group handle
9. Press the button that is required
10. Flush your steam wand (make sure wand is facing away from you)
11. Take milk jug and place steam wand about 2 mm into milk on a slight angle
12. Turn on steam
13. Use the stretching method for the amount of foam you need for your drink
14. Turn steam off about 4/5 degrees before desired temperature
15. Roll milk in jug
16. Pour milk depending on the amount of milk and foam you need for drink
17. Add choc depending on drink type

Chai/Hot Choc

1. Get milk ready in jug (use the right size jug for the amount of milk needed)
2. Including your thermometer
3. Add hot choc or chai to cup/mug
4. Flush your steam wand (make sure wand is facing away from you)
5. Take milk jug and place steam wand about 2 mm into milk on a slight angle
6. Turn on steam
7. Use the stretching method for the amount of foam you need for your drink
8. Turn steam off about 4/5 degrees before desired temperature
9. Roll milk in jug
10. Pour milk depending on the amount of milk and foam you need for your drink
11. Add choc/chai depending on drink type to top of drink

Adding flavours/sugar

1. Add before coffee