

# Set up of your new Stand Alone Coffee Stand



## Welcome

Its great you have joined our awesome team; we wish you all the best in your business endeavours. Remember your Coffee Consultant is just a phone call or txt away with helpful advice and support.

### Help Guide checklist

1. Check you have all the items required, if missing or need something extra just give us a call.
- 2. Checklist Equipment**
  - a) Coffee Cart/Stand/Location
  - b) Coffee Machine and group handles
  - c) Grinder
  - d) Tamper or Puc Press
  - e) Fridge
  - f) Knock Box
  - g) Sump Container
  - h) Water Container
  - i) Power Cords
  - j) Wash area per Food Requirements - Council
- 3. Checklist Accessories**
  - a) Cleaning powder
  - b) Tea Towels/Cloths
  - c) EFTPOS
  - d) Till
  - e) Rubbish Bin
- 4. Checklist Consumables**
  - a) Cups
  - b) Lids
  - c) Sugar including equal
  - d) Coffee
  - e) Hot Chocolate/White Hot Chocolate
  - f) Chai
  - g) Tea
  - h) Syrups
  - i) Spoons/Stirrers
  - j) Milk – Full Cream, Skinny and alternative milks (almond/oat/lactose free/soy)

## **Set up** Coffee Cart/Stand/Location

- Make sure you are on an even surface
- Make sure your Coffee Machine and accessories are secure and in the right location for service.
- Check water levels in your water tank or if using plumbed water, the tap is on at water supply.
- Plug in your Coffee machine/grinder into the power point inside your coffee cart.
- Turn on the power to the water pump (if supplied)
- Plug in the power cord to the power source. Depending on setup this maybe 10amp or 15 amp plug.
- Turn on coffee machine and grinder.
- It will take around 15 to 20 minutes to heat up the coffee machine.

## **Water Quality**

Always use filtered water, this is recommended to give better tasting beverages and gives the coffee machine a longer lifespan. Never let your water container to get too low, always have backup water. When this occurs you might burn out a motor on the coffee machine, or cause air to get into lines making the coffee machine unable to work correctly. If this occurs turn off coffee machine and the pump, check all leads and hoses and lines are not damaged or bent, fill up water container and make sure pump is switched back on, then put back on the coffee machine. If air gets in the line, purging the coffee machine or waiting for a complete cool down may work.

If you are on a static site with plumbed water make sure you have a food grade water filter see our team for more details.

## **Power**

Make sure you have enough power to run your equipment so that you do not trip the power switch. Most set ups will run on 2 x 10 amp power points or 1 x 15 amp power point, depending on the coffee machine purchased.

## **Temperature Checks for milk products/fridge**

Follow your local council requirements. (Standard forms are on our website for a guide)

## **Pack down**

- Clean down your area and equipment. Follow clean down procedure.
- Secure coffee machine and equipment
- Turn off coffee machine and grinder. (Never clean grinder while on)
- Turn off the power to the water pump (if supplied)
- Un plug the power cord to the power
- If moving cart/stand off site – unlock the wheels to move.

The information provided is a guide only, please make sure you have procedures and systems in place that suit your Site/Customers/OHS/Food Safety requirements.