

TMA 997, 789

 B.C. COFFEE HOME

S.O.Ps

Barista Manual

For

Safety and Cleanliness

Of

Espresso Machine

And

Espresso Grinder

- Basic safety for traditional Espresso Machine.
1. Know where the electrical mains switch and the water connections are. Learn how to isolate both.
 2. Be wary of all hot surfaces, i.e. hot plate groups, steam arms, hot water taps, Group portafilter and coffee spouts.
 3. Stand cups upward on machine, but ensure you wipe cups with a clean cloth before serving.
 4. Do not put cups full of water on top of the machine.
 5. Be sure when making the coffee, the cups being used are standing on a solid base.
 6. Be sure the group portafilters are properly inserted and they are fully secured.
 7. Do not overfill milk pitcher.
 8. Treat the steam with respect. Steam is hot!
 9. The hot water is boiling, please treat carefully.
 10. Remove your hand from steam portafilters as soon as possible.
 11. Do not overfill the cup.

• How to back flush an Espresso Machine.

1. Remove the filter basket from the group portafilters and soak these in cold water overnight.
2. Fit your blind back flush disk or rubber blanking disc (this is used with the filter basket still in the group portafilters).
3. With the blank fitted, add one heaped tablespoon of espresso cleaner to the group portafilters. Place this into the espresso machine and press the espresso button to flush water around the group and the various pipes. Allow this to run for 10 seconds.
4. Remove the group handle from the espresso machine and empty out any water, cleaner and coffee grounds.
5. Repeat steps 3 & 4 for 5-6 times with just clean water, do NOT add any more espresso cleaner. This will remove the espresso cleaner and any coffee grounds. This is very important because if not washed out, the espresso cleaner will taint the first couple of coffees made the next day.
6. With the group portafilters removed, gently clean the group seal using a circular motion with a group head cleaning brush.
7. Place the group portafilters back in the espresso machine and run through with clean water one more time.
8. Repeat steps 1 & 7 for any other group portafilters on the espresso machine.
9. Once a week the group portafilters should be soaked to remove the coffee oils.
10. By placing them portafilter up, in a large bowl type container and fill with boiling water just to the top of the metal baskets. Make sure that the rubber portafilters are not in the water as this can damage them. Add to this one teaspoon of espresso cleaner and leave overnight.
11. The following day rinse the portafilters thoroughly with fresh water to remove any cleaner.
12. Following these simple steps will remove the coffee and coffee oils build up and ensure that you are selling the best tasting coffees

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- Cleaning the outer shell of the machine.

The external paneling of the machine should be cleaned with hot (not boiling) soapy water and then rinsed thoroughly, using a soft cloth or a sponge.

Do not use abrasive substances as these could scratch the surface of the panels.

- Grinder safety.

1. Be aware of the electrical connection to the grinder and know location of, and how to isolate the mains.
2. Do not operate the grinder with wet hands.
3. Do not clean while the main supply is on.
4. If hopper is to be removed, always unplug mains.
5. Do not put fingers, or anything into coffee chute or the dispensing chute

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- Grinder Cleaning.

For general maintenance purposes the hopper should be removed, washed with warm soapy water, rinsed and dried on a weekly basis.

Also clean the dispenser in the same way.

Be sure to grind of all excises beans and empty dispenser.

Be sure everything is dry again before use.