



“How do you do that again?”

*A quick help guide for the wonderful
staff of Caffè Sole*

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Opening Checklist

- Wash your hands
- Drain drip coffee pots
- Brew drip coffee, one pot of No. 7 one pot of Decaf
- Turn on PayAnywhere POS
- Put up umbrellas and arrange the patio
- Put the beans back in the hoppers and run about 3–4 shots through the grinders to warm the burrs
- Brew 2–3 shots and make sure the grind settings are allowing for 35-37 second extraction times
- Make sure cups/lids/napkins/straws/cutlery are stocked accordingly, and that the barista station is up to par with the standards defined
- Pour any brewed Kyoto into a pitcher and label the date of the brew
- Put ice in the ice bucket
- Put ice in the milk tub and arrange your milks and chai as you please
- Put hot water in the mixing spoon cup
- Count the drawer and make sure it matches the previously reported total (it can be within 3 dollars)

Closing Tasks

Things you can do ~1 hour to close:

- Pull the milks from the milk tub and run the tub through the dishwasher
- Stock milks and chai in the smaller fridge
- Stock cups, lids, napkins, sugars, straws, cutlery kits
- Begin cleaning the decaf pot
 - To clean the coffee brewer pots quickly:
 - Take the pot to the dish pit
 - Take the fill level sensor out
 - Drain the pot into the sink either through the spout or by tipping it upside down
 - Pour about a tablespoon of Cafiza into the pot
 - Fill with hot water and let sit for 5 minutes
 - Pour out the Cafiza making sure to let some water flow through the coffee spout
 - Rinse and dump until bubbles stop forming
 - Rinse a final time and dump all water out
 - Fill with hot water at the brewer using an empty and clean brew basket
- Clean 1 or 2 group heads on the espresso machine
 - While running hot water use the group head brush to scrub the mesh screen and group head body
 - Put Cafiza in the cleaning portafilter found under the sink where the ice is
 - Run the rinse cycle for 10 seconds 5 times
 - Allow 3-4 seconds between cycles to allow water to flow back out of the machine
 - On the final cycle, take the rinsing portafilter and while the water is running, twist it in and out of the group head to get water into the rubber gasket
- Start soaking some of the extra milk pitchers
- Make additional iced tea or Kyoto if necessary (Instructions are posted on the milk fridge)
- If no drip preps or Kyoto are needed clean the Ditting grinder in the back with the brush and tiny vacuum
- Close the doors and pull in the sign
- Close the umbrellas
- Straighten up the patio where possible
- Begin washing any dishes that may have built up during the day
- Soak the mop head in hot water and bleach to clean it from the previous day
- Make sure all to-go orders are marked as picked up if they have been

- Wrap day old pastries
- Check if whipped cream needs to be replaced and make more if necessary
- (15 min to close) Pull the FOH trash cans, make sure to put a compostable bag in the knock box dispenser (extras are behind the plastic crate underneath the knock box)

Things you can do once the doors are locked:

- - Clean the regular drip pot
- - Turn off the PayAnywhere POS
- - Clean the final group head, get grates on the drip tray soaking in the dish pit
- - Get all the milk pitchers soaking in the dish pit
- - Get all the portafilters soaking
- - Rinse the knock box, tamper, and packing pat with water and soap but do not run them through the dishwasher
- - Clean the grinders, store the beans in bags under the counters, and wipe the inside of the hopper with a rag with warm water
- - Vacuum the grinders
- - Renza the steam wand (30ml of Renza with 10 times the water, steam for 20 seconds

or so and pour that down the milk drain)

- - Clean the remainder of the dishes
- - Distribute all the dishes and set up rags
 - Portafilters should be in the group heads
 - 2 rags underneath the milk pitchers
 - One rag inside the touch up milk pitcher
 - 2 spoons in the stir cup
 - Tamper on the packing mat
 - One rag for milk, one for the counter, and one by the grinder
- - Count the drawer
- - Sweep the café and the Barista Station (while you're sweeping refill the mop bucket with floor cleaner and bleach) fill time is ~4 minutes if you want to set a timer
- - Mop the café and the Barista Station (Mop on Tuesday/Thursday/and Sunday)
- - Clean the bathrooms and check toilet paper/paper towel/soap stock and replace if

necessary

- Clean the glass on the mirror

○ Wipe down the bathroom in this order Door Handle -> Light Switch -> Soap Dispenser -> Sink -> Counter -> Toilet

- - Gather all the trashes (especially composts) and take out
 - 1 in each bathroom
 - 1 under the coffee bar
 - 3 by the microwave
 - 2 in the dish pit
 - 1 by the wine bar
- - Run through this list and make sure you got everything
- - Clock out and lock up

Drink Quick Guide

Common Drinks:

Latte: 15-20% milk volume increase from foaming 3 second pour for syrups, add syrup to cup before espresso

Mocha: Same as latte (Chocolate in bottom of cup)

Cap: 20-40% increase, should be a shaving cream-like texture, unless the customer likes an airy cap

Cortado: 2oz of espresso 2oz of milk steamed like a latte

Macchiato: 2oz of espresso and 3-4 dollops of micro foam on top

Americano: Espresso brewed into hot water

Iced Latte: Espresso brewed directly into the cold milk then add ice

Iced Americano: Espresso poured into a small amount of room temperature water then add ice

Matcha: Whisk matcha in bowl with hot water (never add sugar to matcha bowl) and treat it just like an espresso shot in a latte

Café Au Lait: 60/40 drip coffee to milk steamed like a latte

Florentine: A Café Au Lait with chocolate sauce in the bottom

Cambric: Tea Latte, 60/40 hot water and the tea bag and milk steamed like a latte on top

Tea: 1-1.5 long scoops depending on size into the tea bag, tie the tea bag and communicate steep times communicated to customer

Drink Quick Guide

Uncommon Drinks:

Café Misto/White Americano: A 60/40 Americano and steamed milk drink

Flat White: Latte with a ~10-15% foam volume increase, please note however: there is a large subset of the US population that believes this is synonymous with a no-foam latte, if that's the case just make them that

London Fog: Earl grey cambric with vanilla syrup

Shot in the Dark: Drip coffee and espresso

Café con Panna: Espresso with Whip

Breve Bomb: 1/2oz of flavoring upon request, 2oz of cold milk, 2oz of espresso layered in that order

Dry Cap: Make a cappuccino with as much volume increase as you possibly can and then let it sit in the pitcher for a few seconds, then, blocking the foam with a spoon, drain out the watery milk that is now at the bottom of the pitcher, and then pour/spoon in the dry foam into the cup on top of the espresso, this will commonly require you to have to use more milk then the normal version of the drink would require

Prep Guide: Kyoto

Cleaning the Kyoto system:

1. Take the main part (with the grounds in it) out and bring it to the dish pit
2. Using the sprayer, spray the used grinds until you can dump part of them out, dump the beans at a shallow angle so that you don't accidentally dump the ceramic filter
3. Continue to do this until all that's left in the piece is the ceramic filter
4. Rinse a few more times to clean
5. Rinse the spiral with the filtered water with low pressure
6. Rinse the big piece with the sprayer we use for the milk pitchers

Prepping the Coffee and Starting the Drip:

1. Grind 475g of No.7 on the 'French Press' setting on the Ditting grinder
2. Making sure the ceramic filter is the bottom of the main piece, add the coffee grounds
3. Cut a circular piece of filter out and place it on top of the grounds in the main piece
4. Fill the remaining space in the top with cold filtered water and wait for the water to saturate into the grounds
5. Repeat step 4 until all grounds are saturated
6. Fill the top piece with filtered water (fill as much water as you can) using a pitcher and ladder (by the kitchens big sink)
7. Set the drip to a little faster than 1 drip a second and in 12 hours you'll have a full gallon of Kyoto

Prep Guide: Ice Teas

1. Grab two clean pitchers from the back
2. Grab the bulk bag of the tea you are making
3. Grab 1 coffee filter
4. Grab 1 rubber band from the office (lower right drawer)
5. Using the dry scale, measure 60-80g of tea into the filter
6. Tie the filter closed using a rubber band
7. Fill the first pitcher halfway with hot water
8. Add the tea bag
9. Set a timer for the specific tea you are steeping
10. Fill to the top with hot water
11. Let steep to completion
12. Remove the tea bag
13. Label the pitcher and put aside
14. Repeat steps 5-13 for the same tea reusing the same bag
15. Once both teas are completed, mix them by pouring them into each other a few times
16. Even the volume of them out and fill to the top with filtered water and add to the fridge

Prep Guide: Drip Prep

1. Grind 1000g of No. 7 or Decaf just below the French Press setting on the Ditting
2. Add exactly 200g of ground coffee to each filter