

Space Systems

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Please read over this - it gives a general idea of how things can easily cooperatively operate but it is not absolute and will be a living document as systems develop and evolve.

If you are unsure of anything, ask someone for clarity first :-)

General

- If you see something that needs doing, then please do it.

Coffee Machine general advice; everyone will find their own rhythm

- Before using the coffee machine, bean grinder etc. please seek out a member to show you first as the machine is delicate and requires care for calibration
- Always leave Coffee machine turned on (No. 2 dial)
- Chemically clean machine every 3-4 days, this involves using the blind filter (metal cup attachment) in the Portafilter (stick that holds ground coffee) and put a scoop of the chemical cleaner EVO in the blind Portafilter and press the * button to allow the cleaning process and let run for 20 seconds
- The Coffee grinder will need calibration throughout the day as humidity & temperature change to allow the grind size to be optimum. Please only calibrate if you are confident in doing so, and seek help if you are unsure. This process makes the coffee grind coarser/finer depending on which way you adjust the stick. Run the grind as you adjust the stick.
- To make a shot position the Portafilter under the grind and pull the lever to fill up the basket filter about 2/3s, tap on top of the grind chamber and scrape any excess off back into the grind. Using the tamper, position the Portafilter on the black mat horizontally and press the coffee firmly and evenly. The coffee should fit neatly in around a visible line. This is important to ensure the shot runs smoothly and excess does not clog the Group Head (where the hot water emerges through the Portafilter). Position the Portafilter into the Group Head and press the * button to begin. This is a manual process and you will need to actively monitor the success of this shot.
- An optimum coffee shot should run for 20-30 seconds (a good marker to use is filling up 2/3s of the espresso cup) you will be able to taste the shot if it is acrid then the grind might need to be coarser, or if it is too sour then the grind is too coarse.

- Prior to running a shot, make sure the Group Head is thoroughly clean using the stick brush. After running the shot it's a good process to empty the Portafilter and clean the Group Head for next use.
- Using the steam wand take care as it is hot. Before use, make sure it is clean, and position close to the spill tray and give it a burst by pulling down the lever. Then position the wand out 30-50 degrees and place into the milk jug (also 30-40 degree angled) with the head below the liquid. Pull the lever and begin steaming. This process is about stretching out the fats in the milk and you should start to see this as the milk becomes glossy. Do this until the side of the jug is too hot to the touch. A good practice is to gently, but firmly bang the jug against the wooden bench as you flick your wrist to rotate the jug to allow the milk to settle and break any air bubbles. Once this milk is prepared, pour this into the coffee for the desired flat white, latté, cappuccino, macchiato etc. outcome. This will come with practice
- At the end of the day clean down all parts of the machine; Portafilter, baskets, spill tray, jugs etc. and run them through the steriliser.

Bread station/cabinet area

- Keep this cabinet clean and tidy
- This is not refrigerated, so please consider storing any foods needing to be kept cool in another fridge and just displaying a small portion
- Check the menu is correct, this is a transparency sheet that goes onto the overhead projector "Mandy"

Opening systems

- Place the dishwasher plug back in and turn the dishwasher on, press the button to standby
- Prepare the coffee grind finding the appropriate setting
- Place chairs all down on the floor
- Check bathrooms are in a working and clean working order
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Close down systems

- Clean and replenish bathrooms as needed

Café space:

- Wipe down table
- Sweep the floor and vacuum if necessary
- Mop the floor, this may require using the hard bristle brush and scrubbing using a hot water and floor cleaner solution. Following this up with a normal mop with fresh cleaning solution. Pour these out in the storm water drain on the street.
- Ensure bathrooms are tidy, empty any bins, restock toilet paper, clean the toilets and vanities. Replace the hand drying towels as necessary
- Ensure the bar area is tidy and prepped for the next day. This involves making sure mugs, cups, glasses are clean and dry and put in place. Stock up the bar fridge with any drinks and milk as necessary. Ensure the bar fridge is clean and clean as necessary. If drinks are running low, order some more, make plans to or talk with someone who will
- If you are the last to leave make sure if the lights are all turned off; Open sign (plugged into the socket in the bakery), lights in the Bar, and the main switchboard is found in the closet next to the kitchen
- Ensure the front door is locked, the side doors and leave through the kitchen door locking it behind you.
- Ensure the door to upstairs is locked; this requires a firm pull and audible click. Push back to ensure the door is locked as sometimes swelling can give a false impression it is correctly locked

Kitchen

- Turn off the dishwasher; this involves pulling out the plug and letting it drain and manually pressing the off button. Leave the door open with the plug obviously placed.
- Check that both the Combi oven and pizza oven are turned off
- Check the gas hob is off and turn the gas switch off behind it
- Check the Deep fryer is turned off and whether the oil is appropriate to be reused
- Clean and wipe down all surfaces;
 - Benches
 - Sides of ovens
 - Deep-fryer
 - Fridges
 - Sweep floors
 - Mop floors
- Ensure that all food is labelled and dated
- Wash dirty tea-towels & cloths and ensure there are enough for the following day
- Check compost and message the Farming Syndicate to collect if needed
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