

# Coffee Man

## *Quick reference guide for Barista Training*

### **Coffeeman Devon Ltd.**

#### **Basic safety for traditional Espresso Machine.**

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

#### **Grinder Safety**

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

#### **Traditional Italian Drinks**

The most popular drink in Italy is a straight shot of espresso, enjoyed throughout the day. Portion sizes and the coffee to milk ratio should be followed for the best experience. Unlike the European coffee culture, Italians do not commonly use flavour in their espresso based drinks. A dash of cocoa is about the extent of their flavor additives, as Italian espresso tends to be naturally smooth and flavourful.

##### **Espresso (1-2 oz.)**

Grind the espresso beans into portafilter basket. Tamp the grounds with sufficient force. Whether using the single or double portafilter, your shot(s) should extract in 18-25 seconds.

##### **Americano (8 oz.)**

Grind the espresso beans into portafilter basket. Tamp the grounds with sufficient force. Whether using the single or double portafilter, your shot(s) should extract in 18-25 seconds. Top up the cup using fresh hot water. Leave space in the cup if the customer requires cream, cold milk or a splash of hot milk.

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## **Cappuccino (8 oz.)**

Prepare a shot of espresso. Steam and froth 4 oz cold milk; pour frothed textured milk into the centre of the espresso to create a white cap with a lovely golden ring of crema. Traditionally a cappuccino is 1/3 espresso, 1/3 steamed milk, and 1/3 froth.

## **Latte (8 oz.)**

Prepare a shot of espresso (two for longer coffees). Steam and lightly froth 4 oz of cold milk until the milk is silky smooth hot liquid. Pour into espresso. Latte should be approx 2/3 espresso and steamed milk mixed, and 1/3 froth.

## **Macchiato (2 oz.)**

Prepare a shot of espresso. Add about 1 oz of steamed milk, just enough to fill the demitasse.

## **Mocha (8 oz.)**

Prepare a shot of espresso (two for longer coffees). Steam and lightly froth 4 oz of cold milk with added chocolate until the mix is silky smooth hot liquid. Pour into espresso.

Mocha should resemble the latte with the addition of chocolate.

## **Grinding the Espresso Beans**

Many espresso professionals believe that over 95% of coffee shops do not prepare espresso properly. Listed below are some fundamental skills to help a beginner Barista prepare a delicious espresso. We have also listed suggested preparations for the most common espresso based drinks.

- Make sure you start with good, fresh **coffee beans!**
- Put only enough beans in the hopper to last for the day (we recommend refilling throughout the day).
- To ensure freshness, grind the beans just before preparation.
- The grind of the coffee is very important to the taste and aroma of the brewed drink.
- To achieve the perfect grind from your machine, several trial runs may be necessary. Both a single and double shot of true Italian espresso should extract between 18-25 seconds, producing consistency similar to warm syrup.
- The coarseness of the grind will determine how fast the water passes through during brewing. The finer the grind, the more time it takes the water to be forced through the grounds. Think of water flowing through a layer of sand as opposed to rocks.
- This brew cycle time makes can make drastic differences in the taste of your coffee. It's just like cooking, and the brew cycle is the baking. You wouldn't under or over cook a cake and expect it to taste perfect.
- Firstly, it is important to understand that a grinder is comprised of two burrs. The bottom burr cannot be moved, so it is the top burr that needs to be adjusted to ensure the desired granularity of the grind.
- The closeness of the burrs defines the fineness of the ground coffee; the closer they are together the finer the grind and the further they are apart the coarser the result. The top burr is fixed to the top of the grinder and be moved in either direction depending on the required output. The grinder should be marked to show which way to turn it to make the grind fine or coarse.
- If the resulting coffee grounds are too coarse and extraction happens in under 18 seconds, the hot water runs through them too quickly, however if they are too fine and extraction takes over 25 seconds, over-extracted coffee does not deliver the same taste.

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- Some grinders have numbers on their burrs, or indeed other indicators that facilitate adjustments of the machine. These should be made gradually and by one click a time. Temperature can also affect the fineness of the coffee grounds and so-called 'espresso checks' should be conducted regularly – by the same person throughout a shift – to ensure that all settings are in order and that the grinder is producing optimum results.
- Also there is an adjustment on the grinder for the amount of coffee that drops through the dispensing hole underneath the grinder. We adjust this to dispense 7 grams for one pull and 14 grams for two pulls. Always be-aware if the dispenser is not full you can not guarantee that 7 grams a pull will drop. Therefore you can use the basket as a guide.

## Tamping your coffee

- Grind 7 grams of coffee, 14 grams for a double, into your group handle and give the handle a light shake to even the grounds out.
- For a first tamp apply a light pressure, approximately 5lbs\*, to form a biscuit shape with the coffee grounds.
- The final tamp should be around 30lbs\*, which will produce a compact biscuit for the water to evenly filter through.
- While still applying pressure, rotate the tamper through 720° to leave a smooth even top to the compacted coffee.
- Check the biscuit is smooth and level. If there is any cracks or if it lopsided the water will flow through it quickly leaving a bitter taste.
- Once you are happy with the biscuit, 'bless the coffee' knock off the excess grinds of coffee from the rim of the basket. Place the group handles in your coffee machine and make your espresso.
- The whole process should not take any longer than 30 seconds, so keep practicing to get it right.

## Quick Points for milk Frothing

- Be sure that the milk is as cold as possible (Luke warm milk will not foam for Cappuccino). You can reuse the milk after it has been refrigerated and is cold again.
- Remember that the milk will expand. What you put in the jug you will increase up to 2/3's after steaming.
- Turn on the steaming wand before use to get rid of any condensation in the wand.
- Angle the pitcher so it is easy to see inside.
- Only insert the tip of the steam wand into the milk
- Turn the steam to full power. Do not be frightened of the steam. If the milk is 'spitting', insert the steam wand deeper.
- Let the steam move the milk; you do not need to 'swirl' or shake the pitcher.
- As the milk expands, push the wand deeper into the milk. But be careful not to burn the milk.
- Heat the milk until correct temperature. As a guide, if the pitcher is too hot to touch, the milk is too hot.
- The difference between a cappuccino and latté is that a cappuccino has tighter bubbles of air.
- Tap the pitcher on work top to knock out large bubbles.
- Always blow air through, and wipe down, steam arm after use

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## How to back flush an Espresso Machine

- Remove the filter basket from the group handles and soak these in cold water overnight.
- Fit your blind back flush disk or rubber blanking disc (this is used with the filter basket still in the group handle)
- With the blank fitted, add one heaped tablespoon of **espresso cleaner** to the group handle. 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.
- Remove the group handle from the espresso machine and empty out any water, cleaner and coffee grounds.
- 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.
- With the group handle removed, gently clean the group seal using a circular motion with a group head cleaning brush.
- Place the group handles back in the espresso machine and run through with clean water one more time.
- Repeat steps 1-7 for any other group handles on the espresso machine.
- Once a week the group handles should be soaked to remove the coffee oils.
- By placing them handle 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 handles are not in the water as this can damage them. Add to this one teaspoon of **espresso cleaner** and leave overnight.
- The following day rinse the handles thoroughly with fresh water to remove any cleaner.
- Following these simple steps will remove the coffee and coffee oils build up and ensure that you are selling the best tasting coffees.

## 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 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.

*Thank you! And, may all of your Coffee be Fantastico!*

