



## Opening Procedure

### 1. Drip Coffee –

- » Turn ON the Bunn Dual (*Drip Coffee Maker*). This machine requires 30 minutes to warm up.

### 2. Espresso Machine –

- » Turn on the espresso machine. (*The machine will run through a “Flush” cycle to clean out the system and will only be operational after this cycle is completed.*)

### 3. Register –

- » Turn ON the iPad
- » Open the ShopKeep app
- » Sign into a manager account (*four digit password*)
- » Open the shift
- » Open the safe
- » Open the petty cash bag
- » Count out money in bag for opening till
- » Enter in the opening amount
- » Press the “Transaction” button

### 4. Iced Tea –

- » Turn on the Iced Tea Machine
- » Place one unopened bag of tea into the filter slot
- » Start the brew

### 5. Making Coffee –

- » Using a small cup, pour your scoops of whole coffee beans into the grinder. The coffee beans ratio for water to coffee beans is equal, 1.5 gallons is 1.5 scoops of the beans. Be sure the grinder is set to Auto-Drip.
- » Grind the coffee and pour that into the coffee filter
- » The Bunn Dual Coffee Maker is ready for use when the water temperature reaches 205 degrees. Once the machine is warmed up you are ready to brew the coffee.
- » Turn on the burner and press start

### 6. Self-serve Station –

- » Fill the creamer carafes with the proper milks and place them on the self-serve cart
- » Check to make sure that the sugars, napkins, straws, etc. are fully stocked

### 7. Pastries –

- » Go to the “*Cold Room*” and get the pastries and other food items from the cart
- » Make sure that the pastries and snacks are fully stocked
- » Refer to pictures below for how to properly set up the snack items