

Appendix A: SCA Barista Routines	
STAGE	STEPS
Espresso	<ol style="list-style-type: none"> 1. remove portafilter from grouphead and flush grouphead 2. knockout spent grounds and wipe basket clean and dry 3. dose desired grams of coffee (acceptable waste 3g : +/- 0.5g) 4. distribute coffee to minimize risk of channelling 5. tamp consistently, level & ergonomically 6. clean loose grounds from portafilter surfaces 7. insert portafilter into the group head and start the pump immediately, as one continuous motion 8. observe the flow and stop pump appropriately 9. if no further drinks are being made, remove the portafilter, knock out spent grounds, clean filter and return to the grouphead to maintain temperature
Milk	<ol style="list-style-type: none"> 1. empty and clean pitcher before use 2. purge steam wand before foaming 3. wipe steam wand immediately after use 4. purge steam wand after wiping 5. Milk waste under 60ml
Daily cleaning	<p>During the day:</p> <ol style="list-style-type: none"> 1. back flush and brush grouphead/ shower screen throughout the day 2. remove basket from portafilter and clean with hot water throughout the day
	<p>At the end of the day:</p> <ol style="list-style-type: none"> 1. empty and wipe the bean hopper 2. grind and discard the last of the coffee from the grinder and/or empty the doser- chamber and brush out all excess grounds 3. back flush grouphead with espresso machine detergent 4. brush shower screen and rinse grouphead with water until detergent is rinsed out 5. drop shower screen and soak in hot water and detergent, rinse thoroughly and reassemble 6. remove basket from portafilter and soak in hot water and detergent, rinse thoroughly and reassemble 7. clean steam wand thoroughly, checking the steam tip holes for milk residue 8. remove and clean the drip tray