



# COFFEE STATION

TRAINEE NAME & DATE

POSITION	PRACTICAL	VALIDATION
ATTENSI	Has passed all relevant Attensi for the module	
HYGIENE	Follows personal hygiene procedures (hairnet, juicer wear, jewelry, etc.)	
OVERVIEW	Knows and uses station utensils correct (Grinder, Espr. machine, PUQ press, portafilters, pitchers etc.)	
	Uses correct pitcher for dairy/non-dairy, and only uses designated cloth for steam wand etc.	
COFFEE KNOWLEDGE	Knows our espresso recipe (Dose, Time, Yield), recipe and correct use of timer for Drip Coffee & Cold Brew	
	Knows our local blend, taste and roast procedures and can inform guests about it	
ESPRESSO JUICER	Follows IMS every time, knows espresso sequence, and moves with a purpose to use waiting times efficiently	
	Only serves espresso based coffees with a runtime between 25-30 seconds	
	Cleans on the go in and around machinery, keeping a clean station at all times	
MILK JUICER	Steams the right amount, texture and temperature for all drinks	
	Makes Latte Art in all possible drinks, and places on Send Out in order	
	Cleans pitchers, portafilters, surfaces, keeping a clean station at all times	
BRAND BEHAVIOR	Execute See backside for reference least 2 out of 3 to check off (see backside for reference)	
BARISTA TEST	See backside for reference	
SHIFT CHANGE	Fills up all dry stock, syrups, ice, fridge etc. using FIFO and according to DCWF	
	Disinfect all surface areas, pitchers and utensils.	
STM/BM	Attensi Validation passed	
	Store Manager quality check & WP2 registration	

JOE-SLANGS

- “Clean on the go”: Is a workflow used to always keep our work-stations clean and tidy
- “DCWF”: Daily Concept Workflow is our entire procedures carried out from Open to Close in the store
- “IN THE MIDDLE AND TO THE LEFT”: How to position the steam wand in the pitcher to create a whirlpool
- “WHIRLPOOL”: Creating a vortex in the milk to mix the foam and milk together while heating
- “Temperature Control”: How to create silky smooth milk texture for Latte’s and Cappuccino’s
- “IMS”: Ingredients, Measurement, Sequence: What is in it, how much and in what order



# TRAINING GUIDE

SEPTEMBER 25

## HYGIENE ≈10 min.

- ☐ Check Attensi completion before starting
- ☐ Start shift with a visual check (hairnet, juicer wear, no jewelry).
- ☐ Walk trainee through pitcher separation (dairy vs non-dairy if applicable).
- ☐ Give direct feedback the moment hygiene slips throughout the whole shift

## OVERVIEW ≈10 min.

- ☐ Demonstrate how to use all utensils and machinery
- ☐ Let trainee repeat each action and explain what they are doing.
- ☐ Correct immediately if tools are misused.

## COFFEE KNOWLEDGE

- ☐ Explain local blend, roast and taste
- ☐ Encourage use of simple, guest-friendly language
- ☐ Cross-check knowledge with drip coffee & cold brew recipes (if applicable)

## ESPRESSO JUICER

- ☐ Explain IMS, and have trainee perform while explaining back.
- ☐ Run multiple espresso shots in a row – check runtime (25–30 sec)
- ☐ Train “clean on the go” and set the standard
- ☐ Have the trainee make and explain espresso shots/sequence for the Trainer until ready to progress to Milk Juicer

## MILK JUICER

- ☐ Demonstrate (“in the middle and to the left”) and whirlpool technique.
- ☐ Let trainee steam different milk types, focusing on texture & temperature.
- ☐ Teach latte art progression: start with Heart → Tulip → Rosetta.
- ☐ Immediate correction on pitcher cleaning & surface wipe-downs.
- ☐ Have the trainee steam milk for the Trainer until ready

## BRAND BEHAVIOR

Execute at least 2 out of 3 to check off

- ☐ Hands out Coffee products with a smile/comment to the guests
- ☐ Pours up Latte with art in front of guests
- ☐ Can make Tulip, Rosetta or more demanding art in Latte's

## SHIFT CHANGE

- ☐ Have trainee lead the shift change routine by using DCWF tools
- ☐ Supervise disinfecting of surfaces, pitchers, utensils

Remember to check off validation on front side when trainee understand and executes up to standards

## FEEDBACK

## BARISTA TEST

### Objective

Make 3x lattes

### Juicer must:

- ☐ Pull correct espresso shots (dose, time, yield within standard).
- ☐ Steam milk with correct texture and temperature.
- ☐ Pour latte art in each drink (Heart minimum – Tulip/Rosetta encouraged).
- ☐ Place all drinks on Send Out in correct order.
- ☐ Keep pitchers, portafilters and station clean during the process.
- ☐ All drinks must match recipe and quality standards.
- ☐ Latte art must be visible, in alignment with JOE-logo and consistent across all drinks.

**If above points are not executed correctly, the test is not passed and needs to be repeated or/and replanned.**