

# Standard Operating Procedure (SOP)

## Coffee and Tea Brewing Procedures

### 1. Purpose

This SOP details **coffee and tea brewing procedures**, covering the selection of quality ingredients, precise water temperature control, optimal brewing times, and proper equipment handling. It ensures the consistent preparation of flavorful and aromatic beverages, maintaining hygiene standards and enhancing customer satisfaction.

### 2. Scope

This SOP applies to all staff involved in the preparation and serving of coffee and tea.

### 3. Responsibilities

- Baristas and kitchen staff: Follow this SOP for all coffee and tea preparations.
- Supervisors: Ensure staff compliance and proper training.
- Management: Provide required equipment, supplies, and ongoing quality checks.

### 4. Equipment & Materials

Equipment	Supplies
Coffee grinder	Fresh coffee beans
Coffee maker/French press	Loose leaf tea / tea bags
Kettle/Water boiler	Filtered water
Measuring spoons/scales	Milk, sugars, sweeteners (optional)
Serving cups/mugs	Clean serving cups / saucers

### 5. Procedure

#### 5.1 General Preparation

1. Wash hands thoroughly and sanitize all equipment before use.
2. Use filtered water for brewing to ensure optimal taste.

#### 5.2 Coffee Brewing

1. **Select Quality Beans:** Use freshly roasted coffee beans.
2. **Grind:** Grind beans immediately before brewing to the appropriate coarseness:
  - French press: Coarse grind
  - Drip coffee: Medium grind
  - Espresso: Fine grind
3. **Measure:** Use 1 to 2 tablespoons (5-10g) coffee per 180ml water, adjusting to preference.
4. **Water Temperature:** Heat water to 90°C–96°C (194°F–205°F).
5. **Brew Time:**
  - Drip: 4-6 minutes
  - French press: 4 minutes
  - Espresso: 25-30 seconds
6. Once brewed, serve immediately in clean cups. Offer milk and sugar as requested.

#### 5.3 Tea Brewing

1. **Select Tea:** Use quality loose leaf tea or fresh tea bags.
2. **Measure:**
  - Loose leaf: 1 teaspoon (approx. 2g) per 180ml water
  - Tea bag: 1 bag per cup

- 3. **Water Temperature:**
  - Green/white tea: 75°C–85°C (167°F–185°F)
  - Black tea: 95°C–100°C (203°F–212°F)
  - Herbal tea: 95°C–100°C (203°F–212°F)
- 4. **Steep Time:**
  - Green/white tea: 2–3 minutes
  - Black tea: 3–5 minutes
  - Herbal tea: 5–7 minutes
- 5. Remove leaves or bags promptly to avoid bitterness. Serve immediately, offering milk, lemon, or sweetener as appropriate.

6. Hygiene & Maintenance

- Sanitize all equipment after each use.
- Wipe all surfaces before and after preparation.
- Store ingredients in airtight containers away from light, heat, and moisture.

7. Serving Guidelines

- Ensure cups and serving accessories are clean and free from defects.
- Present beverages attractively, using saucers or trays where required.
- Offer condiments according to customer requests.

8. Documentation

- Record brewing times and temperatures as part of quality assurance checks.
- Report any equipment faults or ingredient shortages to the supervisor.

9. Revision History

Date	Revision	Description
2024-06-13	1.0	Initial SOP template issued