

SOP Template: Beverage Preparation and Recipe Standards

This SOP defines **beverage preparation and recipe standards**, covering precise ingredient measurements, standardized preparation techniques, quality control checks, presentation guidelines, and consistency assurance to deliver high-quality beverages that meet customer expectations and maintain brand integrity.

1. Purpose

To ensure all beverage products are prepared to rigorous quality standards for taste, consistency, and presentation, reflecting our brand values and customer expectations.

2. Scope

This SOP applies to all team members involved in beverage preparation and service.

3. Responsibilities

- **Beverage Staff:** Follow all procedures as outlined, ensuring accuracy and consistency.
- **Supervisors:** Oversee execution, provide training, and enforce SOP compliance.
- **Quality Control Personnel:** Conduct routine checks and provide feedback.

4. Procedure

- Ingredient Measurement**
 - Use calibrated measuring tools (e.g., jiggers, scales, scoops) for all ingredients.
 - Refer to official recipes for precise measurements. **No substitutions or deviations are permitted without approval.**
- Standardized Preparation Techniques**
 - Adhere to the specific preparation method (e.g., blending, shaking, stirring) as outlined for each beverage.
 - Follow equipment cleaning and sanitation protocols before and after use.
- Quality Control Checks**
 - Visually inspect beverages for correct color, consistency, and garnish.
 - Conduct taste tests as appropriate to ensure flavor profile matches standards.
- Presentation Guidelines**
 - Serve beverages in designated glassware/cups.
 - Add garnish according to recipe specifications for each beverage.
 - Wipe spills or drips from glassware before serving.
- Consistency Assurance**
 - Regularly review recipes and preparation techniques during team meetings or training sessions.
 - Document and address any deviations or customer feedback immediately.

5. Recipe Example

Beverage Name	Ingredients	Measurement	Preparation Method	Garnish	Glassware
Iced Latte	Espresso, cold milk, ice	2 shots espresso, 180ml milk, ice to fill	Pour espresso over ice, add milk, stir	None/Optional: dusting of cocoa	Tall glass

6. Documentation & Records

- Maintain updated recipe books/manuals at all stations.
- Log all training, quality checks, and corrective actions.

7. Review & Updates

- Review SOP semi-annually or as menu updates require.
- Communicate and train all staff on changes immediately.

8. References

- [Beverage Recipe Book](#)
- [Food Safety & Hygiene Policy](#)
- [Training Manual](#)

Approved by: _____ Date: _____