

FRONT-OF-THE-HOUSE ESSENTIALS CHECKLIST

EQUIPMENT

- Espresso Machine
- Espresso Grinder
- Grinder for Brewed Coffee
- Brewer and Airpots (Require Commercial Brewer)
- Manual: Pour overs and Presses
- Cold Brew: Toddy
- Pitchers for Cold Brew/Iced Coffee
- Blender
- Blender Pitchers
- Soda Siphon & Chargers
- Whipped Cream Profi
- Whipped Cream Chargers

SMALLWARES

- Steaming Pitchers (8-12, At least one small one)
- Shot glasses or pitchers (8)
- Long handled spoons (4-8)
- Scale: for dosing coffee water for manual brewing
- Mugs/Demitasses/Saucers/Cups if you will have in-house service and seating
- Bean Scoop (and coffee bags): If you plan to sell whole bean coffee
- Racks (various types): Display Tea and Grab-n-Go as well as efficiently store Sauces/Syrups
- Organizers for Disposables/Paperwares
- Cup and Lid Holders
- Squeeze Bottles
- Pumps for Sauces and Syrups (or a jigger if you choose to pour and measure)
- Espresso Machine Smallwares: Tamper, packing mats, and knock box (or chute)
- Aprons & Hooks to hang them
- Thermometers-Be sure to include thermometer calibration tools and clips
- Carafes for Milk/Cream
- Pitchers for Storing/Mixing Product
- Jars/Canisters for Open Product
- Clips to Seal Open Bags
- Drying Tiles/Mats/Racks

DISPOSABLES

- Hot Cups
- Cup Sleeves
- Hot Lids
- Cold Cups
- Cold Lids
- Cup Carrying Trays
- Lid Stoppers/Caps/Stickers
- Straws
- Stir Sticks
- Napkins
- Plastic Utensils
- Food/Soup Containers: To-go containers

PERISHABLES

- Coffee
- Espresso
- Tea - Hot/Iced
- Maté
- Chai: Powders or Liquid
- Smoothies
- Fresh Fruit?
- Frappes: Powders or Liquid Base
- Flavored Syrups
- Sauces: Chocolate, Caramel, White Chocolate, and more?
- Milk & Alternative Milks

GRAB-N-GO/FOOD ITEMS

- Nutrition Bars
- Nuts
- Oatmeal
- Breakfast/Baked Goods
- Lunch Options
- Candy

CLEANING SUPPLIES

- Espresso Machine cleaner
- Brew and Urn Cleaner
- Grinder Cleaner
- Coffee Equipment Cleaner
- Steam Wand Cleaner
- Group Head Brush
- Grinder Brush

BACK-OF-THE-HOUSE ESSENTIALS CHECKLIST

FINANCES

- Point-of-Sale System
- Cash Drawer
- Safe (or some other secure option)
- Quickbooks or other financial software
- Determine Menu Prices
- What Margins do your Prices give you?
- Company Credit-Card (is it necessary?)
- Set-Up a Business Bank Account
- Get Bank Bags for delivering Deposits
- What forms of Payment will you accept?
- If you accept Credit Cards - how will you process them?
- Will you require a Minimum Purchase amount?
- When/how will you pay employees?

LICENSES, ETC.

- Business License/Permits
- Taxes - Federal, State, County, City
- Food Handling Certification
- Phone Line(s) - how many?
- Internet
- Utilities
- Insurance

EQUIPMENT/SUPPLIES

- Cash Drawer (also listed under Finances)
- Dishwasher
- 3-Compartment Sink
- Hand-washing Sinks
- Mop Sink (plus bucket, mop, & way to hang the mop)
- Floor Cleaner
- General Purpose Cleaner
- Bathroom Cleaning Supplies
- Office Supplies for record-keeping, etc.
- Sanitizer Buckets/Disposable Towels
- Hazardous Waste Clean-Up Kit
- First Aid Kit/Supplies
- Trash Cans (with lids)
- Recycling?
- Hooks to hang Aprons
- Day-Dots or other Dating System

RECORD KEEPING

- Temperature Logs
- Thermometer Calibration
- Waste Logs
- Cleaning Schedule/List
- Order Guides
- Order Schedule/Frequency
- Receiving (for orders, etc)
- Inventory (and how often?)
- Open/Close Checklist or Guide
- Employee Records
- Pest Control
- Repairs

SIGNAGE/ADVERTISING

- Menu Board
- Table Toppers/Tents
- Hours of Operation
- Logo/Branding
- Business Cards
- Fliers or other Disposables? (stickers, personalized cups/sleeves, etc)
- T-Shirts, Tumblers, Mugs
- OSHA requirements
- Health Department requirements (i.e. hand-washing sink identified)
- Outside Signage - what requirements or restrictions does your landlord have?
- Website
- Social Media Presence
- Newspaper Advertising
- Local News (press releases)
- Local Chamber of Commerce

HIRING

- How many employees?
- Pay-rate (local requirements)
- Training
- Insurance
- Worker's Comp/Medicaid/Social Security Payments
- W-4's and W-2's
- Employee Handbook/Expectations