

Coffee Shop Opening

Standard operating procedure for a small-team retail or food-service operator whose opening shift is run by whoever is rostered.

SOP ID	VERSION	EFFECTIVE DATE	OWNER
SOP-OPS-014	2.1	March 3, 2026	Store Manager

Purpose & Scope

This procedure covers the pre-open hour, 6:00 to 7:00 a.m., at every location. It exists so that any rostered team member can open the store consistently, on time, and to standard.

Responsibilities

ROLE	RESPONSIBILITY
Opening Barista	Performs the opening procedure
Shift Lead	Verifies the procedure was completed
Store Manager	Approves changes to this SOP

Procedure

☐ Unlock at 6:00 a.m. and disarm the alarm within 30 seconds.

☐ Count the till float and confirm \$150.

☐ Power on the espresso machine and let it come to 9 bar and 200°F, about 20 minutes.

CAUTION — ESPRESSO STEP

Water is at 200°F. Use the handle guard.

☐ Brew the first batch at 6:30.

☐ Check the pastry case reads 40°F or below and log the reading.

☐ Wipe down and stock the condiment bar.

☐ Unlock the front door at 7:00 a.m.

RECORDS

Opening checklist retained 90 days.