

MORNING SETUP SOP – ARUP DUBLIN

1. Pre-Opening (07:30 – 08:00)- Open site and initiate equipment start-up:

- Coffee machines, Merrychef, dishwasher, coffee filter machine, toaster, tills
- Conduct and record fridge temperature checks (HACCP compliance)
- Receive deliveries from loading bay, check against invoices, and store appropriately
- Review emails for any late hospitality requests
- Review daily hospitality schedule and stage orders according to time slots

2. Food & Beverage Preparation

- Set up counters with pastries, scones, and breakfast items
- Prepare hot breakfast items (e.g. filled croissants)
- Calibrate coffee machine and ensure it is fully ready for first customer service
- Verify sufficient stock levels of milk, coffee beans, and key consumables

3. Hospitality Preparation & Delivery

- Prepare and stage hospitality orders in line with delivery schedule
- Deliver any early hospitality requirements
- Coordinate and deliver hospitality throughout the morning as required, ensuring timely service

4. Team Readiness

- Conduct team briefing and assign roles for service
- Ensure all staff are in correct uniform and ready to serve customers

5. Service Readiness Check (By 08:00)

Manager completes a final check to confirm:

- Counters are fully stocked, presented and ready for service
- Coffee station is calibrated and fully operational
- Hospitality orders are prepared and scheduled
- All compliance checks are completed and recorded

6. Breakfast Service & Transition

- Support and serve customers during busy breakfast service
- Deliver hospitality orders as required during service
- When breakfast service ceases, manage staff 15-minute break rotation

7. Reset & Preparation for Lunch

- Clear, clean, and reset counters; replenish pastries and stock
- Check sandwiches and salads are fully stocked in fridges
- Turn on soup kettle and begin lunch preparation
- Ensure counters are fully set and ready for lunch service by 11:45

8. Lunch Service

- Serve lunch items and coffee, maintaining service standards and availability