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SELF-ASSESSMENT GUIDE

Qualification	BARISTA NC II		
Units of Competency Covered:	<ul style="list-style-type: none"> • PREPARE ESPRESSO • TEXTURE MILK 		
Instruction: <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check in the appropriate box opposite each question to indicate your answer. 			
Can I?	YES	NO	
PREPARE ESPRESSO			
▪ Pre-heat cups in accordance with enterprise standards?*			
▪ Wipe portafilter clean and dry before dosing?*			
▪ Check grind of coffee? *			
▪ Grind enough coffee for the shot of espresso?			
▪ Clean and dry drip tray?			
▪ Prepare and use rags properly?*			
▪ Dose the appropriate amount of ground coffee in the portafilter?*			
▪ Apply appropriate amount of pressure to tamp the ground beans? *			
▪ Tamp ground coffee evenly?*			
▪ Wipe and clean portafilter sides and spouts before inserting to the brew head?*			
▪ Minimize spillage and wastage of ground beans during dosing and grinding?			
▪ Flush group head before inserting the portafilter?*			
▪ Insert portafilter and coffee is brewed immediately?*			
▪ Check volume of espresso? *			
▪ Monitor extraction time of shot?*			

▪ Inspect crema of espresso?		
▪ Serve or use espresso in a beverage immediately?*		
TEXTURE MILK		
▪ Chill milk in accordance to appropriate temperature?*		
▪ Measure adequate amount of milk according to the kind of drink to be prepared?*		
▪ Select the correct size of the steaming pitcher in accordance with the kind of drink to be prepared?*		
▪ Flush steam wand to remove condensed water?*		
▪ Wipe steam wand before steaming?*		
▪ Keep rags for the steam clean and moist?*		
▪ Position steam wand at the right depth of the milk?*		
▪ Apply full steam when introducing air into the milk?		
▪ Judge/evaluate the hissing sound of air being drawn into the milk?*		
▪ Stretch the milk according to the desired volume of foam?.*		
▪ Convert milk into microfoam?.		
▪ Angle steam wand appropriately to create a whirlpool effect?*		
▪ Spin milk to achieve the desired consistency?*		
▪ Steam milk at the ideal temperature for immediate consumption?*		
▪ Shut off steam some 5 degrees before the desired temperature?		
▪ Flush and wipe the steam wand after steaming?*		
▪ Swirl and knock the pitcher to remove big bubbles?.		
I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.		
Candidate's Name and Signature:	Date:	

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SELF-ASSESSMENT GUIDE

Qualification	BARISTA NC II		
Units of Competency Covered:	<ul style="list-style-type: none"> • PREPARE AND SERVE COFFEE BEVERAGES • PERFORM BASIC MAINTENANCE OF MACHINES AND EQUIPMENT • PERFORM BASIC CASHIEIRNG AND GENERAL CONTROL PROCEDURES 		
Instruction:			
<ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check in the appropriate box opposite each question to indicate your answer. 			
Can I?	YES	NO	
PREPARE AND SERVE COFFEE BEVERAGES			
▪ Take orders and verify with guests or dining service crew?			
▪ Offer recommendations to the guest on selection of coffee beverages?*			
▪ Provide general information to guests about the coffee beans?*			
▪ Complete mise-en-place for coffee service according to establishment's standards and procedures?			
▪ Prepare hot and cold espresso-based beverages according to standard recipes of the establishment?*			
▪ Serve or use only good/perfect shots of espresso in the beverages?*			
▪ Select appropriate cups/glasses and accessories according to the beverage ordered?			
▪ Serve espresso beverages immediately?*			
▪ Prepare brewed coffee according to the brewing method desired by the guest?*			
▪ Brew coffee according to the ideal brewing time of the method?			
▪ Weigh or measure coffee beans according to brewing method?			
▪ Serve brewed coffee immediately?			

PERFORM BASIC MAINTENANCE OF MACHINES AND EQUIPMENT		
▪ Perform backflushing depending on the type of the machine?.		
▪ Checks group head, gasket and porta filters regularly?		
▪ Pour clean hot water to the drip tray?		
▪ Clean and wipe steam wand with a clean and moist rag?		
▪ Use appropriate food grade cleaning chemical to backflushing and descale espresso machine?		
▪ Soak porta filter and basket in hot water to remove oils?		
▪ Check water softener filter regularly?		
▪ Use suitable cleaning tools and materials to perform maintenance procedures to the machine?		
▪ Brush off grounds from the bottom and exterior part of the grinder?		
▪ Wipe bean hopper with clean cloth or paper towel or wash in warm towel?		
▪ Brush out the dozer chamber or compartment (especially the chute area)?		
▪ Check grinder blades regularly?		
PERFORM BASIC CASHIEIRNG AND GENERAL CONTROL PROCEDURES		
▪ Prepare ERC or POS before operation following standard procedures?		
▪ Enter and record business transactions in accordance with enterprise standards?		
▪ Generate reports at the end of the shift in accordance with enterprise standards?		
▪ Enter new item data into the system in accordance with enterprise standard operating procedures?		
▪ Make back up date base in accordance with enterprise standards?		
▪ Receive and count cash in accordance with enterprise accounting procedures?		

▪ Give and count change in front of the guest in accordance with enterprise accounting procedures?		
▪ Print out and give receipts/tapes to guest in accordance with enterprise accounting procedures?		
▪ Secure cash funds in accordance with enterprise standard procedures?		
▪ Prepare cash count reports in accordance with enterprise standard procedures?		
▪ Monitor and record expenses in accordance with enterprise standard procedures?		
▪ Conduct beginning and ending inventory before and after operations in accordance with enterprise standard procedures?		
▪ Request stocks according to enterprise standard procedures?		
▪ Check issued stock items against requisition documents in accordance with enterprise procedures?		
▪ Monitor stock levels in accordance with par stocking procedures?		
I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.		
Candidate's Name and Signature:	Date:	