

COFFEE BREWING PROCEDURE

In this procedure 1 scoop is a 1/3 cup. The scoop is hanging on the hook under the shelf

BUNN COFFEE MAKER

Makes 12 cups of coffee.

Plug the cord into the wall outlet 20 minutes before using in order for the water to heat
After 20 minutes, the coffee maker is ready to use according to the following instructions.

Turn the lower warmer plate button to on.

Insert a large filter (stored in container on shelf) into the funnel.

Pour **2 and ½ scoops** of ground coffee into the filter and level grounds by gently shaking.

Slide the funnel into the funnel rails.

Place an empty coffee dispenser beneath the funnel.

Pour one coffee dispenser (water to the plastic rim) of cold water into the screened area on top of the brewer. Always use a full dispenser.

When brewing is completed, discard coffee grounds and filter.

Follow the above instructions to make additional pots.

When finished making coffee, turn off the warmer plate buttons and unplug the machine.

Wash the funnel and coffee dispensers before putting them away.

BLACK COFFEE MAKER

For one pot of coffee or less use the black coffee maker. Use the smaller filters stored on the shelf. Once finished, unplug the machine and empty the filter basket. Wash the filter basket and carafe before putting away.

COFFEE BREWING PROCEDURE

COFFEE URNS

With the basket and stem removed, fill the coffeemaker with COLD water to the desired cup level.

Place the stem and basket into the coffeemaker making sure the stem is inserted into the heating well.

Measure the coffee grounds into the basket according to the chart below for the amount to use depending on the cup level. Spread the grounds evenly in the basket.

Place the cover on the coffeemaker and turn to lock into the handle slots.

Plug the cord into the outlet and turn the ON/OFF switch to ON.

The coffeemaker will stop perking automatically. Coffee is ready when the light in the base glows. Before serving, remove the coffee basket and stem. If the coffee stem and basket are not removed, bitter oils from the extracted grounds will drip into the coffee.

When the coffee can no longer be seen in the view tube, turn the ON/OFF switch to OFF and unplug the cord.

Allow the coffeemaker to cool before cleaning. Empty any coffee. Wash the basket, stem and cover in warm, soapy water. Rinse and dry.

Clean the inside of the coffeemaker by filling with warm water about 1/3 of its capacity. Add dish soap and wash with a cloth. Rinse with warm water after cleaning and dry. Clean the outside of the coffeemaker with a damp cloth.

COFFEE AMOUNT

Water Level	Measure of Ground Coffee
100 cups	12 scoops
80 cups	10 scoops
55 cups	8 scoops
45 cups	7 scoops
36 cups	6 1/2 scoops
30 cups	6 scoops

REVISION LOG

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0	April 4 th , 2016	CSA Hospitality Committee	Original issue of document