



INDIGO VALLEY

carbon neutral coffee roasters

Barista Manual



INDIGO VALLEY
carbon neutral coffee roasters

Indigo Valley Barista Training Manual

How to prepare and serve consistently great espresso. Everything you need to know from dosing and grinding to preparing milk, drink menus and machine maintenance.



Indigo Valley Coffee
Halfway House
Burford, Oxfordshire
OX18 4PA

Tel: 0333 222 4020

Email: office@indigovalley.co.uk

Contents

Our Coffee	03
Excellence in every cup	
<hr/>	
Dosing and Grinding	04
Equipment set up and tips	
<hr/>	
Pulling the Perfect Shot	07
Tips on filling and tamping	
<hr/>	
Textured Milk & Microfoam	08
Get consistent results	
<hr/>	
Latte Art	09
Latte art techniques	
<hr/>	
Cleaning & Maintenance	11
Keeping things ship shape	
<hr/>	
Espresso Coffee Menu	12
Coffee at a glance	



Carbon neutral coffee

Ethical and sustainable beans

For every 1kg of Indigo Valley coffee you are helping to reduce up to 2.9kg of CO₂! We have been roasting and operating carbon neutral since 2018. From farm to cup, our coffees are ISO certified carbon neutral. To achieve this we actively reduce, capture, and offset our coffee roasting and coffee production CO₂ emissions. Find out more on our website.

Excellence in every cup

Choosing the best beans

Coffee is a seasonal product that is harvested in tropical regions at different times of the year. As coffee crop yields can differ in quality from year to year, carefully selecting the very best green beans is the key to then roasting the finest quality coffees. That is why we utilise the skills of a qualified coffee Q Grader to make sure only the best specialty graded beans are selected, tried and tasted before we start roasting a new batch.

Roasting to a profile

Every coffee has unique and natural flavours from where and how they are grown. To enhance and develop these flavours when roasting, we spend a long time cupping the coffee before we finalise a profile. This ensures all the natural deliciousness of the beans shine through in every brew you enjoy.

Award-winning coffee

As one of the UK's leading ethical coffee producers, we have consistently proven we can beat the competition with our great tasting coffee. We proudly achieved our Great Taste Producer status in 2019 having won over a dozen awards.

Dosing and grinding

[WATCH VIDEO TUTORIAL >](#)

Here are some handy tips for dosing and grinding. Setting up your machine properly will improve the consistency and quality of the espresso you serve for your customers to enjoy.

Dose

When dosing, to ensure an even extraction, the basket must be filled so that around 1-2mm gap remains between the top of the coffee and the shower head. This is important to allow the coffee granules to expand as they are infused, while remaining compact. The sign of correct dosing is a firm, dry puck after extraction. Once you have identified the correct dose, this should remain constant throughout the day.

Grind

Coffee has to be ground to a particular particle size to form the correct resistance to extract the flavour as the water passes through. Too fine will cause a slow extraction and result in a bitter flavour. Too coarse will result in a fast, weak and under-extracted espresso.

Most coffees extract best at about 1:2 or 1:2.5 ratio. This means, if you use 18g of coffee, your espresso should be approximately 36-45ml. The extraction should last about 25 seconds from the moment the coffee leaves the portafilter.

Single Shot Dose - 9g
Double Shot Dose - 18g

When setting your grind, move the collar only one notch at a time and this will alter the extraction time by approx two to three seconds. Once you have set your grind, only minimal adjustments should be needed throughout the day.

Tip - always ensure that you purge any remaining coffee grounds for 10 seconds after adjusting the collar.






INDIGO VALLEY
hand-roasted ethical coffee



Pulling the perfect shot

WATCH VIDEO TUTORIAL >

Grind size and coffee dose are some of the most important considerations when tweaking your espresso recipe. Here are the steps:

1. Wipe out the basket of the portafilter. It should be clean and dry when you start grinding the coffee into it.
2. Ensure the coffee grounds are all evenly levelled and distributed in the basket with a couple of swift and firm knocks on a worktop.
3. If your coffee grounds are all grouping to one side, tap the portafilter before tamping.

Tamping compacts the coffee bed into a solid puck that will act as a seal against the near-boiling water forced into the brew chamber at nine bars of pressure. With this in mind follow these simple steps:

5. Making sure the portafilter is lying on a flat, sturdy surface hold the tamper the way you would grab a doorknob.
6. Placing the portafilter near your hip, and position your arm at a 90-degree angle apply pressure with your thumb and forefinger to the base of the tamper, not with your palm to the top of the tamper. You should be applying 20–30 pounds of pressure to the coffee bed - the specific amount is not as important as consistency each time
7. Now check for evenness in your tamp technique by eyeballing the distance from your coffee bed to the top of the basket around the circumference is even.
8. Insert the portafilter and hit the brew button. The shot should take a few seconds to drop. If shots are dropping right away, it can be a sign of channeling (meaning your puck isn't packed tightly enough) or too coarse a grind. The colour of your espresso should transition from dark brown to yellow slowly. If the color is even throughout, or changes very quickly, this can be a sign of old coffee or uneven extraction.
9. Taste and see – it is the only real test that counts.

If your espresso extracts too fast, make the coffee grounds finer on your grinder. If your espresso extracts too slowly, adjust the grinder to make the grounds more course.

After adjusting the grind size, adjust the timer to ensure consistent doing.

Texturing milk & microfoam

WATCH VIDEO TUTORIAL >

Microfoam is the perfect texture for milk-based espresso drinks. Creating micro-foam can be a tricky operation, but don't worry practice will make perfect. Follow these steps to make a consistently good microfoam:

- Milk is steamed to create various types of drinks; you need to select the correct size jug for each different order.
- Always pour the milk to the bottom of the jug's spout.
- Flush the steam wand to remove any build up of condensation, then wipe dry.
- Lower the steam wand just below the surface of the milk and turn the steam on full.
- Gently tilt the jug downward to lower it and introduce air to the milk. This needs to be only for a second for Flat White, slightly longer for Latte and longer again for Cappuccino.
- Once enough milk has been stretched, tilt the jug back up with steam wand positioned off-centre to create a whirlpool motion. This is when microfoam is created by mixing the air through the milk.
- Continue this process until the temperature of the jug is too hot to touch by hand, this should be around 55-60°C, then shut off the steam.
- Once the steam has completely stopped, remove the wand from the jug, blow out any excess steam and wipe the wand with a cloth.



- Residual heat in the jug will bring the temperature of the milk up to approx. 65°C, which is the perfect temperature for your coffee.
- Never overheat the milk, this will burn it and make bitter coffee, and remember you can only heat it once.
- Aim to start steaming your milk as soon as the espresso begins to pour, this way you should have the milk and the espresso ready at roughly the same time, ensuring the crema doesn't dissipate and the milk doesn't separate before pouring into the cup.
- If you have any large bubbles in the milk, knock the bottom of the jug on the bench top, and swirl the jug to keep the milk from separating.



Latte art

[WATCH VIDEO TUTORIAL >](#)

- Begin with the cup tilted slightly away from you. This will allow you to create a latte pattern with minimal movement of your pitcher hand.
- Pour steamed milk into the centre of the cup. Holding the pitcher about an inch above the cup, pour the milk into the centre of the crema. Pour steadily and slowly.
- Drop the pitcher closer to the cup to speed up your pour: Gently move the pitcher closer to the cup and tip it with your thumb to slightly speed up the pour.
- Wiggle
Toggle the pitcher gently and fluidly back and forth to begin creating a zigzag pattern.
- Un-tilt the cup, slow down, raise the pitcher a half an inch, and finish the rosetta.
- Back the pitcher toward the edge of the cup closest to you while un-tilting the cup. Slow down your pour slightly, raise the pitcher about a half an inch above the flat cup, and drizzle a small stream of milk back across the centre of the cup to finish the rosetta.



Cleaning and maintenance

Regardless of how great your espresso and milk foaming technique is, if you don't maintain your machines properly the quality and taste of your coffee will decline. Here is an easy daily routine for you to follow:

Before serving a fresh coffee:

- Flush the group head to remove old grounds, whilst also re-heating the brew head.
- Wipe the filter basket clean with a dry cloth.
- Wipe the steam arm with a damp cloth.
- Clean the work area and milk jugs as often as possible.

After each kilo of coffee:

- Back flush each group head to remove the build up of grounds.
- Scrub out the group handle and filter basket with a scour pad.
- Re-season each basket with one fresh shot.

At the end of each session:

- Remove the group handles and soak in a solution of cleaning powder and water for 15 minutes.
- Back flush each group head using a teaspoon of cleaning powder. Back flush for 5 seconds each time until the powder has disappeared.
- Gently scrub around the gasket seal with a group brush to dislodge any particles.
- Repeat the back flushing with clean water only.
- Clean down the steaming wand.
- Remove the drip tray and wash out with warm soapy water.
- Empty the knock box...preferably re-use the contents as part of your garden compost.
- Sanitise your work area, jugs and other tools ready for your next session.

Grinder:

- Close off the gate to the hopper, grind off any beans and discard them.
- Return the beans into a bag or container, reseal and store in a cool, dry and dark place.
- Wash out the hopper and dry it off.
- Empty the dosing chamber and clean out the top of the grinder with a small brush.



Espresso coffee menu

Just in case one of your customers bamboozles you by requesting a coffee you've never heard of, we demystify the ever-increasing list of espresso and milk-based coffees below:

Espresso

As a rule of thumb, extract 20ml of coffee in 25 seconds.

It should start slowly after approx 6-8 seconds and have a dark and even golden brown crema.

Doppio Espresso

For a double espresso, extract 40ml in 25 seconds.

Americano

Approx 8oz-10oz hot water with a shot of espresso floated on top.

Cappuccino

A double shot of espresso, topped with microfoamed milk in a 10-12oz cup.

Flat white

A double espresso, topped with steamed milk, in a 6oz cup with minimal microfoam.

Café latte

A double shot of espresso, topped with steamed milk, in a 10-12oz cup with approx 10-20ml of microfoam.

Macchiato

An espresso with a dash of foamed milk. Serve in an espresso cup.

Mocha

A shot of espresso and drinking chocolate, topped with steamed milk and approx 20ml microfoam.

Piccolo latte

A small latte. Use a double ristretto topped with steamed milk. Serve in a 4oz glass.

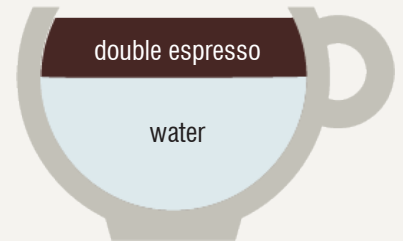
Coffee menu cheat sheet



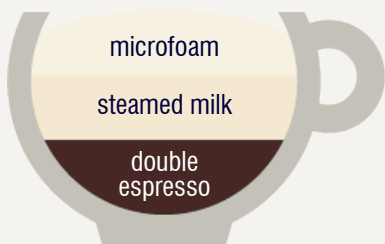
Espresso



Doppio



Americano
10-12oz



Cappuccino
10-12oz



Flat white
6oz



Café latte
10-12oz



Macchiato
3oz



Mocha
10-12oz



Piccolo latte
4oz

GRIND

Grinding & Extraction



To achieve the perfect espresso, you will need to make sure your coffee grinder and espresso machine are calibrated together. The right amount of the right size coffee makes all the difference and even small changes can cause your coffee to taste off.



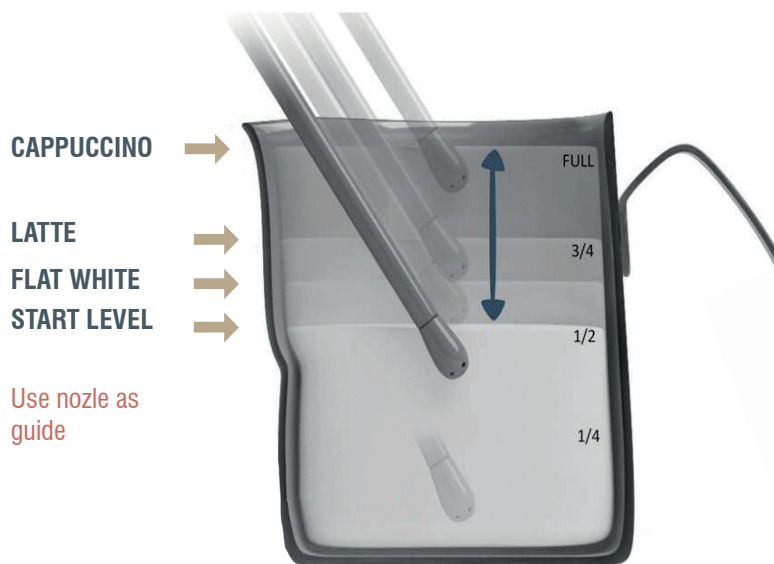
Extraction time around 25 seconds



MILK

Texturing & Pouring

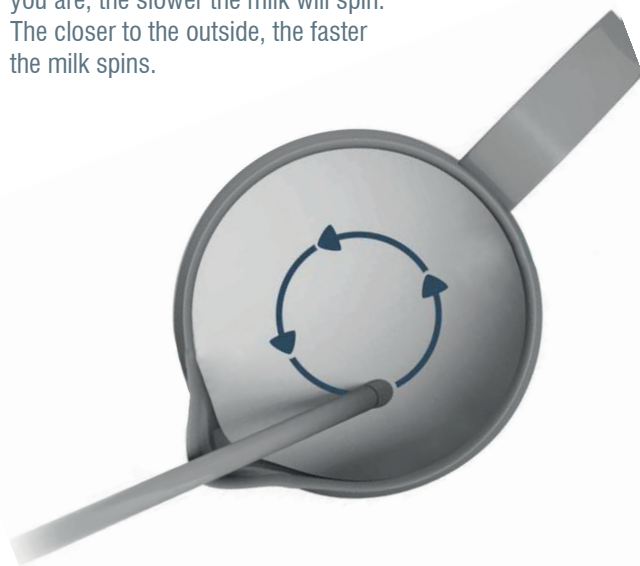
This simple technique works for all your drinks and allows you to control how much micro-foam you create. We always recommend holding the milk jug spout against the steam arm to allow you to precisely control your milk texturing. Too slow, too fast, too high, too low - does it matter? Yes! Depending how you control how you pour your milk into your cup will give you vastly different results. Practice makes perfect, so make sure to keep bettering your technique.



If steam tip is too deep you may get a loud screaming noise. This means the milk needs air.

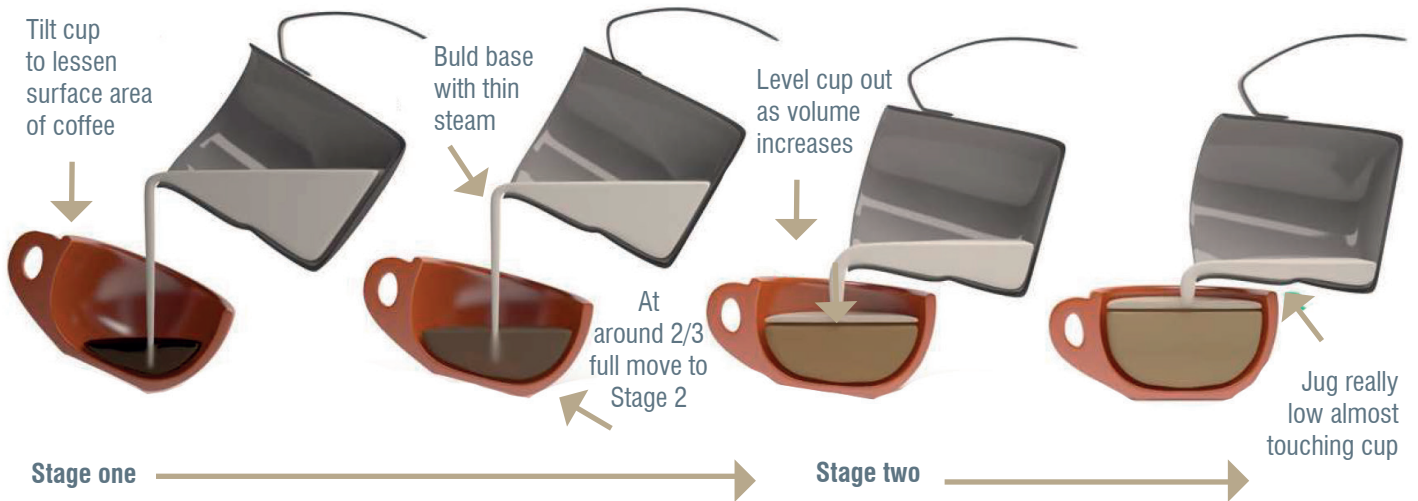
CIRCULAR MOTION

The closer to the middle of the jug you are, the slower the milk will spin. The closer to the outside, the faster the milk spins.

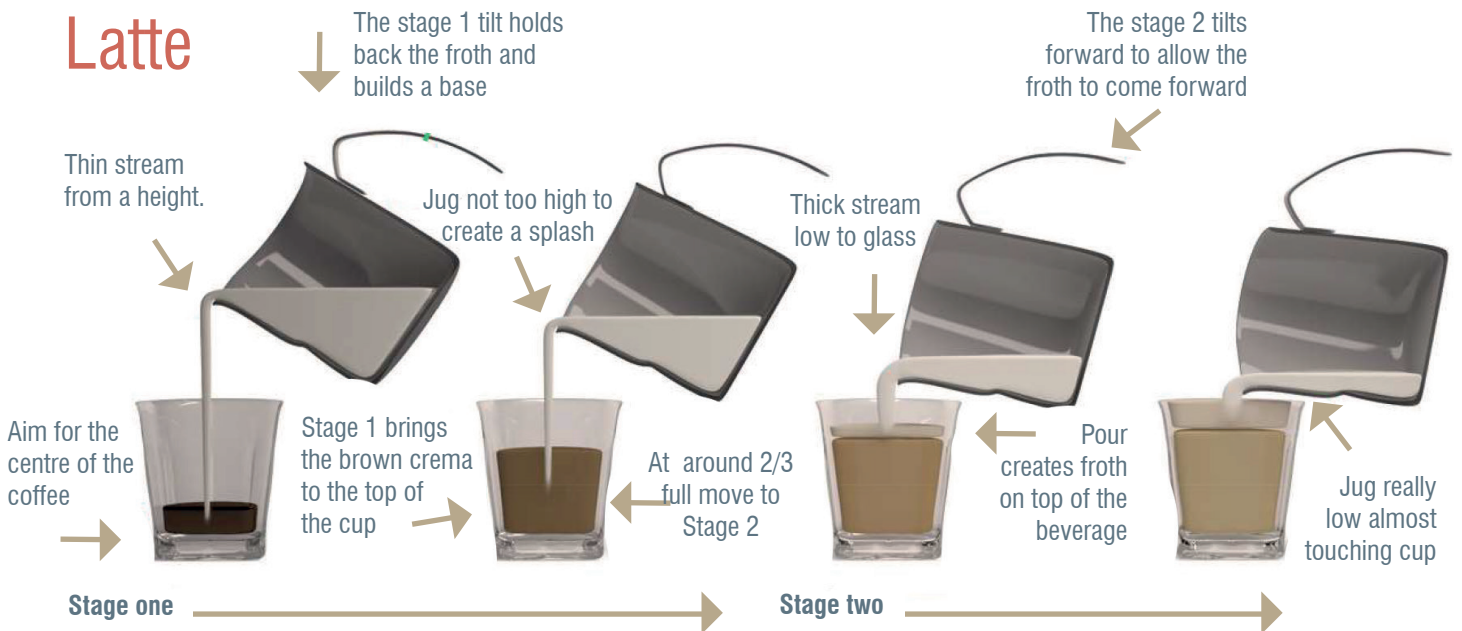


Steam wand penetrates the milk half way between the middle of the jug and the outer wall. Have the steam tip line just visible above the milk level.

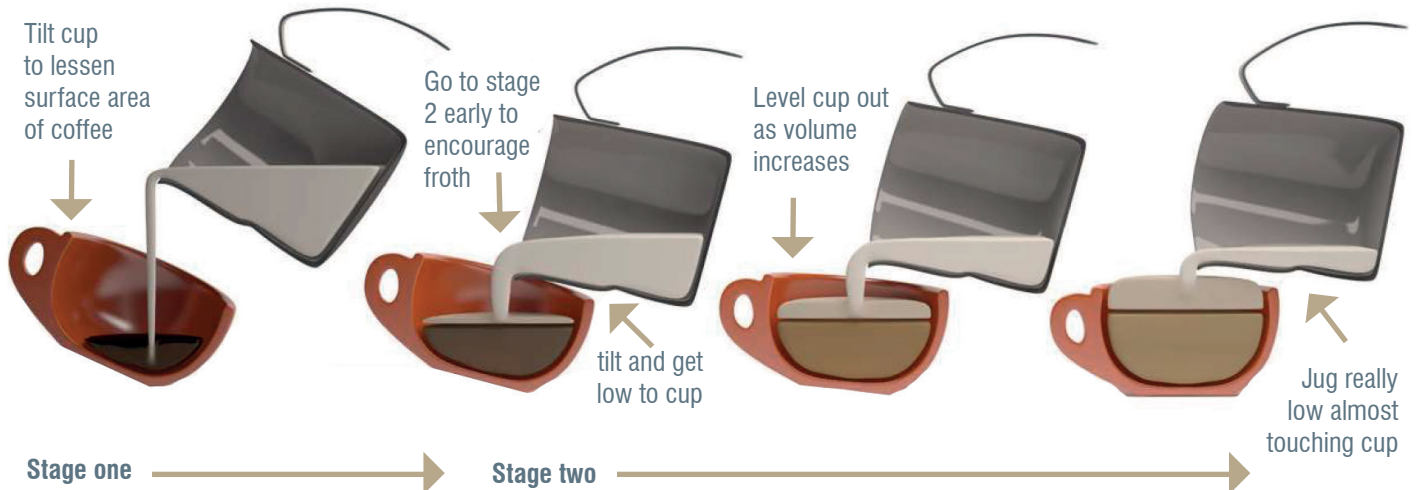
Flat white



Latte



Cappuccino



DRINKS MENU TEMPLATE

Create your own menu

Combine all your new barista skills into action and use this helpful guide. Every drink needs to the same so your customers know where to enjoy the best coffee. Even when things get busy, keep trying to improve and better your techniques.

Drink	Regular Size	Large Size	Milk Steaming	Tips
Macchiato Espresso with foam	- Single Espresso - Espresso cup	- Double Espresso - Espresso cup	- 1 dessert spoon of foam on espresso	The foam is to just take the edge of intensity off the drink, one spoon of foam is plenty.
Flat white	- Double Espresso - Small round cup - 6oz milk	- n/a	- 1 sec max of stretching milk - 0.5cm max	Steam milk on 1/2 power for better control. Medium speed pour.
Latte	- Single Espresso - Small mug - 8oz milk	- Double Espresso - Large tall mug - 10oz milk	- 3 secs max of stretching milk - 1cm max foam on drink	Medium-fast pour.
Cappuccino	- Single Espresso - Small round cup - 6oz milk	- Double Espresso - Large round cup - 8oz milk	- 5 secs min of stretching milk - 2cm min foam on drink	Low and slow pour, gentle shimmy the jug to encourage the foam out the jug.
Americano	- Single Espresso - Small round cup - Espresso onto hot water	- Double Espresso - Large round cup - Espresso onto hot water	- Hot/cold milk in small jug	Catch espresso on edge of cup for greater crema. Milk in small jug if required.
Mocha	- Single Espresso & choc - Small mug - 8oz milk	- Double Espresso & choc - Large tall mug - 10oz milk	- 3 secs max of stretching milk - 1cm max foam on drink	Add espresso direct to choc paste, then pour milk same as latte and dust with choc powder.



INDIGO VALLEY

Halfway House, Burford, OX18 4PA

T: 0333 222 4020

E: office@indigovalley.co.uk

www.indigovalley.co.uk

