



COFFEE MAKER		
Department / Area: Nutrition & Food Services	Date Created: January 16, 2014	Review / Revised date: March 1, 2018
Safe Work Procedure Manual: FS-EOI-504		

Personal protective equipment / devices required / other safety considerations:

- Heat Resistant Gloves

Operating Instructions:

1. Turn switch ON to heat the unit.
2. Remove filter basket.
3. Insert coffee filter and coffee grounds into basket.
4. Replace basket.
5. Place pot onto element under basket.
6. Press the START button and allow coffee to brew.
7. Wait until machine has completed brewing before removing the pot.
8. After task is completed, unplug the machine and let it cool.

Cleaning Instructions:

9. Wipe burners and outside of machine with a damp cloth.
10. Remove spray nozzle and run cleaning spring through spout.
 - **SAFETY NOTE** – If machine is not completely cooled, it is suggested you wear heat resistant gloves to avoid burns to hand.