

# Podio X3

## Replenishment Guide



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## Operator machine guidance website

Scan the QR code for all Operator machine guidance



### Access includes:

- |   |  |   |
|---|--|---|
|  <b>Guides</b>                  |  <b>Compliance</b>                            |  <b>Videos</b>   |
| <ul style="list-style-type: none"><li>• Replenishment</li><li>• Alarm guide</li><li>• Drink Preparation</li></ul> | <ul style="list-style-type: none"><li>• MSDS &amp; COSHH</li><li>• Daily compliance log*</li><li>• Health &amp; Safety</li></ul> | <ul style="list-style-type: none"><li>• Drink preparation</li><li>• Machine overview</li><li>• Daily cleaning</li><li>• Descale</li><li>• Filter change</li></ul> |

\*Subject to market set-up.

# 1. Stock Replenishment

Replenish as and when required:



Costa Approved Capsules



Espresso Takeaway cups/lids



Takeaway cups/lids



Espresso Solo Cup/  
Saucer/Espresso  
Spoon



Crockery Cup/  
Saucer/Teaspoon



\*Latte Glass/Long  
Handled Spoon



Cortado Glass/  
Saucer/Espresso  
Spoon



Fresh semi-skimmed  
milk



White, Brown Sugar  
& \*Sweetener  
Sachets



Chocolate Dusting  
Sachets/Costa  
Chocolate Shaker &  
Stencil\*



Stirrers

\*Subject to market

## 2. Required Products

### 2.1 Table of Products required:

Product	Description
<b>Puly Caff Plus NSF cleaning tablets</b>	<ul style="list-style-type: none"> <li>It is recommended to have a minimum holding of 20 tablets at any one time (subject to market availability).</li> </ul>
<b>Caffitaly system descaler</b>	<ul style="list-style-type: none"> <li>It is recommended to have a minimum holding of 2 bottles at any one time. (Subject to market availability)</li> </ul>
<b>Takeaway cups and crockery</b>	<ul style="list-style-type: none"> <li>Espresso takeaway cups</li> <li>Cortado takeaway cups</li> <li>Takeaway cups</li> <li>Espresso solo cups</li> <li>Cortado glasses</li> <li>Latte glasses</li> <li>Crockery cups</li> <li>Saucers</li> </ul> <p>(Please contact your Costa Coffee Representative for pack sizing, cups subject to market availability).</p>
<b>Lids</b>	<ul style="list-style-type: none"> <li>Espresso lids</li> <li>Cortado lids</li> <li>Universal lids</li> </ul> <p>(Please contact your Costa Coffee Representative for pack sizing).</p>
<b>Teaspoons</b>	<ul style="list-style-type: none"> <li>Espresso spoons</li> <li>Teaspoons</li> <li>Long handled spoons</li> </ul> <p>(Please contact your Costa Coffee Representative for pack sizing).</p>
<b>Condiments</b>	<ul style="list-style-type: none"> <li>White sugar sachets</li> <li>Brown sugar sachets</li> <li>Sweetener*</li> <li>Choco dusting and stencil</li> <li>Wooden stirrers</li> </ul> <p>(Please contact your Costa Coffee Representative for pack sizing, choco dusting subject to market availability).</p>
<b>Disposable paper towels</b>	Provided by site to complete daily cleaning tasks.
<b>Disposable cleaning cloths</b>	Provided by site to complete daily cleaning tasks.
<b>Sanitiser (Costa Approved)</b>	Provided by site to complete daily cleaning tasks. Full approved list available on Operator machine guidance website.

\*Subject to market

### 3. Fresh milk replenishment

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Milk is a huge part of the Costa Coffee business. It is essential that the correct milk type is used to ensure a consistent, quality product is vended each time from the machine. Fresh milk must be used.

#### **Fresh Semi Skimmed Homogenized and Pasteurised Milk:**

Pasteurized means the milk has been treated with enough heat to kill harmful bacteria. This extends shelf-life and keeps it from spoiling too quickly.

Homogenized means the milk has been treated under great pressure to break up the fat globules. This keeps the globules so small that they remain suspended in the milk and do not separate or float to the surface to form a layer of 'cream'. Fresh milk must always be kept refrigerated and, unopened, carries a typical shelf life of 5-7 days.

Fresh Semi Skimmed Homogenized and Pasteurized Milk must be:

- The freshest available
- From a recognised and compliant supplier
- Supplied in non-transparent food safe bottles
- Stored below 8°C (46°F) and cooled to 4°C (39°F) before used in the machine

#### **Key Notes**

**Always use milk with the longest shelf life possible** - The nearer to the sell by date, the less likely we are to foam milk due to protein breakdown and higher acidity - resulting in poor drink quality.

**Only use recognised and trusted milk suppliers** - Poorly produced milks contain low protein levels, which leads to poor foam quality. Poorly looked after cattle will usually lead to low quality milk.

**Milk must always be cooled to <4°C before used in the machine** - This is to ensure the milk is ready to use at the point of filling, any variance will have a direct effect on the drinks in cup temperature and foam quality.

**Transportation and storage** – Please ensure that fresh milk is always refrigerated under <8°C during transportation to site. Milk must be cooled to <4°C before being used in the machine.



#### **Attention:**

- **When the milk is replaced the machine must do a milk rinse to dispense milk based drinks.**
- **Fresh milk must be used daily and milk usage/fridge temp recorded in the Daily Compliance Log.**
- **As part of the daily cleaning cycle, the milk container must be emptied of old milk, thoroughly cleaned and fresh milk added to the clean milk container.**
- **Always wash your hands before handling the milk container.**

## 4. Goods Received and Storage

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**Every member of staff is responsible for ensuring all Costa Coffee Ingredients are kept in store in perfect condition.**

### 4.1 Top Tips:

- All food products such as coffee capsule boxes have a 'Use By'/'Best Before' date on each individual pack. All 'Use By'/'Best Before' dates should be valid upon receipt of the goods.
- For any food products such as sugar sachets that do not have a 'Use By' or 'Best Before' date on each individual packet, please ensure all stock is kept in the original packaging for 'Use By'/'Best Before' dates.
- On arrival, goods can only be accepted if all packaging is in good condition, dry and clean.
- Any packaging that shows damage should be rejected/disposed of.

**Once you have received your stock, ensure all points on the goods received procedure have been followed.**

### 4.2 General Storage:

- Neatly store all Costa Coffee products in a designated location in your storeroom. This must be in a ambient and dry location.
- Ensure all boxes are stored up off the floor and heavy boxes are in easy to reach places.
- Keep all products in their original boxes. It will make it easier to store the products neatly and locate important reference numbers, should they be needed.
- Ensure that a stock rotation system is in place (FIFO) to ensure the oldest product is used first.



