



Action Plan

Title: Making Coffee

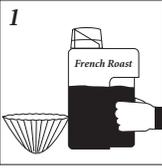
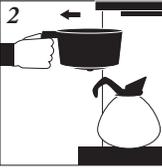
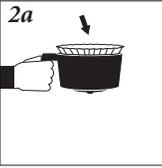
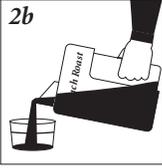
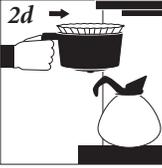
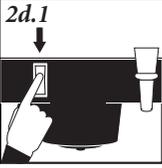
Result: To assure that there will always be a fresh cup of coffee.

Materials Needed: Coffee pot, coffee filter, ground coffee.

Position With Overall Accountability: All coffee-drinking E-Myth Worldwide employees.

Reporting Positions: None

Staff Positions: None

#	BENCHMARK	ACCOUNTABILITY	DUE BY
1	 <p>Gather necessary materials. Coffee filters and plastic storage containers of ground coffee are kept in the cupboard directly above the coffee machine. If a coffee container is empty, coffee can be replenished from appropriately-marked bags in the same cupboard.</p>	All	As required
2	 <p>Grasp handle of coffee basket and slide it out of the machine. Empty used coffee filter (if applicable) into the trash.</p>		
2a	 <p>Place new coffee filter into basket.</p>		
2b	 <p>Using measuring cup taken from the top of the plastic coffee storage container, fill with coffee to black line or use 1 packet of pre-measured coffee.</p>		
2c	 <p>Fill filter/basket with measured coffee.</p>		
2d	 <p>Replace coffee basket in coffee machine.</p>		
2d.1	 <p>Press the "Brew" button once, it may take a moment for the coffee to start brewing.</p>		

#	STANDARDS
1	Every coffee drinker is responsible for making a new pot of decaffeinated or regular coffee when we find the coffee low. Coffee will be made when less than one inch of coffee is left in the pot.
2	Fresh coffee will be available until 4 P.M. daily.
3	Decaffeinated coffee will be made in the orange-rimmed coffee pot. The other types of coffee brewed will always match the label on the front of the pot.
4	Any mess created when making coffee will be immediately cleaned up.