

The Press Café

Batumi, Georgia

EQUIPMENT LIST and TO DO LIST

Discussion Club:

1. Media player
2. Speakers
3. Music CDs
4. Wifi
5. Computer
6. Screen
7. Heater
8. Air Conditioner
9. newspapers

Open: 11am – 3am

Estimated to serve about 40 at a time

Kitchen Equipment

1. Pizza Oven
2. Freezer
3. Refrigerator (2)
4. Large Stove with oven
5. Ice machine
6. Double sink
7. Fryer (French fries)
8. Toaster

Café & Bar Equipment List

1. Coffee Cups
2. Tea Cups
3. Plates; sizes depends on menu
4. Flatware(knives, forks, spoons)
5. Glasses, different sizes for different drinks
6. Espresso machine
7. Coffee Grinder
8. Drip Coffee maker
9. Hot plate
10. Coffee and Tea serving pots
11. Blender
12. Food prep and storage equipment based on menu
13. Refrigerator (small)
14. Napkins & holders
15. Tables & chairs
16. Kitchen utensils
17. Serving tray
18. Ash trays
19. Salt & Pepper shakers

Café Supplier list

1. Food distributors
2. Coffee Distributor
3. Liquor Distributor
4. Create a cafe supply order list
5. Uniforms ,i.e. aprons, etc

Menu development

1. Style of food
2. Variety of food
3. Pricing
4. Drinks
5. Placement of items on menu
6. Presentation

Training program for cooks, servers, and other staff.

1. Preparation
2. Presentation
3. Serving size
4. Ingredients & Recipes
5. Customer service
6. Staff duties

Operational Plan and Budget for 1st year:

1. Marketing: event planning, advertising, press releases, special invitations,
2. Staff numbers, hours of operation & estimated costs
3. Food costs per menu item
4. Competitive and comparative pricing estimates for wholesale costs and final purchase price
5. Human Resources: Job descriptions, Hiring, staff development and estimated costs
6. Customer Service training and event service training

Start up budget, Construction, training, pre-opening advertising, equipment purchases, hiring and training:**Marketing plan – 1st six months:**

1. Grand Opening
2. Press Release
3. Advertising
4. Special Events plan
5. Discussion topics
6. Discussion groups by invitation
7. Renting the space to other meeting groups

HR Job Descriptions

1. Food Service Manager
2. Cooks
3. Bar Staff
4. Servers