



HEY, HAAS!

FREE TRAINING TEMPLATE

Barista Training Checklist

A complete training path for new baristas — from espresso fundamentals to running the bar independently.

8 Training Steps

Bar Skills

Trainer Sign-Off Required

PHASE 1 — ORIENTATION



01 Equipment & station orientation

TRAINER-LED

Trainer walks through the espresso machine, grinder, steam wand, and bar layout. Cover daily cleaning requirements and what the station should look like at the start and end of every shift.

CORE SKILLS



02 Dosing, grinding & tamping

SKILLS

Trainer demonstrates correct dose weight, grind adjustment, and tamping pressure. Trainee practices until they can produce a consistent puck without guidance.



03 Espresso extraction

SKILLS

Trainer explains extraction time, yield, and what correct espresso looks like, tastes like, and flows like. Trainee pulls shots independently and is signed off when results are consistent.



04 Milk steaming & texturing

SKILLS

Trainer demonstrates correct steaming technique for each milk type and temperature target. Trainee practices until they can produce the correct texture for flat whites, lattes, and cappuccinos without coaching.



05 Drink building & sequencing

SKILLS

Practice building the full menu in the correct order under service conditions. Cover how to manage multiple orders without falling behind.



06 Allergen protocol at the bar

SAFETY

Cover how to handle a dairy-free or allergen request: equipment to change, what to clean, how to confirm the order before handoff. Trainee demonstrates independently before sign-off.

LIVE PRACTICE

07 **Bar service shadow shift**

TRAINER-LED

Trainee works the bar alongside their trainer for a full service. Trainer coaches in real time and completes the bar sign-off scorecard at the end of the shift.

CERTIFICATION & SIGN-OFF

08 **Speed & consistency under pressure**

MILESTONE

Trainer observes the trainee handling a realistic queue. Signs off only when drink quality is consistent at pace — not just during practice runs.

+ 2 more items — unlock the full path in Hey, Haas!

This free template shows the core steps. The complete checklist, trainer scorecards, and live sign-off tracking are built into the Hey, Haas! app. [Start free at heyhaas.com →](https://heyhaas.com)

TRAINEE NAME

TRAINER NAME

TRAINER SIGNATURE

DATE CLEARED

Print clearly

Print clearly

Sign only when all items
complete

MM / DD / YYYY

Train smarter with Hey, Haas!

Turn this checklist into a live digital training path. Track progress, get trainer sign-offs, and onboard your team faster — all from your phone.

[Start Free at heyhaas.com →](https://heyhaas.com)