



BAR ITEMS EXPIRATION TRAINING GUIDE

Barista Training Guide

Based on Bar Items Expiration.xlsx

For baristas, trainers, store managers, and quality checks.

Reference data: Bar Items Expiration.xlsx

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1. Training Objectives

- Understand why expiration control protects guest safety and drink quality.
- Read the expiration table correctly: item, expiry period, storage, and container/comment.
- Apply correct labels for opened items using open date/time and expiry date/time.
- Identify high-risk items such as milk, chilled items, fresh items, whipping cream, and cold brew.
- Complete daily checks and take the correct action for expired, unlabelled, or incorrectly stored items.

2. How to Read the Excel Expiration Data

Item	The product name used at bar or in recipes.
Expiration	How long the item can be used after opening/preparation, as listed in the Excel sheet.
Storage	Where the item must be kept: Room TEMP, Chilled 0c-5c, Cold, or Slush.
Comment	Best container or storage note such as original bottle, squeeze bottle, glass jar, carton, bottle, or machine.

Important Trainer Note

Baristas must not guess expiry dates. They must check the reference table, label immediately, and ask a supervisor if an item is missing from the list.

3. Expiry Label Method

Step 1	Find the item in the reference table.
Step 2	Write the open date and time on the label.
Step 3	Add the expiration period from the table.
Step 4	Write the final expiry date and time.
Step 5	Write staff initials and storage location.

Example: Full Fat Milk

If full fat milk is opened at 10:00 AM today, and the standard is 1 Day chilled 0c-5c, the label must expire at 10:00 AM the next day.

4. Storage Standards for Baristas

Storage	Barista Must Do	Examples from Excel
Room TEMP	Keep dry, closed, away from heat, water, chemicals, and direct sunlight.	Coffee beans, syrups, powders, some sauces/purees.
Chilled 0c-5c	Keep inside chiller, close immediately after use, and return to chiller after preparation.	Milk, non-dairy milk, whipping cream liquid, cold brew, fresh items.
Cold	Keep cold and in the approved bottle/container.	Karkadi Ready.
Slush	Keep in the slush machine and follow cleaning schedule.	Vanilla Slush, Chocolate slush, Matcha slush, 0016 slush.

5. Barista Expiration Focus Points

Coffee Beans	Unopened/stock beans generally show 1 Year in room temperature storage with burlap sacks. Ground/opened coffee powder shows 1 Day in a glass jar for many items.
Syrups	Most syrups are 1 Month at room temperature and should remain in the original syrup bottle.
Sauces / Purees	Some sauces are 15 Days, while many purees are 1 Month. Always check each item.
Milk / Non-Dairy Milk	Full fat, low fat, and lactose-free milk are 1 Day chilled. Coconut, almond, and oat milk are 5 Days chilled.
Fresh Items	Orange 7 days, lemonade 2 days, mint 2 days, dates 30 days - all chilled 0c-5c.

6. Training Activity: Label Practice

Scenario	Question	Expected Answer
Caramel syrup opened today at 9:00 AM	Expiry and storage?	1 Month, Room TEMP, original syrup bottle.
White chocolate sauce opened today	Expiry and container?	15 Days, Room TEMP, squeeze bottle.
Full fat milk opened at 4:00 PM	Expiry and storage?	Next day 4:00 PM, Chilled 0c-5c, original carton pack.
Cold brew Colombian prepared today	Expiry and storage?	14 Days, Chilled 0c-5c, glass bottle.
Mint prepared today	Expiry and storage?	2 Days, Chilled 0c-5c, plastic/glass container.

7. Knowledge Check Questions

- What information must be written on every opened item label?
- What is the action when an item has no label and opening time is unknown?
- What is the correct chilled temperature range in this standard?
- Name three items that must be kept chilled 0c-5c.
- What is the expiry of cold brew Colombian?
- Why should baristas not mix old product with new product?
- What is the correct storage and expiry for most syrups?
- Who must verify corrective action when expired items are found?

Trainer Sign-off

Barista Name	
Store	
Trainer Name	
Training Date	
Result	Pass / Needs Coaching
Trainer Signature	

Appendix A: Bar Items Expiration Reference

Use this reference during training, coaching, daily audits, and label practice.

Coffee Beans

Item	Expiration	Storage	Best Container / Comment
Turkish coffee dark beans	1 Year	Room TEMP	Burlap sacks are best for ventilation and preservation
Turkish coffee medium beans	1 Year	Room TEMP	Burlap sacks are best for ventilation and preservation
Turkish coffee light beans	1 Year	Room TEMP	Burlap sacks are best for ventilation and preservation
American coffee beans	1 Year	Room TEMP	Burlap sacks are best for ventilation and preservation
Medium Harari coffee beans	1 Year	Room TEMP	Burlap sacks are best for ventilation and preservation
Light Harari coffee beans	1 Year	Room TEMP	Burlap sacks are best for ventilation and preservation
Hirazi coffee beans	1 Year	Room TEMP	Burlap sacks are best for ventilation and preservation
Matari coffee beans	1 Year	Room TEMP	Burlap sacks are best for ventilation and preservation
Burnt coffee beans	1 Year	Room TEMP	Burlap sacks are best for ventilation and preservation
Arabic yamen coffee beans	1 Year	Room TEMP	Burlap sacks are best for ventilation and preservation
Arabic yamen light beans	1 Year	Room TEMP	Burlap sacks are best for ventilation and preservation
Colombian coffee beans	1 Year	Room TEMP	Burlap sacks are best for ventilation and preservation
Ethiopian goji coffee beans	1 Year	Room TEMP	Burlap sacks are best for ventilation and preservation
Costa rica coffee beans	1 Year	Room TEMP	Burlap sacks are best for ventilation and preservation

Coffee Powder

Item	Expiration	Storage	Best Container / Comment
Turkish coffee dark beans	1 Day	Room TEMP	Glass Jar are best for ventilation and preservation
Turkish coffee medium beans	1 Day	Room TEMP	Glass Jar are best for ventilation and preservation
Turkish coffee light beans	1 Day	Room TEMP	Glass Jar are best for ventilation and preservation
American coffee beans	1 Day	Room TEMP	Glass Jar are best for ventilation and preservation
Medium Harari coffee beans	1 Day	Room TEMP	Glass Jar are best for ventilation and preservation
Light Harari coffee beans	1 Day	Room TEMP	Glass Jar are best for ventilation and preservation
Hirazi coffee beans	1 Day	Room TEMP	Glass Jar are best for ventilation and preservation
Bernet Coffee Beans	1 Year	Room TEMP	Burlap sacks are best for ventilation and preservation
Arabic Yamen Coffee Beans	1 Year	Room TEMP	Burlap sacks are best for ventilation and preservation
Arabic Yamen Light Coffee	1 Year	Room TEMP	Burlap sacks are best for ventilation and preservation
Matari coffee beans	1 Day	Room TEMP	Glass Jar are best for ventilation and preservation

Item	Expiration	Storage	Best Container / Comment
Colombian coffee beans	1 Day	Room TEMP	Glass Jar are best for ventilation and preservation
Ethiopian Goji coffee beans	1 Day	Room TEMP	Glass Jar are best for ventilation and preservation
Costa Rica coffee beans	1 Day	Room TEMP	Glass Jar are best for ventilation and preservation

Cold Brow

Item	Expiration	Storage	Best Container / Comment
Cold brow-Colombian	14 Days	Chilled 0c-5c	Glass Bottle are best for ventilation and preservation
Cold brow-Colombian	14 Days	Chilled 0c-5c	Glass Bottle are best for ventilation and preservation

Dairy Milk/Non-Dairy Milk

Item	Expiration	Storage	Best Container / Comment
Full fat Milk	1 Day	Chilled 0c-5c	Original milk carton Pack, best for storage
low fat milk	1 Day	Chilled 0c-5c	Original milk carton Pack, best for storage
Coconut milk	5 Days	Chilled 0c-5c	Original milk carton Pack, best for storage
Almond milk	5 Days	Chilled 0c-5c	Original milk carton Pack, best for storage
Oat milk	5 Days	Chilled 0c-5c	Original milk carton Pack, best for storage
lactose-free milk	1 Day	Chilled 0c-5c	Original milk carton Pack, best for storage

Fresh Items

Item	Expiration	Storage	Best Container / Comment
Orange	7 days	Chilled 0c-5c	Plastic container
Lemonade	2 Days	Chilled 0c-5c	Plastic container/Glass Container
Mint	2 Days	Chilled 0c-5c	Plastic container/Glass Container
Dates	30 Days	Chilled 0c-5c	Plastic container/Glass Container

Powder Drink Recipes

Item	Expiration	Storage	Best Container / Comment
Hazelnut powder	6 month	Room TEMP	Glass Jar are best for ventilation and preservation
Sahlab powder	6 month	Room TEMP	Glass Jar are best for ventilation and preservation
Swiss Chocolate powder	6 month	Room TEMP	Glass Jar are best for ventilation and preservation
Ginger powder	6 month	Room TEMP	Glass Jar are best for ventilation and preservation
Karak powder	6 month	Room TEMP	Glass Jar are best for ventilation and preservation
Mocha powder	6 month	Room TEMP	Glass Jar are best for ventilation and preservation
Vanilla powder	6 month	Room TEMP	Glass Jar are best for ventilation and preservation
Matcha powder	6 month	Room TEMP	Glass Jar are best for ventilation and preservation
Toffee powder	6 month	Room TEMP	Glass Jar are best for ventilation and preservation

Item	Expiration	Storage	Best Container / Comment
Coconat Flex	1 Month	Room TEMP	Glass Jar are best for ventilation and preservation
Cardamom powder	6 month	Room TEMP	Glass Jar are best for ventilation and preservation
Karkadi flowers	1 Year	Room TEMP	Glass Jar are best for ventilation and preservation

Sauce/Puree

Item	Expiration	Storage	Best Container / Comment
Dark chocolate sauce	15 Days	Chilled 0c-5c	squeeze bottle
Nestle sauce	15 Days	Room TEMP	squeeze bottle
Caramel sauce	15 Days	Room TEMP	squeeze bottle
White chocolate sauce	15 Days	Room TEMP	squeeze bottle
Blueberry puree	1 Month	Room TEMP	The original Sauce bottle is best
Strawberry puree	1 Month	Room TEMP	The original Sauce bottle is best
Matcha puree	1 Month	Room TEMP	The original Sauce bottle is best
Tropical puree	1 Month	Room TEMP	The original Sauce bottle is best

Slush Machine

Item	Expiration	Storage	Best Container / Comment
Vanilla Slush	5 Days	Slush	The original machine is best for storage
Chcolate slush	5 Days	Slush	The original machine is best for storage
Matcha slush	5 Days	Slush	The original machine is best for storage
0016 slush	5 Days	Slush	The original machine is best for storage

Soda

Item	Expiration	Storage	Best Container / Comment
Soda	Open Direct Use	Chilled 0c-5c	The original bottle

Syrup

Item	Expiration	Storage	Best Container / Comment
Caramel syrup	1 Month	Room TEMP	The original Syrup bottle is best
Vanilla syrup	1 Month	Room TEMP	The original Syrup bottle is best
Hezilnat syrup	1 Month	Room TEMP	The original Syrup bottle is best
Rose syrup	1 Month	Room TEMP	The original Syrup bottle is best
Blue syrup	1 Month	Room TEMP	The original Syrup bottle is best
Sugar canne syrup	1 Month	Room TEMP	The original Syrup bottle is best
Mojito syrup	1 Month	Room TEMP	The original Syrup bottle is best
Watermelon syrup	1 Month	Room TEMP	The original Syrup bottle is best
Karkadi Ready	3 Days	Cold	Glass/Plastic Bottle are best for ventilation and preservation
Tiramisu syrup	1 Month	Room TEMP	The original Syrup bottle is best

Whipping cream

Item	Expiration	Storage	Best Container / Comment
Whipping cream liquid	5 Days	Chilled 0c-5c	squeeze bottle

Item	Expiration	Storage	Best Container / Comment
Whipping cream Pre-Made	1 Day	Chilled 0c-5c	Cream Siphon