

# Basic Staff Schedule Template – Example

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Company Name	Week Start Date	Week Number	Employees Scheduled	Scheduler
XYZ Restaurant	Sunday, January 3, 20XX	1	9	Diana Kennedy

Employee Name ID			Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			01/03/20XX	01/04/20XX	01/05/20XX	01/06/20XX	01/07/20XX	01/08/20XX	01/09/20XX
Department									
Alexandra Mattson	100123	Shift	12:00 PM – 8:30 PM	12:00 PM – 8:30 PM	2:00 PM – 10:30 PM	2:00 PM – 10:30 PM		4:00 PM – 12:30 AM	
		Role	Front Desk	Coat Check	Front Desk	Front Desk	Off	Coat Check	Off
Aviv Perez	100124	Shift	12:00 PM – 8:30 PM	12:00 PM – 8:30 PM	2:00 PM – 10:30 PM		2:00 PM – 10:30 PM		4:00 PM – 12:30 AM
		Role	Coat Check	Front Desk	Coat Check	Off	Front Desk	Off	Front Desk
Brian Gorman	100125	Shift				3:00 PM – 11:30 PM	3:00 PM – 11:30 PM	4:00 PM – 12:30 AM	4:00 PM – 12:30 AM
		Role	Off	Off	On Call	Coat Check	Coat Check	Front Desk	Coat Check
Diana Kennedy	100126	Shift	8:00 AM – 4:30 PM	8:00 AM – 4:30 PM			11:00 AM – 7:30 PM	10:00 AM – 6:30 PM	10:00 AM – 6:30 PM
		Role	Manager	Manager	Off	Off	Manager	Manager	Manager
Carmen Robertson	100127	Shift	4:00 PM – 12:30 AM		2:00 PM – 10:30 PM	2:00 PM – 10:30 PM		4:00 PM – 12:30 AM	4:00 PM – 12:30 AM
		Role	Assistant Manager	Off	Assistant Manager	Assistant Manager	Off	Assistant Manager	Assistant Manager
Fiorella Fitzgerald	100128	Shift		1:00 PM – 9:30 PM		11:00 AM – 7:30 PM	12:00 PM – 8:30 PM	1:00 PM – 9:30 PM	2:00 PM – 10:30 PM
		Role	On Call	Dishwasher	Off	Prep	Prep	Sous Chef	Dishwasher
Guadalupe Garcia	100129	Shift	12:00 PM – 8:30 PM		1:00 PM – 9:30 PM		3:00 PM – 11:30 PM	10:00 AM – 6:30 PM	2:00 PM – 10:30 PM
		Role	Dishwasher	On Call	Dishwasher	Off	Dishwasher	Prep	Sous Chef
Hazel Christensen	100130	Shift	8:00 AM – 4:30 PM	8:00 AM – 4:30 PM	8:00 AM – 4:30 PM	8:00 AM – 4:30 PM			
		Role	Chef	Chef	Chef	Chef	Off	Off	On Call
Henry McNeal	100131	Shift	3:00 PM – 11:30 PM	3:00 PM – 11:30 PM			8:00 AM – 4:30 PM	8:00 AM – 4:30 PM	8:00 AM – 4:30 PM
		Role	Chef	Chef	On Call	Off	Chef	Chef	Chef
Dept. Total		9							

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Company Name	Week Start Date	Week Number	Employees Scheduled	Scheduler

Employee Name		ID						
		Shift						
		Role						
		Shift						
		Role						
		Shift						
		Role						
		Shift						
		Role						
		Shift						
		Role						
Total								

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