**[A blue background with white text

Description automatically generated](https://www.smartsheet.com/try-it?trp=12229&utm_source=template-word&utm_medium=content&utm_campaign=Restaurant+Shift+Report+Template-word-12229&lpa=Restaurant+Shift+Report+Template+word+12229)Restaurant Shift Report Template**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date | **MM/DD/YY** | | |  | **Morning Shift** | | |
| Shift Report |  |  |  |  | |  | Menu with solid fill | |
|  |  |  |  |  | |  |  | |
| **Shift** | **Start Time** | **End Time** | **Supervisor** | **Number of Tables Served** | | **Total Sales** | **Payment Methods** | |
| **Morning / Afternoon / Night** | 9:00 AM | 5:00 PM | Name | 0 | | $0.00 | Cash, Credit, Debit, Other | |
| **Staff on Duty for This Shift** | **Start Time** | **End Time** | **Breaks (Start / End)** | **Completed Orders** | | **Special Requests / Orders** | **Customer Complaints** | |
| Name | 9:00 AM | 5:00 PM | 9:15-9:30 | 0 | | None | None | |
|  |  |  |  |  | |  |  | |
|  |  |  |  |  | |  |  | |
|  |  |  |  |  | |  |  | |
|  |  |  |  |  | |  |  | |
| **Equipment Issues** | | | | **Inventory Check** | | **Inventory Replenished** | | |
| None | | | | Yes / No | | List items | | |
|  |  |  |  |  | |  |  | |
| Safety Incidents |  | | | | | | | |
| Cleaning Tasks Completed |  | | | | | | | |
| Recommendations for Next Shift |  | | | | | | | |
| Shift Handover Notes |  | | | | | | | |

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