**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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