

Restaurant Shift Handover Sheet

Hand over the service details, shortages, issues, and priorities the next shift needs to know.

Handover details

DATE _____	LOCATION _____
OUTGOING SHIFT _____	INCOMING SHIFT _____
MANAGER _____	HANDOVER TIME _____

Service notes

WHAT HAPPENED THIS SHIFT? _____	RESERVATIONS / LARGE ORDERS _____
CUSTOMER FOLLOW-UPS _____	STAFF NOTES _____

Operations

STOCK SHORTAGES _____	SOLD-OUT ITEMS _____
EQUIPMENT OR MAINTENANCE ISSUES _____	DELIVERIES / SUPPLIERS _____
TASKS STILL OUTSTANDING _____	PRIORITY FOR NEXT SHIFT _____

Sign-off

OUTGOING MANAGER _____	INCOMING MANAGER _____
NOTES _____	