

SHIFT REPORT TEMPLATE

Use this form to hand off key information at the end of every shift.

Prepared by:	Date:	Location:
Shift start time:	Shift end time:	Role/position:

1. Who was working?

List everyone who worked this shift, and mention any call-outs, swaps, or last-minute changes.

Name	Role	Hours Worked	Notes
Total Hours Worked:			

2. What needed to be done?

List the tasks or goals scheduled for this shift.

3. What got done?

List everything that was completed. Shout out anyone who went above and beyond.

4. What's left for the next shift?

Note any tasks left incomplete and why (short-staffed, equipment issue, unexpected rush, etc.).

5. Shift performance

Track key metrics for this shift. Customize the rows to fit your business.

Metric	Amount / Notes
Total transactions	
Total revenue	
Units sold	
Other:	

6. Cash handling

Complete at the end of every shift. Note any discrepancies and follow up before the next shift opens.

Metric	Amount
Opening drawer amount	
Closing drawer amount	
Discrepancy (if any)	
Tips collected	

7. Inventory and supply notes

Flag any items that are low, out of stock, or damaged so the next shift can follow up.

Item	Status (low / out / damaged)	Action needed

8. Did any problems come up?

Describe the issue, who was involved, and what was done. Assign a follow-up if needed.

What happened?	Next steps

9. Safety or equipment concerns

Include any safety issues or equipment that needs attention before the next shift.

10. Anything the next shift needs to know?

Upcoming events, VIP guests, inventory alerts, process changes, or anything else worth noting.

Suggestions for improvement

Any process tweaks or feedback worth passing along?

Prepared by	
Name & signature:	Date/time:

Reviewed by	
Name & signature:	Date/time:

Acknowledged by (next shift)	
Name & signature:	Date/time: