**RESTAURANT MANAGER'S SHIFT CARD**

[SPECIFY NAME OF THE MANAGER OF THE DAY]

[SPECIFY TIME SHIFT]

[SPECIFY DATE HERE]

|  |  |
| --- | --- |
| **DONE** | **DAILY CHECKLIST** |
| ◻ | MANAGER’S SHIFT OPENING CHECKLIST |
| ◻ | MANAGER’S CLOSING CHECKLIST |
| ◻ | MANAGER’S SHIFT CHANGE CHECKLIST |
| ◻ | SERVERS |
| ◻ | LINE CHECK |
| ◻ | BAR |
| ◻ | KITCHEN |
| ◻ | MAINTENANCE |
| ◻ | [SPECIFY OTHERS, IF ANY] |

**SHIFT MEETING NOTES**

[SPECIFY VENDOR ORDERS]

[SPECIFY TODAY’S FOCUS]

[SPECIFY CUSTOMER SERVICE REMINDERS]

[SPECIFY DAILY SPECIALS / FEATURES]

[SPECIFY APPOINTMENTS / PHONE CALLS / TASKS]

[SPECIFY MARKETING PROMOTIONS]

[SPECIFY PARTIES / FUNCTIONS]

[SPECIFY TRAININGS TO BE CONDUCTED]

[SPECIFY RESTAURANT EMPLOYEE RECOGNITION]

[SPECIFY MORE IF THERE’S ANY]

[SPECIFY LOGBOOK NOTES: REPORTS, INCIDENTS, PROFITS AND OTHERS]

**CHANGE SHIFT TO:**

[SPECIFY NAME OF MANAGER TO CHANGE SHIFT WITH]

[SPECIFY SCHEDULE TIME SHIFT]

[SPECIFY ACTUAL TIME SHIFT]

[SPECIFY CONTACT NUMBER]

[SPECIFY EMAIL ADDRESS]

[SPECIFY REASONS OF THE CHANGE OF SHIFT]

[SPECIFY DATE OF CHANGE SHIFT]

[SPECIFY SIGNATURE OF RESTAURANT MANAGER]

[SPECIFY SIGNATURE OF THE OTHER RESTAURANT MANAGER]

[SPECIFY DATE HERE]

[SPECIFY LIST OF THE RESTAURANT EMPLOYEES]

[SPECIFY KITCHEN STAFFS]

[SPECIFY BARTENDERS]

[SPECIFY WAITERS AND WAITRESS]

[SPECIFY KITCHEN STAFF]

[SPECIFY BUSSERS / DISHWASHERS]

[SPECIFY SCHEDULES: THE INS, OUTS, HOURS] [SPECIFY ACTUAL: INS, OUTS, HOURS]

[SPECIFY SIGNATURE OF THE RESTAURANT MANAGER]

[SPECIFY NAME OF THE RESTAURANT MANAGER]

[SPECIFY EMAIL ADDRESS]



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The text inside the brackets which is highlighted is meant to be edited with your text. This is the way you can edit the document as given below:

**To Edit Text:**

1. Point the mouse where you want to edit and delete the sample text and then you can add your text.
2. You can change the size, font & color of the text in the Main Tab: Home



**To Edit Table:**

1. Point the mouse in the table where you want to edit and delete the sample text and then you can add your text.
2. You can adjust the row & column size of the table in the Main Tab: Layout



**To Edit Chart:**

1. Select the chart which is going to edit and then
2. In Main tab: Design -> Edit Data
3. It will open the excel sheet where you can edit the values of the chart

