

Shift Handover Form

Shifts and cash · Daily

Handover details

Business name	Date
Outgoing employee	Incoming employee
Time	Cash drawer amount (TRY)

Till and dining area handover

Question	Yes	No	Initials	Notes
Has the cash drawer been counted together and the amount recorded on the form?	☐	☐		
Has the number of open table and delivery orders been recorded?	☐	☐		
Has the pending orders screen been reviewed?	☐	☐		
Is the POS or card terminal working and loaded with paper?	☐	☐		
Does the order printer have paper?	☐	☐		
Has the reservation list been handed over?	☐	☐		
Have keys, spare rolls, and till receipts been handed over?	☐	☐		
Does the incoming user have the required discount permission?	☐	☐		

Kitchen and notes handover

Question	Yes	No	Initials	Notes
Has the cold room temperature been read?	☐	☐		
Have preparation stock notes been passed to the chef?	☐	☐		
Have allergen or special-order notes been handed over?	☐	☐		
Has any faulty equipment been recorded on the form?	☐	☐		
Have staffing levels and breaks been communicated?	☐	☐		
If a delivery ticket is pending, has a note been left for the courier?	☐	☐		

Outstanding work and warnings handed over

Signature

Outgoing employee signature

Incoming employee signature

Time

This form is an educational checklist. It does not change your local authority, food registration, or occupational health and safety obligations. Confirm local requirements in writing.