

Weekly Shift Plan

Human resources · Weekly

Week details

Business name	Week (date range)
Prepared by	Approved by

Role and day

Role	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Opening manager							
Till / cashier							
Head chef							
Kitchen							
Server / dining area							
Host / backup cashier							
Courier							
Closing manager							
Bar / coffee							
Dishwashing							
Delivery preparation							
Storage / goods acceptance							

Plan confirmation

Question	Yes	No	Initials	Notes
Is an opening manager named for every day?	☐	☐		
Is a till manager named for every day?	☐	☐		
Are leave days marked?	☐	☐		
Was the plan shared with the team?	☐	☐		
Is a kitchen manager named for every day?	☐	☐		
Are courier days marked?	☐	☐		
Are there no overlapping double shifts?	☐	☐		
Is there a backup cashier on at least one day each week?	☐	☐		
Is the closed day marked?	☐	☐		
Are working hours written in the box?	☐	☐		

Leave, changes, and notes

Signature

Prepared by signature

Authorised signature

Date

This form is a checklist for training purposes. It does not change your municipal, food registration, or occupational health obligations. Confirm local requirements in writing.