

Manager shift handoff log

One page, filled by the outgoing manager, read by the incoming manager before the floor

1. Shift facts

Fill this out before service gets loud, not during service and not tomorrow morning.

Date: _____

Shift (AM / PM / swing): _____

MOD in / MOD out: _____

Covers: _____

Net sales vs. forecast: _____

2. Staffing

One line per person who was scheduled, not just the ones who caused a problem.

Role	Who	No-show or late?	Notes

3. 86'd and low stock

Say whether it's a one-shift problem or a supplier problem, and whether the reorder is actually placed.

Item	Status	Reorder placed?

4. Equipment and maintenance

Write the ticket number or the vendor's name, not just "called someone."

Unit	Issue	Ticket or vendor	Status

5. Guest issues and comps

Every comp gets a dollar amount and a follow-up, even when the follow-up is "none needed."

Time	Table	What happened	Comp \$	Follow-up

6. Food safety notes

Write what you'd want an inspector to see if they walked in tomorrow morning.

- Temp exceptions logged (unit, reading, time)
- Corrective action taken and who signed off on it
- Anything an inspector would ask about if they saw it

7. Cash and deposits

Two signatures on this line, always, no exceptions.

Drawer count vs. expected: _____

Deposit amount and bag/seal number: _____

Safe count at close: _____

Discrepancy (if any) and who verified it: _____

8. Tomorrow's opener needs to know

Three things, not thirty. If it isn't on this list, it isn't urgent.

- The one thing that has to happen before doors open

- Anything promised to a guest for tomorrow (reservation, event, callback)
- Any schedule gap tomorrow that still needs a body in it

9. Sign-off

The incoming manager reads the whole page before touching the floor, then both sign.

Outgoing manager (name, signature): _____

Incoming manager (name, signature): _____

Time handoff completed: _____