



Restaurant Staff Shift Handover & Communication Protocol 2026 Checklist

Shift Overview & Personnel Status

Verification of staff attendance, completed break schedules, and identification of any personnel shortages or late arrivals for the incoming shift.

Shift Date

Shift Start Time

Staff Members Present

- ☐ Server 1
- ☐ Server 2
- ☐ Server 3
- ☐ Runner/Busser
- ☐ Bartender
- ☐ Host/Hostess
- ☐ Manager on Duty

Shift Status

- ☐ Full Staffing
- ☐ Understaffed
- ☐ Critical Shortage

Staffing Issues & Call-outs Notes

Write something...

Outgoing Manager Signature

Financial & Cash Drawer Reconciliation

Detailed audit of the previous shift's cash floats, mid-day drops, credit card reconciliations, and confirmation of balanced till balances.

Reconciliation Date

Enter date...

Shift End Time

Enter time...

Starting Cash Float Amount

Enter a number...

Total Cash Sales Collected

Enter a number...

Total Card/Digital Payments

Enter a number...

Discrepancy Amount (Over/Short)

Enter a number...

Completed Reconciliations

- ☐ Cash Drawer
- ☐ Petty Cash
- ☐ Paid-out Vouchers
- ☐ Credit Card Terminal

Discrepancy Explanation/Notes

Write something...

Upload Shift End Z-Report/Receipt

 Upload File

Manager Verification Signature



Service & Reservation Status

Summary of upcoming high-profile reservations, VIP guest arrivals, large party bookings, and any specific table requests or special dietary requirements noted during the shift.

Shift Date

Enter date...

Shift Handover Time

Enter time...

Current Reservation Volume Level

- ☐ Low
- ☐ Moderate
- ☐ High/Peak
- ☐ Critical/Full Capacity

VIP Guests & Special Requests

Write something...

Summary of Table/Reservation Issues

Write something...

Number of Pending Large Party Bookings

Enter a number...

Reservation System Sync Status

- ☐ Up to Date
- ☐ Discrepancies Found
- ☐ Manual Entry Required

Inventory & Stock Availability Update

Communication regarding 86'd items (out-of-stock), low-stock alerts for high-volume ingredients, and any recent deliveries received during the shift transition.

Out of Stock (86'd) Items

- ☐ Proteins/Meat
- ☐
- ☐ Produce/Vegetables
- ☐ Dairy/Alternatives
- ☐ Beverages/Alcohol
- ☐ Dry Goods/Bakery

Specific 86'd Item Details

Write something...

Low Stock Alerts & Urgent Reordering Needs

Write something...

Last Inventory Count Date

Enter date...

Expected Delivery Quantity (Units)

Enter a number...

Delivery Invoice/Packing Slip Upload

 Upload File

Facility & Equipment Maintenance Alerts

Documentation of any malfunctioning kitchen equipment, lighting issues, or facility repairs currently in progress or requiring immediate attention.

Date of Inspection

Time of Handover

Equipment Categories Affected

- ☐ Kitchen Appliances
- ☐ Refrigeration/Freezers
- ☐ HVAC/Air Conditioning
- ☐ POS Systems/Technology
- ☐ Plumbing/Sanitation
- ☐ Lighting & Electrical

Equipment ID/Name

Maintenance Severity Level

- ☐ Low - Monitor
- ☐ Medium - Needs Attention
- ☐ High - Urgent Repair Required
- ☐ Critical - Out of Service

Description of Issue/Fault

Write something...

Photo of Issue/Damage

 Upload File

Manager Acknowledgment

Customer Feedback & Incident Summary

Report of any notable guest complaints, positive feedback received, or significant incidents/accidents that occurred during the previous shift.

Date of Incident/Feedback

Enter date...

Feedback Category

- ☐ Positive Feedback
- ☐ Service Complaint
- ☐ Food Quality Issue
- ☐ Staff Conduct Issue
- ☐ Safety/Accident Report

Detailed Description of Incident or Feedback

Write something...

Departments Involved

- ☐ Front of House
- ☐ Back of House
- ☐ Bar/Beverage
- ☐ Delivery/Logistics

Supporting Documentation (Photos/Receipts)

 Upload File

Manager Acknowledgment Signature

Cleaning & Side-work Completion Audit

Verification that all closing side-work from the previous shift was completed and that the station readiness meets hygiene standards for the new shift.

Completed Cleaning Stations

- ☐ Dining Area & Tables
- ☐ Server Station & Cutlery
- ☐ Bar & Beverage Area
- ☐ Kitchen Prep Surfaces
- ☐ Restrooms & Handwashing Stations
- ☐ Condiment & Napkin Refill

Cleaning Standard Compliance

- ☐ Pass - Meets All Standards
- ☐ Pass - Minor Issues Noted
- ☐ Fail - Immediate Action Required

Discrepancies or Unfinished Tasks

Write something...

Auditor Signature

Action Items & Pending Tasks

A list of urgent tasks that were left unfinished or require immediate follow-up by the incoming shift manager or team members.

Pending Task Description

Write something...

Detailed Instructions or Context

Write something...

Target Completion Deadline

Enter date...

Priority Level

- ☐ Critical/Urgent
- ☐ High
- ☐ Medium
- ☐ Low

Handover Manager Acknowledgment

< Previous

> Next

🏁 Finish

🔧 Generate Sample Report