Shift handover

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Site		**Date**	
Shift		**Time**	
Outgoing manager		**Incoming manager**	

Outgoing manager fills it in, incoming manager reads it with them and signs. Empty fields mean "nothing to report", not "forgot".

Service	
Covers and sales so far	
Bookings next shift	
Team	
Who is on, who is missing	
Breaks still due	
Kitchen and stock	
86'd / running low	
Prep status and deliveries	
Guests and allergens	
Allergies, complaints, regulars	
Guest issues to follow up	
Equipment and safety	
Broken or not working	
Accidents and near misses	
Cash	
Float and safe	
Differences	

Open tasks handed over

Task	Who	By when	Done

Handed over by (outgoing)

Read and taken over by (incoming)