RA PRODUCTION LLC / FREE WORKSHEET

RESTAURANT SHIFT HANDOFF

Date: _____ Shift: _____ Manager: _____

PEOPLE & SERVICE

- [ ] Staff coverage and call-outs reported
- [ ] Guest issues or service follow-ups noted
- [ ] Priority tasks assigned to next shift

PREP & INVENTORY

- [ ] Critical prep shortages noted
- [ ] Low-stock ingredients and substitutions noted
- [ ] Outstanding deliveries or discrepancies reported

SAFETY & HANDOFF

- [ ] Equipment concerns communicated
- [ ] Cleaning or food-safety follow-ups documented
- [ ] Tomorrow’s top three priorities identified

Handoff notes / blockers:

Next-shift manager: _____ Time: _____