**Restaurant Schedule Form Template Word**

**Restaurant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Date of Schedule: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### **EMPLOYEE SHIFT INFORMATION**

**Manager on Duty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Shift Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **Shift Types: ☐ Breakfast ☐ Lunch ☐ Dinner**
* **Overtime: ☐ Approved ☐ Not Approved**
* **Break Schedule: ☐ 30 Min ☐ 1 Hour**

### **WORK SCHEDULE TABLE**

| **Employee Name** | **Job Role** | **Work Hours** | **Notes** |
| --- | --- | --- | --- |
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### **EMPLOYEE ACKNOWLEDGEMENT**

* **Employees must follow shift guidelines strictly.**
* **All shift changes must be approved by management.**
* **Failure to follow the schedule may result in disciplinary action.**

**Manager’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_**

**Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_**