**Restaurant Shift Schedule Form**

**Restaurant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Week Starting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Week Ending: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### **EMPLOYEE INFORMATION**

**Manager/Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Shift Supervisor (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### **SHIFT ASSIGNMENT**

* **Shift Types: ☐ Morning ☐ Afternoon ☐ Evening ☐ Overnight**
* **Shift Duration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ hours**
* **Break Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ minutes**

### **SHIFT SCHEDULE TABLE**

| **Employee Name** | **Position** | **Shift Date** | **Shift Time** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### **SHIFT POLICY AGREEMENT**

* **Employees must arrive 15 minutes before their scheduled shift.**
* **Any shift changes must be approved 48 hours in advance.**
* **Late arrivals or absences must be reported immediately to the manager.**

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

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