AppStruct

FREE PRINTABLE + EDITABLE CSV

Cafe shift handover

Opening, closing and the next shift's unfinished work

Business date _____ **Shift / time** _____

Outgoing role _____ **Incoming role** _____

DONE	TASK / OWNER ROLE	HANDOVER NOTE
☐	**CAFE-01 / Opening** Arrange the entrance sign Opening lead	
☐	**CAFE-02 / Opening** Check that the printed menu is the intended version Opening lead	
☐	**CAFE-03 / Opening** Review unresolved notes from the previous shift Shift lead	
☐	**CAFE-04 / Closing** Record non-sensitive supply requests for the next shift Closing lead	
☐	**CAFE-05 / Closing** Leave shared work notes in the agreed handover location Closing lead	
☐	**CAFE-06 / Handover** Assign a next action to an unresolved practice task Next shift lead	

ONE NEXT ACTION

Unfinished item, next owner and next step:

Use a fresh copy for each shift. Keep completed sheets separately.

Six fictional tasks: replace them with your team's own work and procedures.

Get the editable CSV and Sheets walkthrough:

blog.appstruct.ai/templates/cafe-shift-handover