



Heyshift | Restaurant Employee Schedule Template

Shift scheduling built for USA teams.

Week of: _____ Restaurant / Location: _____ Manager: _____ Service Focus: _____

<https://heyshift.io/templates/restaurant-employee-schedule-template>

Employee	Position	Dept	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Hours	OT	Notes
Sarah Nguyen	Server	Front of House	11a-3p	Off	11a-3p	4p-10p	4p-10p	11a-4p	Off	25	0	Section A · J. Morales · Cross-trained host
James Ortiz	Server	Front of House	4p-10p	4p-10p	Off	11a-3p	4p-10p	4p-11p	11a-4p	34	0	Section B · J. Morales · Closing closer Fri
Michael Chen	Prep Cook	Back of House	7a-3p	7a-3p	7a-3p	Off	7a-3p	8a-2p	Off	38	0	Prep Station · R. Patel · Opening prep lead
Emily Brooks	Barista	Front of House	8a-2p	8a-2p	Off	8a-2p	7a-1p	7a-1p	Off	30	0	Cafe Counter · J. Morales · Breakfast rush coverage
David Kim	Line Cook	Back of House	10a-4p	10a-4p	3p-11p	3p-11p	3p-11p	Off	Off	36	0	Grill · R. Patel · Lunch and dinner line
Jessica Park	Bartender	Front of House	Off	4p-12a	4p-12a	4p-12a	4p-1a	3p-12a	Off	42	2	Main Bar · J. Morales · Happy hour and late close
Olivia Santos	Host	Front of House	10a-3p	Off	10a-3p	4p-9p	4p-10p	10a-4p	Off	27	0	Front Desk · J. Morales · Takeout support trained
Ethan Walsh	Dishwasher	Back of House	Off	Off	4p-11p	4p-11p	4p-12a	3p-11p	3p-10p	37	0	Dish Pit · R. Patel · Closing dish coverage