

Restaurant Manager's Shift-Change Checklist

Shift-Change Task	Initial When Complete
1. Begin to cut labor as first shift's business slows.	
2. Check that all employees' side-work tasks are satisfactorily complete before they leave.	
3. Make sure stations are restocked by bussers and bartenders.	
4. Collect all server check-out sheets, cash drawers and tip reports.	
5. Review dinner reservations book with host or hostess.	
6. Check to see that all bus stands, server stations and restrooms are cleaned and properly stocked.	
7. Use the time between shifts to conduct interviews if needed.	
8. Check appearance and uniform of any servers and staff that have arrived for the next shift.	
9. Conduct kitchen line check with kitchen manager or chef.	
10. Conduct informative and energizing pep-talk for all incoming staff.	
11. Begin service for next shift (ie dinner service).	