



Heyshift | Cafe Staff Schedule Template

Shift scheduling built for USA teams.

Date / Week Of: _____ Cafe / Location: _____ Cafe Manager: _____ Service Focus: _____

<https://heyshift.io/templates/cafe-staff-schedule-template>

Employee	Position	Work Area	Date	Shift	Time	Hours	Notes
Sarah Nguyen	Barista	Coffee Bar	Fri 07/24	Opening	Shift	8	J. Morales · Opening espresso bar · Co...
James Ortiz	Cashier	Front Counter	Fri 07/24	Morning	Day	8	J. Morales · Morning rush register · C...
Michael Chen	Baker	Kitchen	Fri 07/24	Opening	Shift	8	R. Patel · Pastry and bread production...
Jessica Park	Senior Barista	Coffee Bar	Fri 07/24	Lunch	10:30a-5p	6.5	J. Morales · Lunch beverage lead · Con...
David Kim	Sandwich Maker	Kitchen	Fri 07/24	Lunch	11a-5p	6	R. Patel · Lunch sandwich line · Conf...
Ethan Walsh	Cafe Attendant	Dining Area	Fri 07/24	Afternoon	Split	8	J. Morales · Tables and restock · Conf...
Olivia Santos	Shift Supervisor	All Areas	Fri 07/24	Afternoon	12p-Clo	8	J. Morales · Floor oversight · Confirm...
Ava Torres	Barista	Coffee Bar	Fri 07/24	Closing	2p-Clo	6	J. Morales · Close espresso and cleanu...
Emily Brooks	Cashier	Mobile Pickup	Fri 07/24	Morning	7a-1p	6	J. Morales · Mobile order handoff · Co...
Noah Reed	Barista	Coffee Bar	Sat 07/25	Morning	Day	8	J. Morales · Weekend coffee rush · Pen...