



Heyshift | Server Schedule Template

Shift scheduling built for USA teams.

Date / Week Of: _____ Restaurant / Location: _____ Dining Room Manager: _____ Service Focus: _____

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

Employee	Position	Section	Date	Shift	Time	Hours	Notes
Sarah Nguyen	Host	Entrance	Fri 07/24	Opening	8a-3p	7	J. Morales · Dining room setup · Confi...
James Ortiz	Server	Section A	Fri 07/24	Lunch	10:30a-4p	5.5	J. Morales · Weekday lunch service · C...
Jessica Park	Server	Section B	Fri 07/24	Lunch	10:30a-4p	5.5	J. Morales · Weekday lunch service · C...
Michael Chen	Food Runner	Dining Room	Fri 07/24	Lunch	11a-4p	5	J. Morales · Lunch runner support · Co...
Olivia Santos	Cocktail Server	Bar Area	Fri 07/24	Dinner	4p-11p	7	J. Morales · Happy hour and dinner · C...
Ethan Walsh	Server	Patio	Fri 07/24	Dinner	5p-11p	6	J. Morales · Outdoor dining · Confirmed
David Kim	Busser	Dining Room	Fri 07/24	Closing	6p-Clo	6	J. Morales · Close and reset · Confirm...
Ava Torres	Lead Server	Private Dining	Fri 07/24	Dinner	4p-11p	7	J. Morales · VIP party of 12 · Confirm...
Emily Brooks	Shift Supervisor	Floor	Fri 07/24	Closing	5p-Clo	7	J. Morales · FOH close oversight · Con...
Noah Reed	Server	Section A	Sat 07/25	Split	11a-2p	3	J. Morales · Split lunch; dinner TBD · ...