

Restaurant Weekly Operations Pack

1 of 5 - Weekly staff schedule

Write the published plan in the daily cells. Keep actual hours, the variance, and payroll notes separate so later changes do not erase the schedule employees received.

Employee	Role	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Planned	Actual	Variance	Payroll note

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2 of 5 - Opening and closing checklist

Assign one owner and one due time. Record an exception or handoff instead of marking an unfinished task complete.

Day	Phase	Owner	Task	Due	Status	Exception or handoff note

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3 of 5 - Catering event roster

Keep arrival, guest event time, and paid finish distinct. Compare the previous finish to the next same-day arrival, then add travel, reset, and qualification checks.

Date	Event	Venue	Employee	Role	Arrival	Event start	Event finish	Finish	Labour hr	Conflict and travel review	Handoff note

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4 of 5 - Tip handoff sheet

Record the approved policy version and calculator output. Reconcile the source total, payouts, and any unallocated amount before the record moves to the payment or payroll process.

Service date	Source total	Method	Policy version	Eligible hours	Calculated payouts	Unallocated	Difference	Reviewed by	Review date	Export or payment note

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5 of 5 - Payroll handoff checklist

Use actual time and explicit review flags. Keep break or training notes, holiday review, overtime review, and the tip file status visible before the handoff is marked ready.

Week start	Employee	Planned hr	Actual hr	Variance	Break or training note	Holiday review	Overtime review	Tip file	Reviewed by	Status