Bar manager shift log

Daily log · one sheet per shift

Date _____ **Location** _____

Shift ☐ Open ☐ Close **Manager on duty** _____

Sales

Net sales	Guests	Comps	Voids	Labor %
$		$	$	%

86'd & low stock

What ran out, when, and when it will be back.

Cash, tills & safe

Over/short, drops made, float, anything unusual.

Staff

Call-outs, cuts, who closed which station.

Guest issues

Complaints, lost property, comps given and why.

Incidents & refusals

Facts only. Keep legally required incident reports where your jurisdiction requires.

Maintenance

What broke, who was called, and when they are coming.

Follow-ups

Give every task an owner and a due shift. Tick it and write a closing note when it's done.

Task	Assigned to	Due shift	Done + closing note
			☐
			☐
			☐
			☐

Notes for next shift

Handed over to _____ **at** ____ : ____ **Read by** _____