Restaurant manager log

Daily log · one sheet per shift

Date _____ **Location** _____

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

Sales & covers

Net sales	Covers	Labor %	Comps & voids
$		%	$

86'd items

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

Staffing & labor

Call-outs, early cuts, coverage gaps and overtime to watch.

Guest feedback & complaints

What happened, table and time, and what you did about it.

Maintenance

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

Incidents

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

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** _____