

CHEF DAVID ARNOLD RESTAURANT OPERATIONS SERIES

SHIFT ACCOUNTABILITY BOARD

No important task belongs to "everybody." Give the result an owner.

Date: _____	Manager: _____	Shift: _____	Next Check: _____
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SHIFT COMMITMENTS					
Task / Required Result	Primary Owner	Backup	Due / Check	Evidence / Standard	Status

STATUS KEY

☐ Not Started ☐ In Progress ☐ Complete ☐ Escalated / Blocked

MANAGER CHECK	
Which task is most likely to miss its deadline?	What support is needed now?
What has been completed and verified?	What needs to be handed off to the next shift?