

Manager Handoff Log

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RUN THE SHIFT BEFORE IT RUNS YOU

Fifteen thoughtful minutes. Pass progress, not mysteries.

DATE

OUTGOING MANAGER

INCOMING MANAGER

HANDOFF TIME

DAYPART / SHIFT

WHAT CHANGED / WHAT IS DIFFERENT FROM NORMAL

- ☐ Business volume / reservations / large parties
- ☐ Staffing / callouts / trainees / labor moves
- ☐ Product shortages / prep / 86 items
- ☐ Equipment / maintenance / facility issues

NOTES

GUEST, MONEY & SERVICE FOLLOW-UP

- ☐ Guest recovery still open
- ☐ Promised call / refund / return visit
- ☐ Significant comps, voids, refunds or cash issues
- ☐ Anything likely to surprise the next shift

NOTES

ACTION ALREADY TAKEN

- ☐ Calls made / product moved / guest contacted
- ☐ Temporary controls put in place
- ☐ Who has been informed
- ☐ What has already been verified

NOTES

NEXT ACTION / OWNERSHIP

- ☐ Who owns the next step
- ☐ What specifically must happen
- ☐ When it should happen
- ☐ How the result will be verified

NOTES

THE QUESTION THAT PREVENTS THE BATON PASS

What would the incoming manager be angry to discover by accident?