FILLED-IN EXAMPLE — people and events are illustrative

Shift handover sheet

Hand over people, open tasks and anything unusual, with an owner for each. Go through it together, then both sign.

Handover time	Saturday, January 16, 2027, 2:00 PM		
Outgoing lead	Ana P. (morning lead)	**Incoming lead**	Jordan K. (evening lead)

1. People

Call-outs and who is covering, anyone still on the clock, breaks not yet taken, anyone leaving early.

Person	What the next lead needs to know
Priya	Called out sick at 11; Sam covering 4–9 PM (confirmed)
Luis	Still on the clock until 3:00 PM
Kim	Break not taken yet: due before 4:30 PM

2. Open tasks and issues

Item	Owner	Next step and deadline	Status
Milk delivery short by 2 crates	Jordan	Call supplier by 4 PM	Open
Espresso grinder 2 jamming	Jordan	Use grinder 1; service booked Monday	Workaround
Refund for order #418	Ana	Done at 1:40 PM, receipt in drawer	Closed

3. Keys, cash and safety

☒ Keys handed over	☒ Till counted / handed over per your cash procedure	☒ Safety or equipment issues noted above

4. Anything else

Catering pickup at 5:30 PM (12 drinks), order printed on the back counter.

Outgoing signature / time	Ana P., 2:10 PM	**Incoming signature / time**	Jordan K., 2:10 PM