

Cafe / Coffee shop — End of Night Report

20 items across 8 sections — fillable PDF, free to use.

Why this mix for a cafe / coffee shop: A lighter template for a shorter trading day: Kitchen & Food Safety and Front of House are in, but Security and Guest Experience are left out by default since they rarely apply to daytime counter service. Covers becomes "Transactions."

Shift Overview

Venue

Date

Manager on duty

Team on shift

Sales & Financial

Sales (till)

Card machine

Cash

Variance

Covers & Revenue

Transactions

Spend per head

Kitchen & Food Safety

- ☐ Fridge & freezer temperatures checked and logged
- ☐ Food stored, dated and labelled correctly (FIFO)
- ☐ Surfaces sanitised, bins emptied and relined

Waste total (£)

Comps total (£)

Front of House

- ☐ Toilets and dining area checked, stocked and tidy

Issues & Actions

How was the shift and the area / trade?

Issues raised and how they were addressed

HANDOVER TO THE NEXT MANAGER

Signed by

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