

Quick service / Takeaway — End of Night Report

19 items across 7 sections — fillable PDF, free to use.

Why this mix for a quick service / takeaway: The lightest template: Kitchen & Food Safety, nothing else -- high volume, fast turnover, no dining room and no cellar to manage.

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 (£)

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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