

Bakery — End of Night Report

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

Why this mix for a bakery: No Covers section -- a bakery's day isn't measured in covers. Kitchen & Food Safety and Stock carry the template instead, since unsold product, deliveries and food safety are the real story each day.

Shift Overview

Venue

Date

Manager on duty

Team on shift

Sales & Financial

Sales (till)

Card machine

Cash

Variance

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 (£)

Stock

Low stock items for tomorrow's order

Deliveries received and checked against note

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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