

Catering — End of Night Report

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

Why this mix for a catering: Stock and Front of House replace Kitchen & Food Safety's fixed-site checks -- a catering operation's nightly concern is what's left for tomorrow's job, what came in, and the state of the event space.

Shift Overview

Venue

Date

Manager on duty

Team on shift

Sales & Financial

Sales (till)

Card machine

Cash

Variance

Covers & Revenue

Covers catered

Spend per head

Front of House

☐ Toilets and dining area checked, stocked and tidy

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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