

# HOTEL STAFF SHIFT SCHEDULE

Department: Front Office / Concierge

Week: Oct 23 - Oct 29, 2023

Status: Final Revision

STAFF NAME	MON 23	TUE 24	WED 25	THU 26	FRI 27	SAT 28	SUN 29
Elena Rodriguez	M07:00- 15:00	M07:00- 15:00	OFF	OFF	A15:00- 23:00	A15:00- 23:00	A15:00- 23:00
Marcus Chen	A15:00- 23:00	A15:00- 23:00	M07:00- 15:00	M07:00- 15:00	M07:00- 15:00	OFF	OFF
Sarah Jenkins	N23:00- 07:00	N23:00- 07:00	N23:00- 07:00	OFF	OFF	N23:00- 07:00	N23:00- 07:00
David Okoro	OFF	OFF	A15:00- 23:00	A15:00- 23:00	A15:00- 23:00	M07:00- 15:00	M07:00- 15:00

**Shift Codes:**

M: Morning (07:00 - 15:00)

A: Afternoon (15:00 - 23:00)

N: Night (23:00 - 07:00)

**Notes:**

- All staff must clock in 10 min early.
- Shift swaps require Manager approval.
- Uniform standards apply.

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Manager Signature