

SHIFT SCHEDULE TRACKER

Department: Operations

Week of: _____
Supervisor: _____

EMPLOYEE NAME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Sarah Jenkins	08:00 - 16:00 Main Floor	08:00 - 16:00 Main Floor	OFF	08:00 - 16:00 Main Floor	08:00 - 16:00 Inventory	OFF	OFF
Michael Chen	OFF	14:00 - 22:00 Supervisor	14:00 - 22:00 Supervisor	14:00 - 22:00 Supervisor	14:00 - 22:00 Supervisor	10:00 - 18:00 Lead	OFF
Elena Rodriguez	22:00 - 06:00 Night Shift	22:00 - 06:00 Night Shift	22:00 - 06:00 Night Shift	OFF	OFF	22:00 - 06:00 Night Shift	22:00 - 06:00 Night Shift

WEEKLY OBJECTIVES & NOTES

Enter special instructions, holiday coverage, or facility maintenance notes here...

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