

DAILY SHIFT SCHEDULE

Date: _____ Day: _____

EMPLOYEE NAME	POSITION / ROLE	SHIFT START	SHIFT END	TASK / NOTES
Jane Cooper	Floor Supervisor	08:00 AM	04:00 PM	Morning inventory check
Cody Fisher	Customer Service	09:00 AM	05:00 PM	Front desk primary

Manager on Duty Signature

Total Daily Labor Hours