

Weekly staff rota

Download a free weekly staff rota template as a printable PDF or an Excel sheet that totals hours per person automatically. One page, Monday to Sunday, 16 staff rows.

VENUE / SITE

WEEK COMMENCING

PUBLISHED BY

DATE PUBLISHED

Team member	Role Kitchen / bar / FOH	Mon Start-finish	Tue	Wed	Thu	Fri	Sat	Sun	Total hrs

Write shifts as start and finish times, with any fixed break in brackets: 17:00–23:00 (30).

Mark holiday, training and unavailability on the sheet too – a blank cell is ambiguous, and someone will assume it means they are off.

Once published, tell anyone whose shift changes directly. Do not rely on them re-reading the sheet.