

Employee Work Schedule Template

Week starting: _____ Team / location: _____

Employee	Role	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Alex Morgan	Barista	9:00-17:00	9:00-17:00	OFF	9:00-17:00	9:00-17:00	OFF	OFF
Sam Rivera	Shift lead	OFF	12:00-20:00	12:00-20:00	12:00-20:00	OFF	10:00-18:00	10:00-18:00

Enter each person's shift for the day (for example 9:00-17:00) or OFF. Add the week start and team at the top.