Hotel Staff Scheduling Template

Plan coverage across departments and shift handovers.

Property: _____ Date / Shift: _____

Checklist item / field	Status / details
List departments, roles and required coverage	_____
Confirm expected occupancy and demand peaks	_____
Allocate employees to shifts with defined hours	_____
Check rest periods, leave and overtime policies	_____
Publish coverage, backups and duty manager contacts	_____
Record last-minute swaps and approval	_____
Review actual vs planned staffing after shift	_____

Exceptions, follow-up owner, due time:

_____

Reviewed by: _____ Follow-up date: _____

Adapt to your property procedures and local requirements. This is an illustrative operational aid, not a mandatory standard.