ShiftRova

Bakery staff roster

Shift plan

Week commencing: _____ Venue / team: _____ Prepared by: _____

Use 24-hour times. Record dates, following-day finishes and unpaid break minutes.

Date	Team member	Station / role	Start	Finish	Unpaid min	Paid hours	Handover / notes

Planning only. Review actual work, required skills, breaks and applicable employment requirements separately.
No award-rate, overtime, entitlement, minimum-staffing or daylight-saving calculations.

Bakery staff roster

Production coverage

Week commencing: _____ Venue / team: _____ Prepared by: _____

Manually review intended coverage and handovers. This planner does not count or allocate staff.

Date / service	Station / batch	Skills required	Prep / ready by	Handover owner	Cover / follow-up

Planning only. Review actual work, required skills, breaks and applicable employment requirements separately.
No award-rate, overtime, entitlement, minimum-staffing or daylight-saving calculations.