Weekly bar staff rota

Venue: _____ **Week commencing:** _____ **Published on:** _____ **Rota by:** _____

Name	Role	Mon date ____	Tue date ____	Wed date ____	Thu date ____	Fri date ____	Sat date ____	Sun date ____	Hours	Rate £	Cost £
Hours per day											
Cost per day £											
Manager / key holder											
Closer											
Cellar duty											
Day notes											

Write each block as 11:00-15:00 K. Use the shaded half of a day for the second block of a split shift. **Areas:** B Bar · C Cellar · G Glass collecting · F Floor · D Door (use your own codes) · OFF = day off · HOL = holiday · (M) = manager or key holder.

Free template from shiftcomplete.com

Bar cover planner

How many people each time band needs behind the bar. Add events (quiz, live music, a match) and the extra people they need.

Session	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Open to 17:00							
17:00 to 20:00							
20:00 to 23:00							
23:00 to close							
Glass / bar back							
Events this week							

Before you publish

Cover

- [ ] Every session on the cover planner is met, area by area.
- [ ] A manager or key holder is on every open and every close.
- [ ] Nobody is on a day they said they cannot work, or on holiday.
- [ ] Late closes are shared fairly, not always the same people.

Rest and hours (adults)

- [ ] Anyone working more than 6 hours has a 20-minute uninterrupted break during the shift.
- [ ] Everyone has 11 hours' rest between working days (a 01:00 finish means no start before 12:00).
- [ ] Everyone has 24 hours off in each week, or 48 hours in each fortnight.
- [ ] Nobody is heading over an average of 48 hours a week (usually over 17 weeks) unless they have opted out in writing.

Under-18s

- [ ] No more than 8 hours a day or 40 hours a week.
- [ ] A 30-minute break if they work more than 4.5 hours, 12 hours' rest between days and 48 hours off each week.

Money and sending

- [ ] Hours and wage cost add up, and the week makes sense against expected sales.
- [ ] Day notes added for events, deliveries and anything unusual.
- [ ] One dated version sent to everyone at the same time. Old rotas kept as your record of who worked when.

Rest and hours rules: GOV.UK, Rest breaks at work (gov.uk/rest-breaks-work, including young workers) and Maximum weekly working hours (gov.uk/maximum-weekly-working-hours), checked 3 November 2026. A practical aid, not legal advice.