Weekly 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											
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 · K Kitchen · F Floor · KP Kitchen porter · C Café (use your own codes) · OFF = day off · HOL = holiday · (M) = manager or key holder.

Free template from shiftcomplete.com

Weekly cover planner

How many people each session needs, by area. Write it as 2B 1K 1F (two bar, one kitchen, one floor).

Session	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Opening / morning							
Lunch							
Afternoon							
Dinner / evening							
Late / close							
Events and notes							

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.