# S4-Complex Shifts Shifts Sheet

**Define shifts and the days they need to be filled on this sheet**

| | Shift Information | | | | Insert "X" if Someone Required | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Category** | **Shift/Location** | **Start** | **Stop** | **Hours** | **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
| **Off** | Off | 12:00 AM | 12:00 AM | | X | X | X | X | X | X | X |
| **Off** | Off | 12:00 AM | 12:00 AM | | X | X | X | X | X | X | X |
| **Off** | Off | 12:00 AM | 12:00 AM | | X | X | X | X | X | X | X |
| **Off** | Off | 12:00 AM | 12:00 AM | | X | X | X | X | X | X | X |
| **Off** | Off | 12:00 AM | 12:00 AM | | X | X | X | X | X | X | X |
| **Off** | Off | 12:00 AM | 12:00 AM | | X | X | X | X | X | X | X |
| **Off** | Off | 12:00 AM | 12:00 AM | | X | X | X | X | X | X | X |
| **Off** | Off | 12:00 AM | 12:00 AM | | X | X | X | X | X | X | X |
| **Off** | Off | 12:00 AM | 12:00 AM | | | | | | | | |
| **Manager** | Open | 5:00 AM | 2:00 PM | 9.00 | X | X | X | X | X | X | X |
| **Manager** | Close | 2:00 PM | 10:00 PM | 8.00 | X | X | X | X | X | X | X |
| **Manager** | | | | | | | | | | | |
| **Manager** | | | | | | | | | | | |
| **Manager** | | | | | | | | | | | |
| **Cook** | Open | 5:00 AM | 2:00 PM | 9.00 | X | X | X | X | X | X | X |
| **Cook** | Close | 2:00 PM | 10:00 PM | 8.00 | X | X | X | X | X | X | X |
| **Cook** | Mid | 11:00 AM | 7:00 PM | 8.00 | X | X | X | X | X | X | X |
| **Cook** | | | | | | | | | | | |
| **Cook** | | | | | | | | | | | |
| **Waiter** | | 5:00 AM | 2:00 PM | 9.00 | X | X | X | X | X | X | X |
| **Waiter** | | 2:00 PM | 10:00 PM | 8.00 | X | X | X | X | X | X | X |
| **Waiter** | | 11:00 AM | 7:00 PM | 8.00 | X | X | X | X | X | X | X |
| **Waiter** | | 5:00 AM | 2:00 PM | 9.00 | X | X | X | X | X | X | X |
| **Waiter** | | 2:00 PM | 10:00 PM | 8.00 | X | X | X | X | X | X | X |
| **Waiter** | | 11:00 AM | 7:00 PM | 8.00 | X | X | X | X | | | X |
| **Waiter** | | | | | | | | | | | |
| **Waiter** | | | | | | | | | | | |
| **Waiter** | | | | | | | | | | | |
| **Waiter** | | | | | | | | | | | |
| **Busser** | | 5:00 AM | 2:00 PM | 9.00 | X | X | X | X | X | X | X |
| **Busser** | | 2:00 PM | 10:00 PM | 8.00 | X | X | X | X | X | X | X |
| **Busser** | | 11:00 AM | 7:00 PM | 8.00 | X | X | X | X | X | X | X |
| **Busser** | | 5:00 AM | 2:00 PM | 9.00 | X | X | X | X | X | X | X |
| **Busser** | | 2:00 PM | 10:00 PM | 8.00 | X | X | X | X | X | X | X |
| **Busser** | | | | | | | | | | | |
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Categories that you entered on the Setup Sheet.

You can leave some open space in case you need to add shifts sometime in the future