# Hotel front desk schedule

**Week of:** _____ **Hotel:** _____

| Name | Job title | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Hours |
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**Coverage check – people scheduled, of people needed**

| Who you need | Shift | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|---|---|---|---|---|---|---|---|---|
| Morning desk | | | | | | | | |
| Evening desk | | | | | | | | |
| Night audit | | | | | | | | |

A night shift goes under the day it starts on. Write OFF for a scheduled day off.

Free template by Schedio – the live shift dashboard · schedio.team