

Front of House Pre-Shift Meeting Template

Restaurant Founder Toolkit

Purpose

Pre-shift meetings ensure the entire team is aligned on the menu, service priorities, and guest experience for the upcoming shift. Recommended Length: 5–10 minutes. Led by the manager or shift lead.

1. Team Energy & Welcome

- Welcome the team
- Recognize strong performance from previous shifts
- Reinforce positive team culture

2. Business Overview

- Expected covers
- Reservation levels
- Walk-in expectations
- Large parties or events
- Staffing notes

3. Menu & Specials Review

- Daily specials
- 86'd items
- New dishes
- Key ingredients and allergens
- Suggested upsells

4. Beverage & Sales Focus

- Cocktail feature of the night
- Wine by the glass focus
- Dessert reminder
- Appetizer pairing suggestions

5. Service Focus

- Greeting tables quickly

- Strong menu descriptions
- Clearing plates efficiently
- Team support and communication

6. Guest Notes

- VIP reservations
- Regular guests
- Special celebrations
- Known allergies

7. Quick Training Moment

- Wine presentation
- Describing dishes effectively
- Upselling techniques
- Handling guest complaints

8. Questions from Team

- Menu clarifications
- Section adjustments
- Service concerns

9. Team Break

- Close with a positive message and energy for service

Optional Daily Worksheet Template

Date	
Manager Leading Meeting	
Topic	Notes
Expected Covers	
Large Parties	
Specials	
86 Items	
Sales Focus	
Service Focus	

VIP Guests	
Training Topic	

Founder Tip

Pre-shift meetings should be short, focused, and consistent. If they run longer than ten minutes, your team stops listening. The goal isn't to lecture — it's to align the team before service begins.