

Staff Scheduling Self-Audit

This checklist can be customized further based on specific needs and regulations applicable to your restaurant. Regular audits using this checklist can help improve scheduling efficiency, compliance with labor laws, and overall employee satisfaction. This tool is designed to assess and improve scheduling practices within restaurants, ensuring compliance, efficiency, and employee well-being.

Communication and Transparency

- ☐ Are schedules posted in accordance with federal, state, and local labor laws?
- ☐ Are all employees provided with required breaks and meal periods as per regulations?
- ☐ Are overtime hours properly recorded and compensated where applicable?
- ☐ Is there a policy in place to manage employee requests for time off and ensure compliance with scheduling laws (e.g., predictive scheduling laws)?
- ☐ Are minor employees scheduled within the legal working hours and limits?
- ☐ Are any mandatory rest periods between shifts (e.g., 8 hours) being respected?
- ☐ Are penalties for late schedule postings being avoided by adhering to posting timelines?

Staffing Optimization

- ☐ Does the schedule align with expected customer traffic and peak times?
- ☐ Is there a balanced distribution of shifts among all of the employees to avoid overstaffing or understaffing?
- ☐ Are scheduling patterns adjusted based on historical data and seasonal variations?
- ☐ Is there a process for cross-training staff to ensure flexibility in scheduling?
- ☐ Are high-performing employees scheduled during peak hours to maximize efficiency?
- ☐ Is there a plan to cover shifts for anticipated employee absences (e.g., vacations, sick leave)?
- ☐ Are there strategies in place to manage employee turnover and its impact on scheduling?

Communication and Transparency

- ☐ Are schedules communicated to employees in a timely manner (e.g., at least one week in advance)?
- ☐ Is there a clear process for employees to request changes to their schedules?
- ☐ Is there a system in place for handling last-minute changes and emergencies?
- ☐ Are employees informed about their schedules through multiple channels (e.g., posted physically, emailed, app notification)?
- ☐ Are employees given the opportunity to provide input on their schedules before they are finalized and sent out?
- ☐ Are any changes to the schedule communicated immediately to affected employees?
- ☐ Are employees encouraged to check their schedules regularly and confirm their shifts?

Employee Satisfaction and Well-being

- ☐ Are employee preferences and availability taken into consideration when creating schedules?
- ☐ Is there a mechanism for employees to provide feedback on the scheduling process?
- ☐ Is there a policy in place to monitor and address issues related to overwork or fatigue?
- ☐ Are there mechanisms in place to support work-life balance for employees?
- ☐ Are employees given opportunities to trade shifts with colleagues when necessary?
- ☐ Is the frequency of split shifts and back-to-back shifts minimized to prevent burnout?
- ☐ Are employees recognized or rewarded for flexibility accommodating scheduling changes?

Operational Efficiency

- ☐ Is there a process to analyze scheduling data for trends and efficiency improvements?
- ☐ Are labor costs monitored and managed effectively through scheduling practices?
- ☐ Is there a contingency plan for unexpected staffing shortages or emergencies?
- ☐ Are there opportunities to streamline scheduling processes using technology or software?
- ☐ Are staffing needs regularly reviewed and adjusted based on real-time data?
- ☐ Is the impact of scheduling on customer service levels regularly assessed?
- ☐ Are potential inefficiencies, like excessive overtime or underutilization, identified and fixed?

Training

- ☐ Are managers and supervisors trained on scheduling best practices and compliance with labor laws?
- ☐ Is there ongoing training for staff on how to access and understand their schedules?
- ☐ Are all stakeholders aware of and trained on the use of any scheduling software or tools?
- ☐ Are managers trained on handling employee scheduling conflicts and requests effectively?
- ☐ Are there regular refreshers or updates on any changes to scheduling laws or policies?
- ☐ Are employees educated on the importance of accurate timekeeping and attendance?

Documentation and Record-Keeping

- ☐ Are scheduling records accurately maintained and accessible for audit purposes?
- ☐ Are employee records of employee hours, breaks, and overtime maintained in accordance with legal requirements?
- ☐ Are there procedures in place to address discrepancies or errors in scheduling records?
- ☐ Are schedules kept for the legally required duration (e.g., 3 years) for compliance purposes?
- ☐ Are changes to schedules, including shift swaps and adjustments, properly documented?
- ☐ Is there a backup of all scheduling records in case of system failures or audits?

Continuous Improvement

- ☐ Is there a process for regular review and evaluation of scheduling practices?
- ☐ Are lessons learned from scheduling issues or challenges incorporated into future planning?
- ☐ Is there a feedback loop with employees to identify areas for improvement in scheduling?
- ☐ Are new technologies or methods being explored to improve scheduling efficiency?
- ☐ Is there an ongoing assessment of employee satisfaction with scheduling practices?
- ☐ Are industry trends and best practices considered when updating scheduling processes?

By regularly using this checklist, you can ensure that your restaurant's scheduling practices remain compliant, efficient, and responsive to both operational needs and employee well-being. See How you scored on the next page.

Scoring Guide

Filling out this checklist will help you identify areas for improvement in your restaurant's staff scheduling practices. This will support the implementation of strategies to optimize shift planning, reduce labor costs, and enhance employee satisfaction. Efficient staff scheduling is key to maintaining service quality, managing labor budgets, and ensuring a smooth and productive work environment.

More than 60 boxes checked: Excellent-

Your staff scheduling is well-optimized and highly effective.

50-60 boxes checked: Good -

Your staff scheduling is strong but has some areas for improvement.

40-49 boxes checked: Fair -

Your staff scheduling has several areas needing attention and optimization.

30-39 boxes checked: Needs Improvement -

Your staff scheduling requires significant changes to enhance performance.

Less than 30 boxes checked: Critical -

Your staff scheduling needs a comprehensive overhaul to improve its effectiveness.

If there are areas for improvement that are not recognized on this audit, explain below:



Taking a DIY approach isn't for everyone. If you'd like some help figuring out how to optimize your approach to staff scheduling, our Back of House experts are here to help.

[Schedule a free Discovery Call today.](#)