

## **Template Sessions Log**

This template is used by the Team Leader at the end of each shift, Breakfast / Day Café / Dinner / Overnight, completed and posted to the private All Night Café team page on Facebook:

Handover blank

Shift:

Cook:

Server:

Volunteers:

Number of customers:

Number of new customers:

Number of customers sleeping:

Meal:

Notes/incidents:

Deliveries/collections:

Handover notes:

Handing over to:

Handover written by: