Farm Employee Daily Task Sheet

A farm employee daily task sheet for listing each worker's assigned jobs, equipment and special instructions for the day, and for recording what was finished.

Farm / unit: _____ Date: _____ By: _____

Employee name _____

Date _____

Supervisor _____

Assigned jobs _____

Equipment or vehicle used _____

Fields or areas worked _____

Special instructions _____

Jobs completed _____

Problems or damage _____

Employee initials _____

NOTES / CALCULATIONS

TIP Hand it out at the start of the shift and collect it at the end to keep a simple work record.