

WORKSHEET 14 · CHAPTER 14 · BUILDING YOUR TEAM

Recruitment Plan Template

Print, complete by hand, or use as a working review sheet.

Instructions

Complete before making the first hire. Every role has a timeline, budget, and dependency.

Key Roles

Opening Specialist / GM

Hire date, salary, recruitment method, handover plan.

Head Chef

Hire date, salary, recruitment method, menu deadline.

Bar Manager / Sommelier

Hire date, salary, recruitment method, programme deadline.

FOH Manager

Hire date, salary, service standards deadline.

Marketing / PR Lead

Hire date, salary, campaign start.

Full Team Target headcount, opening headcount +10-15%, hire date, training duration.

Total Pre-Opening Payroll Monthly payroll x months before revenue.