



Milky
Lane

Recruitment and Training Plan



SUBWAY
EXIT →

Welcome to Milky Lane
The Home of your Favourite
Eats, Beats & Treats

RECOMMENDED VENUE STRUCTURE

FRANCHISEE

GENERAL/VENUE MANAGER

ASSISTANT VENUE MANAGER

KITCHEN MANAGER

FOH MANAGER

BAR MANAGER

RECRUITMENT TIMELINE

**16 WEEKS PRE SOFT
OPENING**

GM/VM HIRED

**13 WEEKS PRE SOFT
OPENING**

START DEPARTMENT HEAD
RECRUITMENT

**10 WEEKS PRE SOFT
OPENING**

DEPARTMENT HEADS
RECRUITED

**5 WEEKS PRE SOFT
OPENING**

START CASUAL TEAM
RECRUITMENT

**3 WEEKS PRE SOFT
OPENING**

CASUAL TEAM RECRUITED

RECRUITMENT TIMELINE

DATE	TEAM MEMBER	DESCRIPTION
16 Weeks Pre Soft Opening	GM/VM Hired	This can be tweaked based on the involvement and Responsibility the Franchisee would like the GM/VM to be held accountable for in regards to the hiring of the wider team, build involvement and preopen business management.
13 Weeks PreSoft Opening	Key Department Heads Recruitment Commended	Assistant Venue Manager, Bar Manager, Front of House Manager, Kitchen Manager recruitment commenced ahead of Inter/Intra State Training. This allows three weeks for team to provide notice from current employment before being ready to commence training. This is the recommended structure as highlighted in the Organizational Venue Structure.
10 Weeks PreSoft Opening	Key Department Heads Hired	Assistant Venue Manager, Bar Manager, Front of House Manager, Kitchen Manager hired ahead of Inter/Intra State Training.
5 Weeks Pre Soft Opening	Wider Casual Team Recruitment Commenced	Initial Advertisement and Shortlisting of team members started. This is important for any strong candidates that require a notice period to leave their existing employment allowing them adequate time to give notice and be available for group training.
3 Weeks PreSoft Opening	Wider Casual Team Recruited	Three weeks out the entire wider team needs to be recruited, ready to commence training from this date. Based on the market and location specific variables the initial recruitment and shortlisting period may need to be extended.

TRAINING TIMELINE

DATE	TEAM MEMBER	DESCRIPTION
8 Weeks	Active Franchisee Key Department Heads	This Training Period includes the 4 weeks of training Inter/Intra State with the HQ Training and support Team in an established Milky Lane Venue. This will then transition into in venue training in your own Milky Lane Venue alongside HQ training and support team and the Wider casual team. Franchisees that intend to work in the business will execute this training alongside your wider key department heads.
4 Weeks	Non-Active Franchisees	This Training Period includes the 4 weeks of training Inter/Intra State with the HQ Team in an established Milky Lane Venue. This training period is for Franchisee's who do not intend to work in the venue day to day.
3 Weeks	Wider Casual Team From Departments	All Casual team members, from all departments will carry out three weeks of training in their own venue alongside the key department heads that have conducted their Inter/Intra State Training and the HQ training and support team.

TRAINING TIMELINE

The Training timeline is broken into three key periods:

- Franchisee Training
- Key Management Inter/Intra State Training
- Wider Team In Venue Pre- Opening Training

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The logo for Milky Lane is centered on a black background. It features the word "Milky" in a light blue, stylized script font with a white outline, and the word "Lane" in a pink script font with a white outline. The text is enclosed within a thin, light blue circular border.

Milky
Lane

For Bookings | www.milkylane.co

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