

Table 1

Task	Detail / Update	By when	Owner
Recruitment	FOH job ad posted on indeed, across socials etc. BOH required?	21/4/26	Pip
Inform staff of monthly pay cycle		27/4/26	Pip
Inform IN accountancy of payroll changes	Check T&C's regarding contract boundaries etc.	1/5/26	Pip
Allocate street food trader	Explore & book traders to work weekends of 29th May, 5th & 12th June	11/5/26	Jim
Develop Pop Up Menu	Decide what food & drink we're selling	15/5/26	Jim
Advertise Pop Up Menu		15/5/26	Pip
Allocate staff for pop up	Create rota for first 2 weeks	15/5/26	Beth
Portaloo	explore cost / details / hire	15/5/26	Jim
Build Pop Up	Kitchen area / seating area / seats / tables / heating? / cooking equipment / food storage / gas / beer / disposable plates / cutlery / glassware? / flooring for kitchen?	18/5/26	Jim & Andy
Launch Pop Up		21/5/26	Jim & Andy
Interview Staff	FOH & BOH interviews to take place with prospective staff	1/6/26	Pip & Jim
Bring payroll function in house	Payroll will be managed in house. Explore what compatibility requirements we need. Research options. Be guided by Robinsons. Timesheets to be electronic. Pay cycle to move to monthly. User/s to be trained.	1/6/26	Pip
Staff Training	Explore training requirements for current team. Management? Cellar? IT? Coffee. Wine. Cocktails. First Aid. Training suite live until Sept 27	1/6/26	Beth & Chloe
Contract of expectations	To be developed to guide staff / employer expectations around breaks, presentation, staff self care	1/6/26	Pip, Beth & Chloe
Management of covers	Pub to be split out into sections to allow FOH to manage covers. Sections to be allocated. Staff to be informed and trained.	1/6/26	Beth & Chloe
Compliance	Contract of employment to be researched and written up	1/6/26	Pip & Chloe
Compliance	First Aid training to be completed via online training portal - Pip to send a link	1/6/26	Pip, Beth, Andy & Jim
Compliance	Accident reporting system to be set up. Research options	1/6/26	Pip & Chloe

Task	Detail / Update	By when	Owner
Online Reservation System Purchased	Bookings to be made online. £30 deposit to be taken for all bookings. Refundable given 24 hours notice of wish to cancel. No exceptions.	1/6/26	Pip
Compliance	Fire marshall training to be done. Muster station set up. Fire safety stuff to be put up in the pub	1/6/26	Jim, Andy, Pip, Beth & Chloe
Electronic Payment System (Epos) to be set up		1/6/26	Pip & Jim
Furniture / fixtures / fittings delivery		8/6/26	Robinsons
Relaunch Menu Training	Staff to understand / be trained and taste new menu for pub reopen	12/6/26	Jim
Practical Completion of Refurbishment		12/6/26	Robinsons
Handover to Jim	Handover of refurb from the brewery to Jim - full completion and sign off.	15/6/26	Robinsons

Task	Progress		
Recruitment	Done adverts put out on indeed for FOH & BOH with 4 week lead in time on 08/05/26 - Pip		
Inform staff of monthly pay cycle	Pip informed staff team of move to monthly pay on 08/05/25		
Inform IN accountancy of payroll changes	Done. Waiting on information from IN re what they need from us. Followed up 08/05/26		
Allocate street food trader			
Develop Pop Up Menu			
Advertise Pop Up Menu			
Allocate staff for pop up			
Portaloo			
Build Pop Up			
Launch Pop Up			
Interview Staff			
Bring payroll function in house			
Staff Training			
Contract of expectations			
Management of covers			
Compliance			
Compliance	Chloe is already trained and has up to date 1st Aid certificate		
Compliance			

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Online Reservation System Purchased			
Compliance			
Electronic Payment System (Epos) to be set up			
Furniture / fixtures / fittings delivery			
Relaunch Menu Training			
Practical Completion of Refurbishment			
Handover to Jim			

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