



WILLIAM GRANT & SONS

## ROLE PROFILE

<b>Role Title</b>	<b>Spirit Supply Team Member</b>
<b>Internal Reference</b>	OBU-0281
<b>Business Unit / Group Function</b>	OBU
<b>BU Team / Sub-Function</b>	Group Distilling & Technical
<b>Location</b>	Dufftown
<b>Team Leader Role</b>	Spirit Supply Team Leader
<b>Role Level</b>	5
<b>Team Members</b>	No
<b>Role Purpose</b>	
<p>To safely and efficiently carry out spirit supply activities, as per standard operating procedures to achieve spirit and cask quality specifications and budgeted operational targets. Maintain high workplace standards at all times.</p> <p>This role covers 4 areas:</p> <ul style="list-style-type: none"><li>• Cooperage</li><li>• Filling Store</li><li>• Warehousing</li><li>• HGV Shunting</li></ul>	
<b>Accountabilities</b>	
<ul style="list-style-type: none"><li>• Carry out all spirit supply activities ensuring that safe working practices and quality procedures are strictly followed to ensure compliance with HMRC, environmental legislation, ISO 9001, OHSAS 18001 &amp; ISO14001 requirements to produce safe products.</li><li>• Carry out all activities as per defined standard operating procedures (SOP).</li><li>• Be actively involved in the review of documented SOP's regularly within the team and update as required.</li><li>• Ensure correct paperwork, and robust and accurate data recording, during the filling and disgorging of all spirit processed in the spirit supply area</li><li>• Achieve Quality Policy and defined spirit and cask quality specifications.</li><li>• Monitor and achieve operational targets in the form of Process Indicators (PI's) and Key performance Indicators (KPI's).</li><li>• Conduct basic maintenance and safety checks as per the Operator Asset Care schedule.</li><li>• Ensure high workplace standards at all times to maintain a safe and organised work environment ensuring that areas for improvement are highlighted, recorded and actioned. Use structured problem-solving methodologies for continuous improvement.</li><li>• Working within a high performing team culture, and aligning with the Company Purpose and Values, contribute appropriately to team meetings and support the implementation of the spirit supply strategy and continuous improvement projects.</li><li>• Demonstrate behaviours in line with our diversity and inclusion aim, which is to create and promote a diverse and inclusive culture at WG&amp;S where ideas, differences and views are respected and where all employees are encouraged to create their own personal legacy</li></ul>	