



WILLIAM GRANT & SONS

## ROLE PROFILE

<b>Role Title</b>	<b>Site Services Team member</b>										
<b>Internal Reference</b>	OBU-0204										
<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>	Site Services Team Leader										
<b>Role Level</b>	5										
<b>Team Members</b>	No										
<b>Role Purpose</b>  To support the Site Services Leadership team by assisting and undertaking general estate ground maintenance duties, using team machinery to maintain and improve the appearance of the Dufftown Distillery site and also carry-out effluent plant operational and maintenance duties when required.											
<b>Accountabilities</b> <ul style="list-style-type: none"><li>• Operate estate machinery in a safe and coordinated manner</li><li>• Check that all pre-use checks are carried out for all estate and effluent machinery ensuring adherence to required maintenance and health and safety standards.</li><li>• Undertake all allocated estate maintenance duties (grass cutting, weed killing, gardening, landscaping etc.) to a very high standard for the site grounds.</li><li>• Assist with site wide snow clearance.</li><li>• Contributes appropriately to team meetings and supports the implementation of team strategy, plans and continuous improvement projects.</li><li>• Ensure that all activities are completed with Health and safety at the forefront of every decision.</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> <b>Key Performance Metrics:</b> <table><thead><tr><th>KPI</th><th>Description</th></tr></thead><tbody><tr><td>1.</td><td>Maintenance of Site-wide gardening and landscape Assist with the sites flower beds, shrubbery and grass maintenance</td></tr><tr><td>2.</td><td>To carry out effluent duties IAW duty rota To carry out effluent duties IAW duty rota and ensure data is recorded</td></tr><tr><td>3.</td><td>Maintenance of Site-wide roads and pedestrian access routes during the winter months Maintenance of Site-wide roads and pedestrian access routes during the winter months IAW with the early start rota (week on week off)</td></tr><tr><td>4.</td><td>Complete all activities in a safe manner Assist with completion of risk assessments and work instructions for Estate and Effluent activities and then operate within these documented guidelines.</td></tr></tbody></table>		KPI	Description	1.	Maintenance of Site-wide gardening and landscape Assist with the sites flower beds, shrubbery and grass maintenance	2.	To carry out effluent duties IAW duty rota To carry out effluent duties IAW duty rota and ensure data is recorded	3.	Maintenance of Site-wide roads and pedestrian access routes during the winter months Maintenance of Site-wide roads and pedestrian access routes during the winter months IAW with the early start rota (week on week off)	4.	Complete all activities in a safe manner Assist with completion of risk assessments and work instructions for Estate and Effluent activities and then operate within these documented guidelines.
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