



WILLIAM GRANT & SONS

ROLE PROFILE

Role Title	Vat Hall Team Member
Internal Reference	OBU-0413
Business Unit / Group Function	OBU
BU Team / Sub-Function	Packaging
Location	SBP
Team Leader Role	Vat hall Team Leader
Role Level	5
Team Members	No
Role Purpose To receive, reduce and process spirit from WG&S Distilleries in order to meet bottling requirements and comply with HRMC legislation.	
Accountabilities <ul style="list-style-type: none">• Ensure that safe working practises are adhered to in line with ISO 9001, BRC and HMRC requirements for compliance.• Liaise with Girvan and Dufftown Spirit Supply teams to plan delivery of spirit to meet Bottling requirements within Vat Hall capacity.• Control the accurate receipt and delivery of spirit tankers in order to discharge to Vats with minimum loss of spirit.• Conducts spirit loss calculation in order to determine reduction requirements in terms of water and caramel requirements.• Collects spirit samples and performs quality checks at predetermined points in the process to ensure quality is being achieved and maintained.• Administers the data input for tanker receipt, calculations performed and quality data to WG&S systems in order to track spirit effectively and accurately.• Conduct basic maintenance, safety checks and housekeeping tasks to maintain a safe and organised work environment.• Demonstrate behaviours in line with our diversity and inclusion aim, which is to create and promote a diverse and inclusive culture at WG&S where ideas, differences and views are respected and where all employees are encouraged to create their own personal legacy.	
Created by:	Jim Cuthbert
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