



WILLIAM GRANT & SONS

## ROLE PROFILE

|                                       |   |
|---------------------------------------|---|
| <b>Job Title</b>                      | <b>Housekeeping</b>   |
| <b>Internal Reference</b>             | BBUMK-133   |
| <b>Business Unit / Group Function</b> | BBU   |
| <b>BU Team / Sub-Function</b>         | Marketing-Visitor Services  |
| <b>Location</b>                       | Dufftown  |
| <b>Team Leader</b>                    | Housing Team Co-ordinator/Housing Team Leader   |
| <b>Team Members</b>                   | N/A   |
| <b>Job Level</b>                      | 5   |
| <b>Role Purpose</b>                   | <p><b>To deliver an excellent standard of Housekeeping and janitorial tasks throughout all areas on the Dufftown Site and/or Company properties.</b></p>  |
| <b>Accountabilities</b>               | <ul style="list-style-type: none"><li><b>Plan and undertake all Housekeeping duties to an acceptable standard for all Company Houses and Visitor Centre buildings.</b></li><li><b>Liaise with internal colleagues to ensure Company House Visitor's needs are met timeously.</b></li><li><b>Undertake all general janitorial duties within Visitor Centre, Brand Centre and Robbie Dhu centre.</b></li><li><b>Ensure that all vehicles are fully equipped for day-to-day service of Company properties.</b></li><li><b>Ensure that all equipment is kept in good order, and meets the company policies.</b></li><li><b>Participate in the On-call rota.</b></li><li><b>Contribute appropriately to team meetings and supports the implementation of team strategy, plans and continuous improvement projects.</b></li><li><b>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.</b></li></ul> |
| <b>Created by:</b>                    | Stephen Mannock   |
| <b>Creation Date:</b>                 | 01.01.2023  |
| <b>HRBP:</b>                          | Mark Beattie  |
| <b>Date of last revision:</b>         | 12.01.2026  |