



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> To deliver an excellent standard of Housekeeping and janitorial tasks throughout all areas on the Dufftown Site and/or Company properties.	
<b>Accountabilities</b> <ul style="list-style-type: none"><li>• Plan and undertake all Housekeeping duties to an acceptable standard for all Company Houses and Visitor Centre buildings.</li><li>• Liaise with internal colleagues to ensure Company House Visitor's needs are met timeously.</li><li>• Undertake all general janitorial duties within Visitor Centre, Brand Centre and Robbie Dhu centre.</li><li>• Ensure that all vehicles are fully equipped for day-to-day service of Company properties.</li><li>• Ensure that all equipment is kept in good order, and meets the company policies.</li><li>• Participate in the On-call rota.</li><li>• Contribute appropriately to team meetings and supports the implementation of team strategy, plans 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>	
<b>Created by:</b>	Stephen Mannock
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