



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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