



WILLIAM GRANT & SONS

## ROLE PROFILE

<b>Role Title</b>	<b>Warehouse Team Member</b>
<b>Internal Reference</b>	OBU-0369
<b>Business Unit / Group Function</b>	OBU
<b>BU Team / Sub-Function</b>	Group Distilling & Technical
<b>Location</b>	Girvan
<b>Team Leader Role</b>	Liquid Supply Team Leader
<b>Role Level</b>	5
<b>Team Members</b>	No
<b>Role Purpose</b>  To safely and efficiently process and move spirit throughout maturation cycle within Liquid Supply in line with scheduled requirements and compliant with all legislation	
<b>Accountabilities</b> -Stowing and removing full and empty casks in accordance with compliance requirements for warehouse operations. -Carry out all Bar code transactions in line with procedures, delivering the highest levels of inventory accuracy -To carry out cask handling and related spirit supply activities as required in compliance with Health & Safety, Environmental and Customs & Excise Legislation. -To conduct quality checks on casks and spirit, reporting as necessary in line with procedures. -Manage the processes for cask tallying, checking, labelling, emptying, filling, palletising and racking Maintain stock records, space validity records, carry out stock checks and sampling requirements and relevant documentation in accordance to HMR&C requirements. -Maintain housekeeping within required site standards appropriately to team meetings and supports the implementation of team strategy, plans and continuous improvement projects. -Demonstrate behaviours in line with our diversity, equity 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.	
<b>Created by:</b>	B Bartlett
<b>Creation Date:</b>	05/01/2020
<b>HRBP:</b>	Karen Coyle
<b>Date of last revision:</b>	05/01/2020