



Job Title	Aged Stock Team Member
Job Level	104
Location	Girvan
Business Unit	D&T
Function	Planning/Stock taking
Leader	Dianne Kendrick/Karen Cran
People Leadership	none
Role Purpose To minimise spirit loss of WG&S Ancient Reserves by proactively ensuring the integrity of all casks over 36 years. To comply with the SBU stock policies including geographical spread and aged stock strategy. To count the stock, ensure any basic repairs are completed and to ensure that repairs requiring a qualified Cooper are actively managed to protect the remaining spirit in the cask.	
Accountabilities <ul style="list-style-type: none"> • Responsibility for the integrity of cask and spirit for all casks over 36 years as per Brian Kinsman aged stock strategy – see attached. • Regular Aged Stock Taking (36 – 50+), including Physical check of cask, Quality check of cask, basic repairs to cask, cask scanning. • HMRC Reporting to Compliance Team. • Basic Coopering knowledge/experience • Warehouse audit - Ability to identify areas of concern within the warehouse that could impact the cask of aged stock and report/take appropriate action • Ensure high standards of housekeeping at all times to maintain a safe and organised work environment ensuring that areas for improvement are highlighted, recorded, and actioned. • Effectively manage and assist with sampling requests for stock 36years +. Carry out all sampling activities ensuring that safe working practices and quality procedures are strictly followed to ensure compliance with HMRC, environmental legislation. • Effectively manage and assist with regauge requests for stock 36years +. • Working within a high performing team culture, and aligning with the Company Purpose and Values, contribute appropriately to team meetings and support the implementation of the spirit supply strategy and continuous improvement projects. • Reporting H&S concerns & Safety Observations • Support any on Site security initiatives and investigation. • Communicate with site leadership team and provide reports on months activities and initiatives 	
Created by:	Dianne Kendrick
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HRBP:	
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