



<b>Job Title</b>	<b>Warehouse Team Member</b>
<b>Job Level</b>	5
<b>Location</b>	Girvan
<b>Business Unit</b>	Distilling & Technical
<b>Function</b>	Liquid Supply
<b>Leader</b>	Liquid Supply Team Leader
<b>People Leadership</b>	N/A
<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> <ul style="list-style-type: none"><li>• Stowing and removing full and empty casks in accordance with compliance requirements for warehouse operations</li><li>• Carry out all Bar code transactions in line with procedures, delivering the highest levels of inventory accuracy</li><li>• To carry out cask handling and related spirit supply activities as required in compliance with Health &amp; Safety, Environmental and Customs &amp; Excise Legislation.</li><li>• To conduct quality checks on casks and spirit, reporting as necessary in line with procedures.</li><li>• Manage the processes for cask tallying, checking, labelling, emptying, filling, palletising and racking.</li><li>• Maintain stock records, space validity records, carry out stock checks and sampling requirements and relevant documentation in accordance to HMR&amp;C requirements.</li><li>• Maintain housekeeping within required site standards</li><li>• Contributes 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, equity 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>	B Bartlett
<b>Date:</b>	01/02/2020
<b>HRBP:</b>	K Coyle
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