



WILLIAM GRANT & SONS

## ROLE PROFILE

<b>Role Title</b>	<b>Vat Hall Team Member</b>
<b>Internal Reference</b>	OBU-0413
<b>Business Unit / Group Function</b>	OBU
<b>BU Team / Sub-Function</b>	Packaging
<b>Location</b>	SBP
<b>Team Leader Role</b>	Vat hall Team Leader
<b>Role Level</b>	5
<b>Team Members</b>	No
<b>Role Purpose</b>	
To receive, reduce and process spirit from WG&S Distilleries in order to meet bottling requirements and comply with HRMC legislation.	
<b>Accountabilities</b>	
<ul style="list-style-type: none"><li>• Ensure that safe working practises are adhered to in line with ISO 9001, BRC and HMRC requirements for compliance.</li><li>• Liaise with Girvan and Dufftown Spirit Supply teams to plan delivery of spirit to meet Bottling requirements within Vat Hall capacity.</li><li>• Control the accurate receipt and delivery of spirit tankers in order to discharge to Vats with minimum loss of spirit.</li><li>• Conducts spirit loss calculation in order to determine reduction requirements in terms of water and caramel requirements.</li><li>• Collects spirit samples and performs quality checks at predetermined points in the process to ensure quality is being achieved and maintained.</li><li>• Administers the data input for tanker receipt, calculations performed and quality data to WG&amp;S systems in order to track spirit effectively and accurately.</li><li>• Conduct basic maintenance, safety checks and housekeeping tasks to maintain a safe and organised work environment.</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>	