



Job Title	Spirit Supply Team Member – Tullamore Distillery
Business Unit	Group Distilling & Technical
Function/Region	Operations
Location	Tullamore Distillery
Leader	Spirit Supply Team Leader
People Leadership	n/a
Job Level	5
Role Purpose To safely and efficiently carry out spirit supply activities (tank farm, filling, disgorging, warehousing, cask quality station), as per standard operating procedures to achieve spirit and cask quality specifications and budgeted operational targets. Maintain high standards of housekeeping at all times.	
Accountabilities <ul style="list-style-type: none"> • Carry out all spirit supply activities ensuring that safe working practices and quality procedures are strictly followed to ensure compliance with Irish Revenue, environmental legislation, ISO 9001, OHSAS 18001, ISO14001 & FEMAS requirements to produce safe food and feed products. • Carry out tank farm, filling, disgorging, warehousing and cask quality station activities as per defined standard operating procedures (SOP). Be actively involved in the review of documented SOP's regularly within the team and update as required. • Ensure correct paperwork, and robust and accurate data recording, during the receipt, reduction, filling, disgorging, warehousing and despatch of all spirit processed in the spirit supply area (new make and mature) • Carry out and record results of scheduled and routine stock counts and stock checks as required and report immediately any discrepancies in line with procedures. • Achieve Quality Policy and defined spirit and cask quality specifications. • Monitor and achieve operational targets in the form of Process Indicators (PI's) and Key performance Indicators (KPI's). • Conduct basic maintenance and safety checks and report maintenance issues on IFS system • 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. Use structured problem solving methodologies for continual improvement. • 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. • Demonstrate behaviours in line with our diversity and inclusion aim, which is to create and promote a diverse and inclusive culture at William Grant & Sons where ideas, differences and views are respected and where all employees are encouraged to create their own personal legacy. 	