



Job Title	Site Services Estate Team member – Team member
Job Level	5
Location	Dufftown
Business Unit	Group Distilling & Technical
Function	Operations
Leader	Site Services Team Leader
People Leadership	0

Role Purpose

To support the Site Services Leadership team by assisting and undertaking general estate ground maintenance duties, using team machinery to maintain and improve the appearance of the Dufftown Distillery site and also carry-out effluent plant operational and maintenance duties when required.

Responsibilities

- Operate estate machinery in a safe and coordinated manner
- Check that all pre-use checks are carried out for all estate and effluent machinery ensuring adherence to required maintenance and health and safety standards.
- Undertake all allocated estate maintenance duties (grass cutting, weed killing, gardening, landscaping etc.) to a very high standard for the site grounds.
- Assist with site wide snow clearance.
- Contributes appropriately to team meetings and supports the implementation of team strategy, plans and continuous improvement projects.
- Ensure that all activities are completed with Health and safety at the forefront of every decision.

Key Performance Metrics:

KPI		Description
1.	Maintenance of Site-wide gardening and landscape	Assist with the sites flower beds, shrubbery and grass maintenance
2.	To carry out effluent duties IAW duty rota	To carry out effluent duties IAW duty rota and ensure data is recorded
3.	Maintenance of Site-wide roads and pedestrian access routes during the winter months	Maintenance of Site-wide roads and pedestrian access routes during the winter months IAW with the early start rota (week on week off)
4.	Complete all activities in a safe manner	Assist with completion of risk assessments and work instructions for Estate and Effluent activities and then operate within these documented guidelines.



Values



BE PROUD
We are proud of our brands, our heritage, and our commitment to superior quality in our products



BE RESPONSIBLE
We expect every individual and their teams to be accountable and to perform to their full potential



BE SUSTAINABLE
We wish to make a positive contribution to our communities and to our environment



BE PROFESSIONAL
We value integrity, transparency, professionalism and constructive debate within a team working culture



BE ENTREPRENEURIAL
We foster a forward thinking and innovative culture that recognises the need for innovative thinking and continuous improvement



THINK LONG TERM
We are proud of our brands, our heritage, and our commitment to superior quality in our products

Core Competencies:

Working with People

- Demonstrates an interest in and understanding of others
- Adapts to the team and builds team spirit
- Recognises and rewards the contribution of others
- Listens, consults others and communicates proactively Supports and cares for others
- Develops and openly communicates self-insight, such as an awareness of own strengths and weaknesses

Delivering Results & Meeting Customer Expectations

- Focuses on customer needs and satisfaction
- Sets high standards for quality and quantity
- Monitors and maintains quality and productivity
- Works in a systematic, methodical and orderly way
- Consistently achieves project goals.

Following Instructions and Procedures

- Appropriately follows instructions from others without unnecessarily challenging authority
- Follows procedures and policies
- Keeps to schedules; arrives punctually for work and meetings
- Demonstrates commitment to the organisation
- Complies with legal obligations and safety requirements of the role.

Health, Safety & Environment; Acts in a safe manner

- Follows safe working procedures and seeks advice if unsure about a task
- Only uses authorised and fit for use equipment
- Reports accidents, unsafe acts and unsafe conditions to their leader
- Co-operates with Leaders and other Team Members in promoting and improving health and safety within the team
- Makes full use of any equipment provided for their health and safety
- Considers the impact of actions on the environment

Skills and Qualifications:

Essential:

- Basic horticultural knowledge
- Ability to drive and operate hand mowers and ride-on grass cutting machinery

Desirable:

- Ability to drive and operate tractors and attachments would be a distinct advantage (although training can be provided)
- Safe handling and application of pesticides PA1/6

Created by:	Paul Darroch
Date:	28/01/2019
HRBP:	Liam Mac Namee
Date of last revision:	01/02/2019