FLYNN
RESTAURANT GROUP

Risk Program Administrator

Company Background

Greg Flynn, Chairman and Chief Executive Officer, founded Flynn Restaurant Group (FRG) in 1999 as the owner and operator of eight Applebee's in Washington State. Over the next 16 years, Greg strategically charted the course of the business to develop and acquire more than 750 restaurants that together represent $1.7 billion in sales.

While the initial focus was on growing within the Applebee's system, the company gradually branched out into other brands first adding Taco Bell in 2013 followed by Panera in 2015 where it was first new franchise admitted into the system in over 10 years.

Today, through its three wholly-owned subsidiaries, Apple American Group, Bell American, and Pan American, the company owns and operates over 480 Applebee's, 200 Taco Bells, and 50 Paneras directly employing 40,000 people in 28 states. Combined this makes FRG the largest restaurant franchise brand, and one of the 50 largest foodservice companies in the United States.

The company proudly stands by Greg's operating philosophy to provide friendly service, cultivate customer loyalty and make sure each guest has a quality experience. This mindset permeates all aspects of the business and has helped to establish a highly inclusive and collaborative culture – the team has a sense of pride and a deep connection with the company's mission and success.

Going forward the company plans to continue its aggressive growth by building and acquiring additional restaurants as well as opportunistically expanding into other brands and businesses.

Flynn Restaurant Group Support Center

The corporate office of Flynn Restaurant Group, also known as the Support Center, employs over 100 people in nine departments. Located just minutes south of Cleveland, OH in Independence, the Support Center directly supports nearly 40,000 employees within all three brands of Flynn Restaurant Group. Working as a cohesive unit, the Support Center helps to implement and support the initiatives established by the operations team and other key decision-makers. The Support Center is managed by FRG's Chief Improvement Officer, Ron Bellamy, as well as the strategic leaders of HR, IT, Real Estate, Accounting and Finance, and Purchasing.

Position Description

The Risk Program Administrator assists with the development and implementation of programs intended to reduce or eliminate occupational injuries, illnesses, deaths, and financial losses. The individual is required to have a thorough knowledge and understanding of accepted safety standards and practices.

Essential responsibilities will include:

General Liability and Workers Compensation Claims

- Assist in handling communications with stores, first-party investigations, and data entry on minor claims. Assist in the development of quarterly GL/WC reports to Markets.

Safety Program Administration

Review, evaluate, monitor and audit all Markets to ensure worker, food and guest safety programs comply with government regulations and/or FRG requirements.

- Worker Safety: Identify and review jurisdictional regulatory requirements for worker safety programs in all Markets where FRG does business. Implement, monitor and/or audit Worker Safety Programs in all Markets to ensure compliance with regulatory and/or FRG mandated worker safety requirements. Monitor jurisdictional changes/updates to State Worker Safety Programs.
  - Assist in developing workers' compensation data to identify the root causes of the losses and related cost issues.
  - Assist in developing cost reduction strategies, including return to work program, and ensure Restaurants utilize proper training and Safety Accessories.
- Guest Safety: Identify and review jurisdictional regulatory requirements for Guest safety requirements for all Markets where FRG does business. Implement, monitor and/or audit Guest safety Programs in all Markets to ensure compliance with regulatory and/or FRG mandated safety requirements. Monitor jurisdictional changes/updates to State Worker Safety Programs. Work with HR personnel to ensure that state-specific requirements for employee training, such as Choke Safety, are satisfied and current, and monitor state laws for any changes.
- Monthly Safety Meetings: Administer and assist in the development and implementation of a monthly safety meeting program, including identifying topics and creating educational talking points for each topic to be utilized at meetings. Work w/ HRFMs and Operators to implement monthly meetings and protocol to ensure completion of same.

Risk Materials Administration

- Risk Posters, Panel Cards and Safety Manuals**:** Organize, maintain, update and distribute Risk posters, Panel Cards and FRG Safety Manuals, as necessary, including preparation for acquisitions via on-boarding presentation. Ensure all units properly display and utilize all materials.

Fleet Administration

- Review, evaluate, monitor and audit all Markets to ensure Company vehicle policies are implemented, adhered to, documented, and comply with government regulations and/or Company policy requirements. Requires working w/ local Market and/or Company representatives to ensure that the Company's policies for personally owned vehicles receiving an allowance and all Company owned vehicles are properly administered in compliance w/ state laws and the Company policy, including any new vesicles acquired through acquisition.
- Create/update fleet policy and procedures, to include vehicle assignment, personal use, replacement policy, accident reporting process, and other procedures.
- Provide input to Company Safety Committee, determine chargeability of all accidents, and execute company fleet policy when action is required.
- Report fleet expense performance regularly to management, including an annual report when submitting the coming year's budget.
- Oversee the sale of (if leased) via wholesale or auction (if owned), or to employees.
- Manage, assign, and track use of pool vehicles as required.

Drug Testing Administration

- Oversee administration aspects of drug testing, including bills, set up and follow up. Find ways to better optimize drug testing.

Desired Skills and Experience

- Bachelor's or other relevant Degree preferred.
- Requires a minimum of 3 of experience in risk management.
- Background in restaurant, retail, or hospitality industry strongly preferred.
- Previous experience in large self-insured programs, including self-administered litigated claims experience strongly preferred.
- Basic understanding of Worker's Compensation, General Liability, Property and other risk programs.
- Basic understanding of financial aspects of risk management including actuarial analysis, allocation of risk programs, claim trend analysis and management reporting.
- Results-driven achiever with exemplary planning and organizational skills, along with a high degree of detail orientation.
- Must be able to analyze and present spreadsheet data.

Why Work for Flynn?

Flynn Restaurant Group offers a variety of benefits and perks to encourage and empower our employees. We are committed to helping each employee work and live to his or her fullest potential. We offer a variety of benefits and perks while working for us:

Medical / Dental Vision	Retirement and Savings Plan	Short and Long Term Disability
Basic Life Insurance	Voluntary Life Insurance	Tuition Reimbursement
Paid Time Off	Flexible Work Schedules	Company Outings
Dining Discounts	PC/Laptop Assistances	On-Site Fitness Center
On-Site Daycare		

The Flynn Restaurant Group is an Equal Opportunity Employer