



## JOB DESCRIPTION

Job Title:	Analyst 8	<p style="text-align: center;"><b>Shared Values and Expectations</b></p> <p>Giant Eagle Team Members are expected to demonstrate our Common Purpose in all aspects of their responsibilities: Together, we improve people's everyday lives and well-being. We recognize that respect for our Team Members drives our success and generates positive outcomes for our customers, communities and shareholders.</p>
Department:	Loss Prevention & Security	
In-store Department:		
Date of Last Revision:	2010-11-29	
FLSA Status:	Administrative	
Salary Grade:	08	

### Essential Functions...

#### Position Summary:

Provide oversight and guidance for the company's business continuity planning process, emergency planning, facility asset protection measures and food defense practices.

#### Job Responsibilities:

- Develop, maintain, refresh, and rehearse Business Continuity and Plans, including contingences such as pandemics, for major operating units, warehouses, and individual stores.
- Develop, maintain, refresh and rehearse Disaster Preparedness and Recovery plans, including contingencies such as power outages, weather emergencies, floods and other natural hazards
- Coordinate with the appropriate Safety, Operations, and Construction personnel to review and enhance all emergency preparedness plans, procedures, and systems including: fire systems, chemical protection processes, etc.
- Manage regulatory required emergency programs, including: the EPA Risk Management Planning and Community Right to Know/Emergency Planning for Extremely Hazardous Substances, and the OSHA Hazardous Waste Operations standard/in-house Hazmat Teams.
- Develop, deliver and conduct training and protection programs for the defense of food from malicious tampering (i.e., food defense)
- Serve as a point of contact with Local and State Emergency Planning Commissions, regulatory agencies, community representatives, and industry work groups.
- Coordinate and assist in the operation of the corporate Crisis Management process.
- Additional projects as assigned.
- Serve as the point of contact for coordinating and managing all property insurance inspections and addressing recommendations.

#### Equipment Used:

- Calculator
- Copier
- Printer
- Computer
- Fax Machine
- Telephone

**Travel Required?** Yes

If Yes, type of travel: Regional - Daily

If Yes, percentage of travel time: 25 - 50%

**Physical Requirements:**

- Bending
- Carrying
- Matching
- Opening
- Operating Equipment
- Pulling
- Sorting
- Standing
- Stapling
- Driving
- Filing
- Grasping
- Hearing (auditory)
- Lifting
- Pushing
- Reading
- Reaching
- Repetitive Motion
- Scheduling
- Sight or Peripheral Vision
- Sitting
- Telephone Usage
- Turning Pages
- Typing
- Unlocking
- Communication (verbal)
- Walking
- Writing
- Data Entry
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**Work Environment:**

- Normal office environment
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**Job Requirements ...**

**Required Training and Education:**

- Bachelors Degree Emergency Management, Safety Management or similar field

**Desired Training and Education:**

**Certification or Licensing:**

Required:

Desired:

**Experience:**

Required:

- 1 to 3 years

Desired:

- Government, industry or military experience required.

**Competencies:**

**Required:**

- Adaptability
- Customer Focused
- Gets Things Done
- Interpersonal Skills
- Problem Solving
- Respect for Self and Others
- Analytical
- Computer Skills
- Continuous Learner
- Creative
- Innovation Management
- Numeric Computation/Reporting
- Open to Feedback
- Presentation & Verbal Communic
- Project Management
- Technical (specific to job)
- Written Communication
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**Desired:**

**Supervisory Responsibility:**

**Budgetary Responsibility:**

- Little or no financial or budgetary responsibility