 Lean & Mean Business Systems	Job Description - Intern		
Doc No.: Job-001	Process Owner: Intern Manager	Revision: A	Page 1 of 2
IMPORTANT NOTE TO USER: Unless otherwise documented, printed documents are not controlled. You must refer to the Master Document List in The Lean Machine™ database to ensure this document is the one currently in use.			

1. PURPOSE

This document describes the job functions and responsibilities for the Interns at Lean & Mean Business Systems.

2. SCOPE

This document only applies to those individuals assigned to the Job description of Intern as assigned in The Lean Machine (TLM) software.

3. ROLES, RESPONSIBILITIES, AND DUTIES

The primary role of an Intern at LMBS is to create a balance between two objectives:

1. **The development of general business professionalism, work skills, and confidence** that can be applied to a wide variety of work environments and interview opportunities.
2. **Making contributions to any business system** at LMBS as skills are learned that can add value to a given business system activity.

Job Duties


- Interns will be required to learn areas of The Lean Machine™ software that are needed to perform tasks assigned to them.
- Topic specific tasks will be assigned as projects in the Event Module to correspond to the individual's topic of interest.
- Follow all procedures in TLM that they are on the Training List/Training Record for.
- Provide screen shot feedback of any areas of confusion to support@theleanmachine.com

Communication Commitments

- Response to e-mail is required within 24 hours
- Response to text or phone should be the same business day if possible.

Required Skills or Competencies

- Some basic written and verbal communication skills are required. These will be improved as you interact with your mentor and perform your assigned tasks.

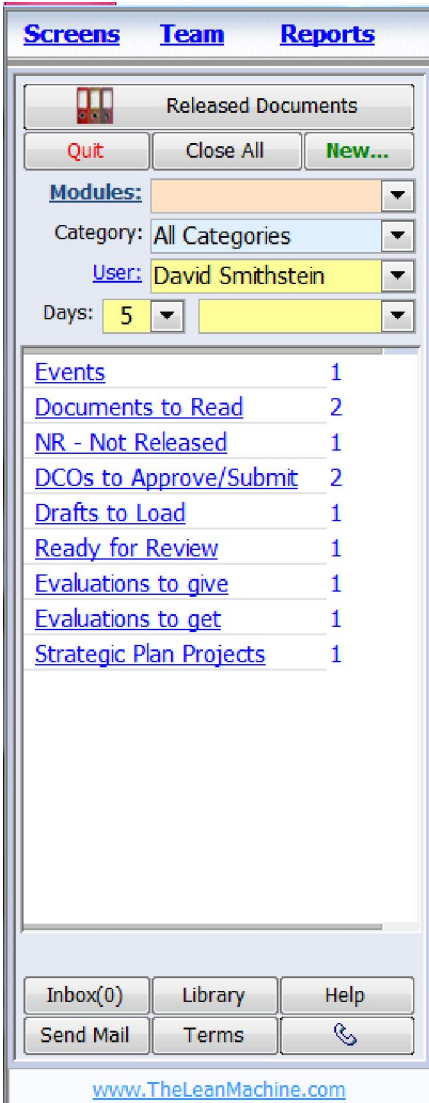
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Work Environment Commitments

Procedures: If you sign off on the Training Record for a procedure, you are committing to follow it.

Dashboard Due Dates: If you are assigned to something with a due date, you are committing to meet it. Due date changes need to be communicated with your mentor as soon as you know it needs to be changed. Others might be counting on your due date, so don't miss it as a way of letting others know you can't meet it.

(The Lean Machine Dashboard)



The screenshot shows the 'Released Documents' section of the dashboard. It includes a 'Quit' button, 'Close All', and 'New...' options. Below these are filters for 'Modules', 'Category' (set to 'All Categories'), 'User' (set to 'David Smithstein'), and 'Days' (set to '5'). A list of tasks is displayed with counts:

Events	1
Documents to Read	2
NR - Not Released	1
DCOs to Approve/Submit	2
Drafts to Load	1
Ready for Review	1
Evaluations to give	1
Evaluations to get	1
Strategic Plan Projects	1

At the bottom, there are buttons for 'Inbox(0)', 'Library', 'Help', 'Send Mail', 'Terms', and a phone icon. The URL www.TheLeanMachine.com is visible at the very bottom.

Required Education

- Interns must be students in a masters, or undergraduate university program.

Time Commitment: Time commitments are negotiated with your mentor, and listed on your Employee record on the Personal tab in the TLM software.

Compensation: Compensation is negotiated with your mentor, and listed on your Employee record on the Personal tab in the TLM software. Entry level positions are usually not paid. Paid positions are a possibility if you can learn how to add value worth paying for.

Starting Date: The Intern will communicate their start and end dates with their mentor. These dates are listed on the Employee Information screen in TLM on the Personal tab.