

# Member Responsibilities

**Team Member**

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**Team Leader**

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**Department Leader**

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**Group Leader**

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**Executive Team**

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## Team Member Responsibilities

**40 Hours per week** estimated time to perform job

Day one you are at the start of the learning curve for this position. With training from your **Team Leader**, you will become a master at all of the responsibilities of a **Team Member**.

***This is a journey and it takes time and effort to master.*** We estimate this training will take you between **1 to 3 years** from your start date to master the responsibilities of a **Team Member**. In order to be promoted to a **Team Leader**, you must be able to teach all of the following responsibilities of a **Team Member**.

### Team Members:

- Perform work to current standard
- Sustain 6-S in your work area
- Stop and report to your **Team Leader** when you identify a problem
- Perform routine operator level machine maintenance
- Look for continuous improvement opportunities to share with your **Team Leader** so you can be mentored
- Participate in problem solving activities with **Team Leader's** mentoring such as - Team Meetings - 5 Whys – Kaizen – PDCA - etc.
- Have fun, celebrate the wins, give shout outs, and other forms of encouragement
- Follow and represent our company's culture and lean principles

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## Team Leader Responsibilities

**40 to 45 Hours per week** estimated time to perform job

To be promoted to a **Team Leader**, the **Department Leader** must fill out an evaluation form which must be signed off by the **Group Leader**.

Day one you are at the start of the learning curve for this position. With training from your **Department Leader**, you will become a master at all of the responsibilities of a **Team Leader**.

***This is a journey and it takes time and effort to master.*** We estimate this training will take you between **3 to 5 years** from your start date to master the responsibilities of a **Team Leader**. In order to be promoted to a **Department Leader**, you must be able to teach all of the following responsibilities of a **Team Leader**.

### Team Leaders:

- Perform **Team Member** responsibilities at least half of the time
- Understand and be able to perform all jobs within your area
- Responsible for mentoring **Team Members**
- Ensure processes are being followed to the smallest detail
- Ensure schedule is being met to achieve production goals set by **Department Leader**
- Monitor and Respond to Andon light or questions by **Team Members**
- Cover for absent **Team Members**
- Confirm product quality with routine checks
- Keep the flow in and out of your area
- Train and cross-train **Team Members** in your area
- Reinforce our Company Culture and Lean principles
- Assist your **Department Leader** in leading problem solving activities such as 5 Whys – Kaizen – PDCA - etc.
- Have fun, celebrate the wins, give shout outs, Ditch Bucks, and other forms of encouragement
- Assist your **Department Leader** to achieve our **1 Year Hoshin Kanri**

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## Department Leader Responsibilities

**45+ Hours per week** estimated time to perform job

**(This is a salaried position)**

To be promoted to a **Department Leader**, the **Group Leader** must fill out an evaluation form and get approval from **Group Leader** Council.

Day one you are at the start of the learning curve for this position. With training from your **Group Leader**, you will become a master at all of the responsibilities of a **Department Leader**.

***This is a journey and it takes time and effort to master.*** We estimate this training will take you between **3 to 10 years** from your start date to master the responsibility of a **Department Leader**. In order to be promoted to a **Group Leader**, you must be able to teach all of the following responsibilities of a **Department Leader**.

### Department Leaders:

- Lead Morning Meeting
- Develop daily and weekly production plans or schedules
- Adherence to administrative policies such as hiring, compensation, attendance, corrective actions, paid time off, overtime, etc.
- Responsible for Department's safety, performance, and cleanliness
- Responsible for **Team Leader's** advanced development and cross-training
- Reinforce our Company Culture and Lean principles
- Confirm routine quality checks are being done by **Team Leader**
- Responsible for shift to shift coordination
- Lead and be responsible for Continuous Improvement
- Lead your **Team Leaders** in problem solving activities
- Report and track daily production results
- Coordinate non-routine maintenance with **Group Leader**
- Coordinate resources with other **Department Leaders**
- Cover absent **Team Leaders**
- Have fun, celebrate the wins, bring the enthusiasm, give shout outs, Ditch Bucks, and keep up a high team morale
- Develop and Lead **1 Year Hoshin Kanri**
- Assist your **Group Leader** to achieve our **5 Year Hoshin Kanri**

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## Group Leader Responsibilities

**50-60+ Hours per week** estimated time to perform job  
**(This is a salaried position)**

To be promoted to a **Group Leader**, the **Executive Team** must fill out an evaluation form and the **Executive Team** must approve.

Day one of this promotion you are at the start of the learning curve for this position. With training from the **Executive Team**, you will become an expert at all of the responsibilities of a **Group Leader**.

***This is a journey and it takes time and effort to master.*** We estimate this training will take you between **7 years to a lifetime** from your start date to master the responsibilities of a **Group Leader**.

### Group Leaders:

- Report Directly to **Executive Team**
- Deliver on the Deliverables
- Cover absent **Department Leaders**
- **Group Leaders** at In The Ditch must be "T" Type Leaders
- Responsible for the advanced development of **Department Leaders**
- Responsible to ensure all server and software policies are being kept to a high level
- Responsible to adhere to all administrative policies such as hiring, compensation, attendance, corrective actions, paid time off, overtime, etc.
- Adhere to Company Policy regarding all Legal Requirements – Product Liability – General Liability – State and Federal Standards
- Accountable for overall company Financial Key Performance Indicators (KPI)
- Develop and Lead **5 Year Hoshin Kanri**
- Assist the **Executive Team** to achieve our **10 Year Hoshin Kanri**
- Develop training programs within the organization
- Have fun, celebrate the wins, bring the enthusiasm, give shout outs, Ditch Bucks, and keep up a high team morale
- Sustain and teach our company culture

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## Executive Team Responsibilities

**60+ Hours per week** estimated time to perform job  
**(This is a salaried position)**

To be promoted to the **Executive Team**, the **President** must approve.

Day one of this promotion you are at the start of the learning curve for this position. With training from the **Executive Team**, you will become an expert at all of the responsibilities as a member of the **Executive Team**.

***This is a journey and it takes time and effort to master.*** We estimate this training will take you between **10 years to a lifetime** from your start date to master the responsibilities of a member of the **Executive Team**.

### Executive Team:

- Reports directly to **President**
- Meet all fiduciary responsibilities
- Responsible for the advanced development of **Group Leaders**
- Develop and make sure all server and software policies are being kept to a high level
- Responsible for administrative policies such as hiring, compensation, attendance, corrective actions, paid time off, overtime, etc.
- Responsible to establish Company Policy and ensure its adherence
- Responsible for overall company **financial profitability** and **sustainability**
- Responsible to make sure company meets or exceeds all Legal Requirements – Limits – Product Liability – General Liability – State and Federal Standards
- Responsible to make sure all financial documents are filed in a timely manner and are accurate
- Develop and lead **10 Year Hoshin Kanri**
- Responsible for all employees safety, well being, and overall job satisfaction
- Have fun, celebrate the wins, bring the enthusiasm, give shout outs, Ditch Bucks, and keep up a high team morale
- Sustain and develop our company culture

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