



Home Science Tools is a growing, 100% employee-owned company that helps families, teachers, and schools bring science to life through Science Unlocked curriculum, hands-on science kits, lab equipment and supplies, and teaching resources students can see, touch, test, and remember. Guided by our purpose to inspire learning so every student can thrive and impact their world, and by our core values of Family, Faith, Wonder, Growth, and Stewardship, we seek to serve customers well, work together with care and integrity, grow in our abilities, and steward our mission, resources, and company for long-term impact.

The Production team supports this mission through accurate, efficient, and high-quality kit assembly, batch repackaging, light assembly, labeling, quality checks, and related material-handling work. This is a packaging and kitting operation, not a traditional manufacturing production environment.

## Production Associate

**REPORTS TO: Production Supervisor or Manager**

### **PURPOSE:**

The Production Associate performs essential production work, including kit assembly, batch repackaging, labeling, inspection, counting, and workspace organization. This role helps ensure that products are complete, accurate, well-presented, and ready for customers.

### **PRIMARY ACCOUNTABILITIES:**

- Quality Assurance
- Kit Assembly
- Batch Repackaging
- Productivity
- Safety and Workspace Organization

### **PRIMARY RESPONSIBILITIES:**

**Quality Assurance:** The Production Associate inspects components, materials, and finished kits for accuracy, quality, cleanliness, and completeness. This includes identifying damaged, missing, incorrect, or poorly presented items and reporting concerns so issues can be corrected before products reach customers.

**Kit Assembly:** The Production Associate assembles educational science kits according to established work instructions, bills of materials, and quality standards. This includes accurately counting, organizing, and placing components so each kit is complete, consistent, and ready for sale or shipment.

**Batch Repackaging:** The Production Associate repackages bulk materials into customer-ready packaging with accurate quantities, labels, and presentation. This work requires careful attention to detail, correct handling of materials, and consistent execution of standard work processes.

**Productivity:** The Production Associate works efficiently to meet established productivity expectations while maintaining quality and accuracy. This includes staying focused, following assigned priorities, asking questions when instructions are unclear, and supporting team goals during normal operations and seasonal peaks.

**Safety and Workspace Organization:** The Production Associate maintains a clean, organized, and safe work area. This includes following safety procedures, using tools and equipment properly, keeping materials organized, and reporting safety concerns or process issues to the Production Lead, Coordinator, or Supervisor.

### **SECONDARY RESPONSIBILITIES:**

The Production Associate assists with other production, warehouse, fulfillment, or routine support tasks as business needs require.

### **REQUIRED QUALIFICATIONS AND SKILLS:**

- High school diploma or equivalent required.
- Previous experience in warehouse, packaging, kitting, assembly, fulfillment, or production work preferred but not required.
- Ability to follow detailed instructions and multi-step procedures accurately.
- Strong attention to detail and commitment to quality.
- Basic math skills for counting, measuring, and verifying quantities.
- Dependable attendance and ability to work productively as part of a team.
- Ability to communicate clearly and ask questions when work instructions are unclear.
- Alignment with Home Science Tools' mission and core values.

### **PHYSICAL DEMANDS & WORKING CONDITIONS:**

- Located in Billings, Montana.
- Requires standing or walking for extended periods.
- Requires repetitive use of hands, fingers, and arms.
- Requires lifting and carrying objects weighing 20 to 50 pounds regularly and up to 70 pounds occasionally.
- Requires close, distance, and peripheral vision.
- May require use of knives, pallet jacks, ladders, carts, and other warehouse tools.
- May require pushing or pulling pallets or carts of product.
- May require occasional extended workdays during seasonal peaks, critical projects, or key deadlines.

### **COMPENSATION AND BENEFITS:**

- Competitive wage based on experience.
- Opportunity for company performance bonus.
- Paid time off including PTO and nine holidays.
- Generous medical, dental, short-term disability, long-term disability, and life insurance.
- Employee Stock Ownership and 401(K) plans with generous company contributions.

### **EMPLOYMENT DETAILS**

**Location:** Corporate Office, Billings, Montana

**Travel required:** Less than 5%

**Job type:** Full-time or part-time

**Classification:** Non-exempt

**Career path:** Production or Warehouse

Email resume, cover letter and completed application for employment (available at [www.homesciencetools.com/careers](http://www.homesciencetools.com/careers)) to David Petsch at [david@homesciencetools.com](mailto:david@homesciencetools.com)