

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 Supervisor

REPORTS TO: Operations Director or Production Manager

PURPOSE:

The Production Supervisor is the first formal people leader in the Production career path. This role leads daily production operations, supervises team members, plans and directs work, develops employees, monitors performance, and ensures safe, accurate, efficient execution of kit assembly, batch repackaging, labeling, and related production work.

PRIMARY ACCOUNTABILITIES:

- Team Leadership
- Daily Production Management
- Performance Management
- Training and Development
- Quality, Safety, and Process Discipline
- Planning and Communication

PRIMARY RESPONSIBILITIES:

Team Leadership: The Production Supervisor leads the Production team by setting clear expectations, directing work, coaching employees, and reinforcing HST's values and ownership culture. This role is responsible for building a productive, respectful, accountable, and safety-focused team environment.

Daily Production Management: The Production Supervisor supervises daily Production team activities to ensure work is completed safely, accurately, efficiently, and on schedule. This includes planning and directing daily work assignments, staffing coverage, breaks, priorities, workflow, and production readiness.

Performance Management: The Production Supervisor monitors production performance, quality, safety, attendance, and productivity through scoreboards, KPIs, ERP data, direct observation, and regular communication. This role conducts 1:1 meetings, quarterly conversations, coaching discussions, and performance reviews. The Production Supervisor makes recommendations regarding hiring,

promotion, discipline, performance improvement, and termination, and those recommendations are expected to be given significant weight by higher management.

Training and Development: The Production Supervisor trains and develops Production Associates, Specialists, Leads, and Coordinators. This includes providing feedback, coaching, accountability, and practical development opportunities that help team members grow in performance, ownership, skill, and readiness for future advancement.

Quality, Safety, and Process Discipline: The Production Supervisor ensures team members follow standard operating procedures, work instructions, quality standards, safety requirements, and ERP processes. This role investigates production errors, quality issues, safety concerns, and process breakdowns, and implements or recommends corrective actions.

Planning and Communication: The Production Supervisor supports process improvement, 5S, documentation, labor planning, production readiness, and cross-functional communication. This role communicates clearly with team members, leaders, and related departments regarding production priorities, issues, changes, and results. The Production Supervisor may assist with production work during training, troubleshooting, peak periods, or staffing gaps, while maintaining management as the primary duty of the role.

SECONDARY RESPONSIBILITIES:

The Production Supervisor assists with other production, warehouse, fulfillment, operational, or leadership tasks as business needs require.

LEVEL AND AUTHORITY

The Production Supervisor is a formal people leader. This role manages the Production team or an assigned production shift or area and is responsible for directing work, coaching employees, managing performance, and making meaningful recommendations regarding employment decisions.

REQUIRED QUALIFICATIONS AND SKILLS:

- High school diploma or equivalent required; associate or bachelor's degree preferred.
- Typically requires 3 or more years of production, warehouse, packaging, kitting, fulfillment, or similar operations experience.
- Prior lead, coordinator, or supervisory experience preferred.
- Demonstrated ability to lead people, set expectations, coach performance, and hold team members accountable.
- Working knowledge of ERP systems, work orders, inventory transactions, production records, or related operational systems.
- Strong understanding of safety, quality, productivity, and process discipline.
- Ability to communicate clearly, resolve conflict respectfully, and make sound decisions in a fast-paced environment.
- Ability to use scoreboards, KPIs, and operational data to identify issues and improve results.

- Understanding of Lean or 5S principles preferred but not required.
- Alignment with Home Science Tools' mission and core values.

PHYSICAL DEMANDS & WORKING CONDITIONS:

- Located in Billings, Montana.
- Requires standing, walking, computer work, and periodic hands-on production support.
- Requires repetitive use of hands, fingers, and arms.
- May require 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 occasional extended workdays during seasonal peaks, critical projects, or key deadlines.
- Requires the ability to communicate effectively and handle stressful situations respectfully.

COMPENSATION AND BENEFITS:

- Competitive wage based on experience.
- 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

Classification: Exempt

Career path: Production or Warehouse Leadership

Send resume and cover letter to David Petsch, david@homesciencetools.com.