



INTERNAL/EXTERNAL

40-HOUR FULL-TIME ASSISTANT SUPERVISOR TERM POSITION

To April 30, 2027, with possible extension

Ability Bottle Depots are clean, welcoming bottle depots with a team of employees providing prompt, friendly, accurate customer service, container sorting, and processing functions. These award-winning bottle depots are recruiting for **an ASSISTANT SUPERVISOR**.

The current recruitment is for the Ability Bottle Depot South at 2915 – 32 Street S. Lethbridge, with potential to work at the Ability Bottle Depot North when required, at 1610 – 29 St. N. Both bottle depots are open Monday to Saturday, 9 a.m. to 5 p.m. and you need to be available for shifts anytime the depot is open.

Ability Bottle Depots are a division of the Ability Resource Association. This non-profit organization has supported the success of people with disabilities in Lethbridge and the area since 1953.

Experience in customer service, staff supervision, and warehouse environments is required. Experience working with people with disabilities preferred.

Key responsibilities:

- Support staff to maintain professional customer service and quality control standards
- Perform production duties as required (customer service and processing)
- Maintain accountability and responsibility for specific tasks and outcomes
- Handle money
- Provide day-to-day direction, supervision, and support to production staff
- Assist with training and evaluation of production staff
- Co-ordinate with Depot Supervisor to ensure production demands, quality control standards, and Association policies and procedures are met
- Assist with coordination and planning of daily operations
- Aid in the supervision and skill development of people with developmental disabilities
- Complete client services training as required
- Provide direct support and complete documentation as needed for Production Worker Assistants

Required knowledge, skills, and abilities:

- Accurate sorting and counting ability
- Ability to work in a fast-paced environment, maintain stamina and be physically fit
- Proven leadership skills
- Strong and effective communication skills
- Commitment to attendance, reliability, and punctuality
- Organizational skills

- Comfort with computers and software such as email and office programs with the ability to learn new software quickly.
- Conflict management – the ability to resolve issues with customers or staff
- Ensure a safe work environment for self and others
- Police Information Check – including a Vulnerable Sector Check

Please submit your resume to depotjobs@abilityresource.ca by September 9, 2026. Only those considered for interviews will be contacted.