

## **Receiver**

**Food Services Division, Yukon University**

**Arctic Winter Games 2026**

**March 7 – March 14, 2026**

**Wage: \$19.41 - \$27.02 hourly**

Manages incoming supplies, storage, distribution, and inventory control to support seamless kitchen operations in high-volume settings like the Arctic Winter Games. Key duties emphasize FoodSafe practices, organization, and coordination with Chef Lead, Prep Support Workers, Cooks, Foodservice Supervisor, and Dishwashers.

### **Key Duties**

- Receive, inspect, and verify deliveries per orders, ensuring and following FoodSafe practices such as checking quality, temperature, quantities, and reporting discrepancies to Chef Lead or Foodservice Supervisor.
- Unload, organize, and store items in designated areas (dry, refrigerated, frozen), rotate stock using FIFO method, and label per storage standards.
- Distribute supplies to back-of-house stations, prep areas, and front-of-house as directed by Chef Lead, Cooks, or Foodservice Supervisor, assisting with timely delivery during peak service.
- Monitor inventory levels, track usage, conduct stock counts, and communicate shortages, waste, or expiry concerns to Chef Lead or Foodservice Supervisor promptly.
- Maintain cleanliness of storage areas, receiving dock, and equipment; sanitize surfaces, dispose of packaging waste/recycling, and assist Dishwashers or Prep Support Workers as needed.
- Respond to basic inquiries from staff about stock availability, directing dietary/ingredient questions to Chef Lead, and interact courteously with athletes if assisting front-of-house.

Experience with warehouse inventory handling and/or shipping and receiving is an asset.

**[Yukon University Temporary Positions - Food Services Application – Fill out form](#)**