

POSITION ANNOUNCEMENT

POSITION:	Part-Time Barista Library Assistant
HOURS:	Up to 26 hours per week; option for two job-sharing positions available so scheduling flexibility is possible and may include only weekdays or Saturdays; flexibility needed when filling in for absences. Share your availability in your cover letter.
BENEFITS:	Optional retirement benefits through PERS (dependent on weekly hours); Pro-rated Sick Leave, Vacation, and Holiday Pay; Virtual Employee Assistance Program
WAGE:	Starting wage \$17.22 per hour, no tips; wage dependent on qualifications
FIRST REVIEW:	August 3, 2026 – open until filled
START DATE:	Immediately; Completion of a background check required

APPLICANT MUST COMPLETE:

- ✓ North Lake County Public Library District Application
- ✓ Cover Letter (print or video)
- ✓ Current Résumé



SUMMARY:

The part-time Barista Library Assistant works under the supervision of the Library Director. Barista duties include handcrafting beverages, cash handling and point-of-sale entry, following health and safety requirements, cleaning and maintaining equipment and tools, restocking supplies, and other duties as assigned. As a Library Assistant, the position includes greeting and helping patrons, shelving, pulling holds, and assisting with various desk duties and other duties as required.

THIS POSITION REQUIRES:

- Reliability with regular and consistent attendance and punctuality
- Ability to understand and carry out oral and written instructions, and a willingness to learn
- Some computer experience
- Ability to spell and alphabetize
- Ability to work on your feet, walking, bending, reaching and lifting up to 50 lbs.
- Strong interpersonal skills
- Exceptional customer service skills
- Some flexibility in scheduling when necessary
- Prior barista and/or library experience a plus, but not required - training provided

RETURN COMPLETED PACKETS TO:

Stephanie Dale, Assistant Director
North Lake County Public Library District
102 1st St. E.
Polson, MT 59860
polsonlibrary@northlakecountylibrary.org



North Lake County Public Library District
102 1st St. E., Polson, MT 59860
406-883-8225 / Fax 406-883-8239

NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT

JOB DESCRIPTION

Position Title: Part-Time Barista Library Assistant *(July 2026)*

Reports To: Library Director or Director's Designee

General Summary: The part-time Barista Library Assistant works under the supervision of the Library Director. Barista duties include handcrafting beverages, cash handling and point-of-sale entry, following health and safety requirements, cleaning and maintaining equipment and tools, purchasing and restocking supplies, and other duties as assigned. As a Library Assistant, the position includes such tasks as greeting patrons, shelving, pulling holds, and assisting with various desk duties.

Responsibilities: *(The following are intended to illustrate typical duties and are not meant to be all-inclusive or restrictive.)*

- Provides exceptional customer service at all times, greeting patrons
- Creating handcrafted beverages as requested by customers
- Following health and safety regulations and requirements
- Cleaning and maintaining equipment and tools in the coffee shop per requirements
- Restocking supplies, notifying lead barista/supervisor of ordering needs
- Checks library materials out and re-shelves materials
- Cleaning of materials when needed
- Pulls items that are on hold
- Assisting patrons with printing, copying and faxing
- Cash handling and point-of-sale entry and balancing
- Maintains public areas and general library appearance
- Performs other duties as required or assigned

Job Requirements:

Knowledge, Skills, and Abilities

- Establish and maintain effective working relationships with other employees, trustees, patrons, and community members
- Reliability with regular and consistent attendance and punctuality
- Flexibility in scheduling
- Attention to detail and accuracy
- Ability to communicate effectively, patiently, and courteously both orally and in writing
- Ability to show thorough knowledge of grammar, spelling, punctuation and composition
- Ability to handle multiple activities or interruptions at once and to work positively and effectively within a team model
- Ability to use computers and associated software applications
- Knowledge of library services, programs, and available resources
- Ability to interpret and apply procedures and policies of the Library, organize work assignments, recognize priorities, understand and follow written and oral directions
- Exceptional customer service skills
- Ability to be trained in the various technology applications used by library staff and patrons

Confidentiality

- Abide by Montana Confidentiality and privacy of library records laws
- Abide by the ALA Code of Ethics

Education and Experience

The above knowledge, skills and abilities are typically acquired through an equivalent combination of education and experience sufficient to perform in this position. At least one year of prior barista experience is preferred; prior library experience is not required. Training is provided.

Other Requirements

- Must have and maintain a valid Driver's License if operating library vehicle

Physical Demands*

- Must be able to work on your feet, walk, talk, and hear
- Must be able to use hands to finger, handle, feel or operate objects, tools or controls
- Must be able to reach overhead with hands and arms
- Must be able to climb, balance, bend, kneel, crouch, or crawl
- Must be able to tolerate all types of dust
- Must be able to lift and/or move up to 50 pounds
- Must possess close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus
- Must be able to tolerate standing for a prolonged period of time

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Background Check: Criminal and motor vehicle background checks are required.

Expected Hours of Work: Up to 26 hours per week. Dependent on staffing, hours may fall during weekdays including midday to cover a lunch, and/or on Saturdays. Overtime is not typical, should not be expected, and is only allowed with preapproval by the Director. Tips are not accepted at the coffee shop.

Benefits and Wages: Retirement benefits are provided through the Montana Public Employee Retirement System (PERS). Prorated vacation, sick and holiday pay. Virtual Employee Assistance Program through AllyHealth. This position has a starting wage of \$17.22 per hour but may be increased after three months based on job performance. A stepped-scale is in place with increases at 6 months, 1 year and annually thereafter based on job performance.

Disclaimers

The position descriptions above are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all working conditions, responsibilities, duties and skills required. Individuals may perform other duties as assigned including work in other functional areas to cover absences or provide relief, to equalize peak work periods or, otherwise, to balance the workload. Management reserves the right to assign or reassign duties and responsibilities to this position at any time. Hours, duties and working conditions may be altered under extenuating circumstances. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. The Library is an Equal Opportunity Employer. Hiring and employment practices are done without regard to race, color, national origin, age, physical or mental disability, marital status, pregnancy, religion, creed, sex, sexual orientation, political beliefs, genetic information, veteran's status or vaccinated status.



Employment Application

North Lake County Public Library

102 1st St. E.

Polson, MT 59860

(P) 406.883.8225 (F) 406.883.8239

polsonlibrary@northlakecountylibrary.org

www.northlakecountylibrary.org

Please complete this application by typing or printing in ink. Incomplete or unsigned applications will not be considered. This application is not intended to and does not create a contract or offer of employment. A completed application will be kept on file for 3 months.

Job Title _____

How did you hear about this job? _____

Personal Information

Name: _____ Today's Date: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Valid Driver's License? _____ Reliable Transportation? _____ Date available: _____

Are you a Veteran of Military Service? (yes or no) _____ Legally eligible for employment in the U.S? _____

Education

High School Diploma or GED? (yes or no) _____ High School: _____

Highest Post-Secondary Degree? AA BA MA Ph. D.

College or University Attended: _____

Years Completed: _____

Major: _____ Minor: _____

Work Experience *List most recent work here. Include other experience on your resume.*

Company Name: _____ Immediate Supervisor: _____

Address: _____ City _____ State _____ Zip _____

Job Title: _____ Phone: _____

Generally, what do you do there?

Dates: From _____ to _____ Reason for Leaving: _____

Additional Information

Volunteer work:

Licenses and Certificates

Memberships, Special Skills, Hobbies, etc.

References *(do not include immediate family – spouse, child, parent, grandparent, sibling)*

Please provide names, phone numbers and/or email addresses for at least three personal or professional references on your resume.

The position you are applying for may require skills assessments which will be assigned after the review process. The position may also require a background check if you are selected as the successful candidate. All positions have a 12 month probationary period.

The information you provide on your application packet is subject to verification. Falsifications or misrepresentations may disqualify you from consideration for employment or, if hired, may be grounds for termination at a later date. Do you want to be informed before we contact your present employer?

____ yes ____ no

Signature: _____ **Date:** _____

With my signature above (typed or written), I certify that all information on this and all attached pages is true, correct, and complete to the best of my knowledge and contains no willful falsification or misrepresentations. I authorize all former employers to release job-related information they may have about me and I release all persons/companies from any liability of responsibility for providing such information.

We are an Equal Opportunity Employer. We do not discriminate in hiring based on state and federally-protected classifications.

Include this application with a copy of your full resume and a written or video cover letter. Full application packets in print may be delivered in person or by mail, or send the packet digitally by email to polsonlibrary@northlakecountylibrary.org.