

Job Description

Job Title: Barista
Department: Bookstore
Reports To: Bookstore Manager
FLSA Status: Non-exempt

Job Status: Regular/Part-time Tuesday - Saturday
Physical Strength: Moderate

SUMMARY

The Barista is responsible to provide outstanding customer service to our coffee and bookstore customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Note: While this listing is a comprehensive representation of essential duties of the position, it is not necessarily all-encompassing and additional duties may be assigned as needed to meet Department and/or Abbey needs.

- Makes espresso and other beverages for customers.
- Maintain coffee supplies at workstations; maintains orderly and cleanliness of coffee area.
- Prepares weekly order of coffee supplies.
- Processes sales transactions involving cash, credit, gift certificates and in-house charges.
- Facilitates customer purchases of gift certificates, Benedictine beer.
- Embodies Benedictine hospitality by graciously greeting customers, providing orientation to the Hilltop, sympathizing and empathizing with guests when appropriate.
- Provides outstanding customer service, including but not limited to providing directions, answering questions about the Abbey, Seminary, Benedictine Brewery, Mount Angel and the surrounding community.
- Frequently interacts with individuals both within and outside of organization.
- Performs other duties as assigned in the best interest of maintaining and preserving the mission, vision and culture of Mount Angel Abbey.

SUPERVISORY RESPONSIBILITIES

May direct the work of Monks or work study students in the absence of Bookstore Manager.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to maintain a positive work atmosphere by demonstrating a pleasant and hospitable demeanor and acting/communicating in a manner which facilitates positive working relationships with customers, volunteers, monks, co-workers and organizational leadership.
 - Skilled in interpersonal relations and customer service techniques. Ability to interact with customers in accordance with Bookstore customer service standards and to convey a positive image consistent with Benedictine values.
 - This is a part-time position in which the work hours may vary from week to week. Schedules may vary from week to week depending on customer flow and special events at the Bookstore; sometimes requires weekend and/or evening work.
 - Must have a deep familiarity with the Catholic Church, including its traditions and literature.
 - A love of reading and a broad knowledge of literature is essential in order to be able to assist customers with book selections.
 - Understanding of inventory management, merchandising.
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- Demonstrated ethic of accountability in the workplace; ability to maintain strict confidentiality and discretion.
 - Ability to support others' objectives as his/her own.

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- Requires excellent judgment, communication skills, and a personal commitment to outstanding customer service.
- Must be a self-starter with ability to work both independently and as a member of a team.
- Ability to take initiative on projects as directed and demonstrate excellent time management skills, while demonstrating a high degree of flexibility, adaptability and the ability to prioritize tasks and simultaneously focus on multiple projects and deadlines.
- Strong attention to detail management and organization.
- Ability to thrive in a dynamic and friendly environment characterized by growth and change.
- Must be available for regularly scheduled hours on Saturday.
- In order to provide our guests with a pleasant and healthy bookstore experience, while at work the employee is expected to be free of any discernable smells or scents, including but not limited to tobacco, body odor, or personal care products/fragrances.
- Regular and predictable attendance is an essential function of the job.

EDUCATION and/or EXPERIENCE

Any combination of education, training or experience that provides the knowledge, skills and abilities required to perform the essential functions of the position.

- High school diploma or equivalent
- Barista experience required.
- Catechetical experience preferred.

LANGUAGE SKILLS

Strong verbal and written skills.

MATHEMATICAL SKILLS

Solid basic math skills.

COMPUTER SKILLS

Solid computer skills using Microsoft office suite, internet and POS.

PHYSICAL DEMANDS

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

- Ability to regularly sit, stand, bend, stoop, and occasionally reach overhead.
- Will frequently (several times per week) lift small boxes weighing up to 30 pounds.
- Will occasionally enlist assistance help in lifting larger objects (i.e. boxes of paper, envelopes, etc.) weighing up to 50 pounds.

WORK ENVIRONMENT

Retail bookstore, coffee shop.

Application Process

Timeline:

- Application Deadline: January 16, 2026
- Estimated Start Date: asap

Required Materials: Submit to hr@mtangel.edu

1. Cover letter explaining your qualifications and interest in this opportunity
2. Current resume highlighting relevant experience

Process:

- Initial phone screenings with selected qualified candidates
- Final candidates – onsite interviews



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- Reference and background verification for final candidate

Hourly:

\$15.05 per hour

Contact Information:

Human Resources Department

Mount Angel Abbey

1 Abbey Drive

Saint Benedict, OR 97373

Email: hr@mtangel.edu | Phone: 503-845-3909

Learn more: [Home - Mount Angel Abbey](#)

Mount Angel Abbey is an equal opportunity employer committed to creating an inclusive environment where qualified candidates contribute to our welcoming, mission-focused community.