

Bookseller & Coffee Shop Associate — Part-Time (4 positions, ~10 hours/week)

Vigilant Books & Coffee — 650 Main Street, Wheeling, WV

Vigilant Books & Coffee is a bookstore and café in a restored 1891 firehouse in downtown Wheeling. We sell used and new books, run a full espresso bar, and serve a rotating bento-based food menu. This is a cross-trained, hands-on role — you'll work the register, make espresso drinks, plate food, and talk books with customers, often all in the same shift.

Type: Part-time

Pay: \$12.00–\$15.00/hour, based on experience

Reports to: Manager

Hours: Variable, scheduled around store needs; morning-only availability may be possible depending on staffing — ask us

What you'll do:

- Run the register and handle transactions (Square POS)
- Serve espresso drinks and other café beverages to recipe
- Assemble and serve bento boxes, soups, sandwiches, and baked goods from prepped components
- Recommend and handsell books to customers
- Shelf, receive, and organize book inventory
- Keep the space clean and welcoming — bar, seating, shelves, restrooms
- Support in-store events (setup, breakdown, occasional hosting duties)
- Follow food safety and sanitation standards
- Assist with keeping the store/patio clean and plants watered
- Additional tasks as they come up to keep the bookstore running smoothly

Requirements:

- Comfortable learning both bookselling and coffee shop skills — this is not a books-only or coffee-only position
- Able to lift and move boxes up to 30–40 lbs regularly
- Available for some evenings, weekends, and event shifts (exact schedule varies; let us know if you're only available mornings — we may be able to work with that)
- Valid WV food handler's card required within 30 days of hire (we can point you to how to get one)
- Reliable and punctual — this is a small team and shifts depend on you showing up
- Cheerful, enjoy working with people, must love reading

Nice to have:

- Prior bookstore, coffee shop, or retail experience

Benefits:

- Employee discount on books, food, and drinks
- Free drip coffee during shifts
- Flexible unpaid time off with advance notice