

Cook — Part-Time (1 position, 10 hours per week)

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

Vigilant Books & Coffee is a bookstore and coffee shop in a restored 1891 firehouse in downtown Wheeling. Our food program is built around bento boxes, soups, sandwiches, and baked goods with globally inspired, rotating menus. We're looking for a self-directed early-morning cook to handle prep before the shop opens.

Type: Part-time

Pay: \$20.00–\$25.00/hour, based on experience

Hours: 3–4 days per week, spread across the week, roughly 7 or 8am–11am (earlier start possible if preferred). Exact days finalized with the successful candidate.

Reports to: Manager

What you'll do:

- Open the kitchen space solo — this role works independently, ahead of other staff arriving
- Batch-prep bento proteins, sides, grains, soups, sandwiches, and baked goods following recipes set by ownership
- Follow food safety, allergen, and sanitation standards
- Leave the kitchen and coffee bar fully clean and reset at the end of each prep shift
- Manage your own time closely — you'll be working alone, so pacing and efficiency matter
- Collaborate with ownership on recipe selection and menu development

Requirements:

- Basic to intermediate cooking skills — home cooking or restaurant experience both welcome; no commercial kitchen experience required
- Self-starter who works well unsupervised and stays efficient under a fixed prep window
- High standard of cleanliness — you're responsible for leaving the space spotless without oversight
- Certified Food Protection Manager (CFPM) credential required (Ohio County Health Department course + exam, ~100 hours in course).
- Able to lift and move boxes up to 30–40 lbs regularly
- Comfortable opening the building alone (keyholder)
- Reliable and punctual — this is a small team and food prep depends on you showing up

Nice to have:

- Curiosity about global cuisines and interest in trying new recipes/techniques
- Interest in helping shape future menu rotations alongside ownership

Benefits:

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