

General Manager — Full-Time (2 positions)

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

We're looking for a hands-on manager to run day-to-day operations at a bookstore-coffee shop in a restored 1891 firehouse. This is a small, new business — you'll be doing the work alongside the team and owners, not just supervising it.

Type: Full-time

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

Reports to: Ownership

What you'll do:

- Oversee daily operations: opening/closing, shift coverage, service flow across books and coffee shop
- Build and manage staff schedules
- Hire, train, and coach bookseller/coffee shop associates
- Handle keyholding — able to open and close the store independently
- Manage inventory levels and ordering coordination for coffee shop services and supplies
- Ensure compliance with food safety, health, and sanitation standards
- Handle day-to-day customer issues and complaints
- Support event setup and execution
- Coordinate with the second manager to ensure consistent coverage and standards across both of your shifts
- Maintain working knowledge of bento, soup, and baked goods prep recipes to cover kitchen opening shifts when needed
- Assist with keeping the store/patio clean and plants watered
- Additional tasks as they come up to keep the bookstore running smoothly

Requirements:

- Prior experience managing people in a retail, café, or restaurant setting
- Able to lift and move boxes up to 30–40 lbs regularly
- Available for evenings, weekends, and event shifts as needed
- Willing to learn core kitchen prep recipes and serve as backup cook coverage in the event the cook is unavailable
- Comfortable with POS systems (we use Square) and basic scheduling/inventory tools
- Certified Food Protection Manager (CFPM) credential required (Ohio County Health Department course + exam, ~100 hours in course).
- Cheerful, enjoy working with people, must love reading

Benefits:

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