



Community Recreation Association
400 Main Street • Dalton, MA 01226
413-684-0260 • daltoncra.org   

CRA JOB OPPORTUNITY – Maintenance/Facilities

WORKSITE: Community House, Mill + Main, NYC
DATE: February, 2023
SUPERVISOR: Executive Director
HOURS: 40 hours / week, M-F; some weekends
CLASSIFICATION: Full Time–Exempt

GENERAL SUMMARY

The CRA is a non-profit community house serving people of all ages in Central Berkshire with recreational, social, educational, cultural, and wellness programs. We are a small organization with a dedicated, hard-working, and supportive staff with a passion for our mission.

We are looking to hire a custodian to support and assist the CRA staff and programs, including the fitness center, youth programs, and pool. Responsibilities also include the overall maintenance and up-keep of the CRA's facilities including owned, leased or rented property and/or facilities and grounds.

This individual should have general maintenance skills and experience with lawn care is a plus. They should be reliable, able to work independently, have good customer service and communication skills, and be a strong team player.

PROGRAMMING RESPONSIBILITIES TO INCLUDE, BUT NOT LIMITED TO:

- Maintain sports venues
- Assist with the setup of special events
- Set up rooms for meetings and events
- Assist with the maintenance of Fitness Center equipment

BUILDING MAINTENANCE TO INCLUDE, BUT NOT LIMITED TO:

- Observe all standard safety practices and maintain a clean and safe work area
- Help maintain and execute Preventive Maintenance Plan
- Walk through buildings, inspect and identify issues
- Clean and straighten up public areas
- Perform minor construction, installations, renovations and repairs
- Maintain lawn and landscaping
- Assist with snow and ice removal
- Assist cleaning sub-contractors

Send your resume and cover letter to:

tvreeland@daltoncra.org or

Dalton CRA, c/o Taylor Vreeland, Office Manager, 400 Main Street, Dalton, MA 01226

The Dalton CRA is an Equal Opportunity Employer