Town of New Portland Cemetery Caretaker

The Town of New Portland is accepting applications for the voluntary position to oversee the West New Portland Cemetery. This person will be appointed by the New Portland Board of Selectmen. Some of the duties included, but not limited to will be record keeping, making sure the site is well kept, and putting flags on the graves of the veteran’s that are buried there. This position is challenging and will need a highly responsible candidate. The volunteer will be responsible for the seasonal operation and maintenance activities of the West New Portland Cemetery. Work involves cemetery burial recordkeeping, financial recordkeeping, preparing gravesites for burials and fills in graves after services, loams and seeds new graves and older graves when necessary, collects burial fees and permits, deals with all funeral homes directly, and the ability to deal with the public in a courteous and professional manner.

If you feel you would be a great fit for this position, please contact the Town Manager’s Office at 901 River Rd., or by calling 207-628-4441.

The Town of New Portland is an equal opportunity employer.