



National Employment Expansion Project

Employer Reference Letters January, 2010

The National Employment Expansion Project (EEP) is a multifaceted approach to expand employment opportunities for Clubhouse members across the country while raising the positive visibility of Clubhouses and of members' employment success. Clubhouses have experienced significant success using positive employer reference letters from current Clubhouse employers encouraging their colleagues to hire Clubhouse members. In addition to the letters, the project supports employment celebration events, Clubhouse employment committees and employment focused public awareness campaigns.

Currently, we have 75 reference letters from employers encouraging their colleagues to hire members.

Allen County Public Library, Fort Wayne, Indiana
Bookshelvers

American Red Cross of Central Massachusetts, Worcester, Massachusetts
Organizing, proctoring and correcting tests; reception

Appilistic, Westfield, Massachusetts
Phone calls, mailings, general clerical, maintenance

Aquarion Water Company, Bridgeport, Connecticut
Clerical

ARAMARK: Higher Education, Greenville, South Carolina
Dining room

Argos Records, Greenville Mississippi
Clerical: document scanning preparation

The Atlanta Bread Company, Virginia Beach, Virginia
Dishwashers

Baker & McKenzie LLP, Washington, D.C
Mail clerk/office assistants

Barnes & Noble Booksellers, Lakewood, Colorado
Dusting books, shelves, fixtures and displays

B.J.'s Wholesale Club, Springfield, Pennsylvania

Cart retrieval, shelving, custodial, maintenance, operating pallet jacks

Botanica: The Wichita Gardens, Wichita, Kansas

Outdoor landscaper

Catholic Charities, Bridgeport, Connecticut

Clerical: data entry, reception, mailroom

Chartwells, at Salem State College, Salem, Massachusetts

Cafeteria: bussing tables, cleaning

Commerce Bank, St. Louis, Missouri

Mail clerks, Document preparation clerks

Cravath, Swaine & Moore LLP, New York, New York

Library assistants, records clerks

Cuyahoga County Community Mental Health Board, Cleveland, Ohio

Front reception desk, answering phones, directing visitors, and data entry and other clerical tasks

CVS/pharmacy, Stratford, Connecticut

Processing merchandise, cleaning

DeBrand Fine Chocolates, Fort Wayne, Indiana

Cleaning, dishwashing

Dow Jones & Company, New York, New York

Mail Messengers, clerical

The Enterprise, Falmouth, Massachusetts

Copy setters, typists

Federal Reserve Bank of Boston, Boston, Massachusetts

Research Library Assistant

Fulbright & Jaworski, L.L.P., Attorneys at Law, Houston, Texas

Utility services personnel: setting up conference rooms

HealthLink, St. Louis, Missouri

Clerical and mailroom

HomeGoods, Trumbull, Connecticut

Store associate, cleaning

Iowa Finance Authority, Des Moines, Connecticut

Mailroom, document scanning

Jones, Waldo, Holbrook & McDonough PC, Salt Lake City, Utah

Mailroom, office support

Kauai Marriott Resort & Beach Club, Lihue, Hawaii

Grounds services: landscaping

Lakewood Continuing Care Center, Waterville, Maine
Food preparation and serving, dishwashing and bussing tables

Latour Management, Inc., Wichita, Kansas
Dishwashing

Liberty Lanes Bowling Center, Largo, Florida
Lane assistants and cleaning

Longfellow's Greenhouses, Manchester, Maine
Stocking, loading, greenhouse cleaning, checking plants and flowers, tagging

Marathon Press, Norfolk, Nebraska
Assembling books, preparing promotional materials

Marden's Surplus & Salvage, Waterville, Maine
Store attendants: stock shelves, pricing, customer service

Marshalls, Newton, Massachusetts
Retail: receiving and processing shipments, maintenance, cashiering

MetLife, Greenville, South Carolina
Mailroom, print room, tape libraries

Milford Regional Medical Center, Milford, Massachusetts
Hospital laundry

Milwaukee County Zoo, Milwaukee, Wisconsin
Renting out strollers, running carousel, service representative in gift shop

National Council of Jewish Women, Pittsburg, Pennsylvania
Processing donations, hanging, tagging and stocking clothes

Newton Community Development Foundation, Newton, Massachusetts
Database development

Newton Free Library, Newton, Massachusetts
Library pages

Panera Bread, Torrington, Connecticut
Dining room

Pep Boys, Philadelphia, Pennsylvania
Mail clerks

Quinsigamond Community College, Worcester, Massachusetts
Switchboard operators

Reliable, Philadelphia, Pennsylvania
Mail clerks

Re:Sources USA / Publicis Groupe, New York, New York
Dispatchers, indoor mail messengers

Rite Aid, Petoskey, Michigan

Shelving, stocking, unloading trucks

Ritz Barbecue, Allentown, Pennsylvania

Food preparation, dishwashing, maintenance

Ruby Tuesday Restaurant, Waterville, Maine

Cleaning and dishwashing

Salem State College, Salem, Massachusetts

Mailroom: sorting and delivering mail

Salvation Army, Shelby, North Carolina

Housekeeping

Schlotsky's Deli, Greenville, South Carolina

Host, hostess

ServiceMaster, Norfolk Division, Canton, Massachusetts

Cleaning, grounds maintenance

Sodexo, University of Massachusetts in Dartmouth, Massachusetts

Making pizza, kitchen maintenance

Souderton Mennonite Homes, Souderton, Pennsylvania

Food preparation, bussing tables

Southbridge School System, Food Service Department, Southbridge, Massachusetts

Food preparation, serving meals, custodial

Sovereign Bank, Providence, Rhode Island

Data entry, loan processing, filing

Sovereign Bank, Reading, Pennsylvania

Data entry, loan processing, filing

Stamford Marriott, Stamford, Connecticut

Loading dock

Staples, Fairfield, Connecticut

Maintenance

Staples, Stratford, Connecticut

Maintenance

Stop & Shop of Merrimack Valley, Methuen, Massachusetts

Cashiers, front end staff, baggers, porters

The Sun Chronicle, Attleboro, Massachusetts

Inserters, truck loaders, and van drivers

The TJX Companies, Inc., Framingham, Massachusetts

Corporate office for retail stores:

Marshalls, TJ Maxx, A.J. Wright, HomeGoods

Town of Braintree Recycling Division, Braintree, Massachusetts
Sorting recyclables and maintenance

UltraStar Cinemas, San Diego, California
Ushers

United Jewish Federation, Pittsburgh, Pennsylvania
Clerical: copying, filing and compiling mailings

University City Children's Center, St. Louis, Missouri
Food preparation, dishwashing

University of Massachusetts Medical School, Worcester, Massachusetts
Mailroom: sorting and delivering mail

Walgreens, Boston, Massachusetts
Stocking, merchandise facing

Waltham West Suburban Chamber of Commerce, Waltham, Massachusetts
Clerical: filing, compiling and mailing packets

Washington Duke Inn and Golf Club, Durham, North Carolina
Laundry

YMCA Cape Cod, West Barnstable, Massachusetts
Maintaining and cleaning locker rooms

YMCA of Greater Westfield, Inc., Westfield, Massachusetts
Maintaining and cleaning locker rooms and weight rooms

Zagara's Marketplace, Cleveland Heights, Ohio
Bagging, cart retrieval, custodial

Zip Mail Services, Inc., St. Louis, Missouri
Material handlers, mail processing