



**Community Support
Services, Inc.**

**Creating Job
Opportunities for Adults
with Developmental
Disabilities**

9075 Comprint Ct.
Gaithersburg, MD 20877
Ph -- 301.926.2300 | Fx -- 301.926.6780
css@css-md.org | www.css-md.org

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WHO WE ARE AND WHAT WE DO

Community Support Services, Inc. is a nonprofit charitable organization under Maryland law and Section 501 (c) (3) of the Internal Revenue Code. CSS assists individuals 21 years of age or older with developmental disabilities achieve vocational success in permanent positions. Assistance is provided to enable individuals served to work productively and to meet or exceed the expectations of their employers. CSS assists these individuals continuously while they are on the job. Assistance is also provided to the employer to help train the employee to perform his/her assigned duties.

WHAT INDIVIDUALS WITH SPECIAL NEEDS CAN DO FOR YOU

CSS can find an individual to perform the job you need done. The adults we support desire to work and learn new skills that will benefit your business and the community. They will prove to be diligent, loyal and appreciative hourly, part-time, or full-time employees and real assets to your business. They will fit right into your workplace and fill a major employment gap, and their abilities just might impress you.



WHY PARTNER WITH US

Your organization may find it useful to have some of the routine, yet necessary, duties of an existing position performed by one of our workers. Our adults would love to do them. And this will give your current employees more time to attend to the lucrative work for which they were hired.



AREAS IN WHICH OUR WORKERS CURRENTLY EXCEL

- ✂ Office filing and data entry
- ✂ Office mail sorting, delivering, and couriering
- ✂ Labeling office envelopes/assembling packets
- ✂ Office trash collection & removal/shredding & recycling
- ✂ Specific cleaning tasks, incl. vacuuming and indoor window, mirror, shelf, & countertop cleaning
- ✂ Restaurant set-up, incl. taking down chairs, wiping down tables and countertops, & rolling silverware
- ✂ Shelf and vending machine stocking and organizing
- ✂ Food preparation assistance & dishwashing
- ✂ Folding/stocking clothes & towels (laundry assistance)
- ✂ Newspaper, flower, & meal (to the shut in) delivery
- ✂ Trash removal from parking lots and sidewalks
- ✂ Returning shopping carts to their bays
- ✂ Shipping & receiving assistance
- ✂ Canvassing flyers, office plant care, and much more!!!

Our adults excel at systematic work. Take advantage of this emerging workforce opportunity. CSS support, provided at no cost to you, can include job coaching, technical assistance to develop accommodations, and ensuring the employee is consistently punctual and effective in his/her job at all times.

SOME OF OUR PARTNER EMPLOYERS

American Dance Studio; AMF Bowling; Burger King; Chuck E. Cheese; Clements International Insurance Co.; Courtesy Chrysler; Davis Library (Mont. Co.); Fitzgerald AutoMall; Floral Designs; *The Gazette*; Gelico Café & Pizzeria; Giant; Goodwill Retail Industries; Great Strides Therapeutic Riding, Inc.; The Groomery; Houston's Restaurant; The Inn at Brookeville Farms; Kohl's; Mary's House; McDonald's; Meals on Wheels; Metropolitan Ballet Theatre & Academy; The National Institutes of Health; North Potomac Children's Center; The Party Store; PetsMart; Pizza Hut; Shadowland Laser Adventures; Starvin' Marvin'; St. Martin of Tours CC; Target; Wendy's; Whole Foods

STRONG RECOMMENDATIONS FROM EMPLOYERS



“David has an incredible work ethic.” – *Jason Barr*,
THE NATIONAL INSTITUTES OF HEALTH

“I am very pleased with Derric and Shan’s work.
They are very good quality workers who know their
routine well. They are very polite and friendly. They
never forget to say ‘Hi.’” – *Sahida Sikder*, SUNRISE
ASSISTED LIVING OF MONTGOMERY VILLAGE

“We love having Laura in the office. She comes in
and works hard every day. She is a very hard worker.
We give her a job and she completes it on task. She
does an excellent job.” – *Janet Klinger*, LAKEFOREST
FITZGERALD AUTOMALL ACCOUNTING DEPT.

“Goli has a cheerful personality. She is receptive
to suggestions, ready to listen, and willing to grow and
improve.” – *S. Singh*, NORTH POTOMAC CHILDREN’S
CENTER

“Cyril is very hardworking. He does his job very
thoroughly and very well. He is always ready with a
smile.” – *Rommel De Los Santos*, AMF BOWLING

HOW YOU CAN GET STARTED

Contact Twyla Bishop, CSS Job Developer, at
301.926.2300.x362 or 240.832.0173. We look forward
to partnering with you to help create rewarding
opportunities both for you, our community member, and
for individuals with developmental disabilities.