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APPENDIX

Appendix 1. Head Chef, Staff, and Trainees



Appendix 2. Appraisal Form



AKADEMI KULINER & PATISERI
OTTIMMO[®]
INTERNASIONAL
CULINARY ARTS | GASTRONOMY | BAKING & PASTRY ARTS

Internship Appraisal Form

INTERNSHIP PLACE: Vasa Hotel Surabaya

First Name Jessica Last Name Amanda

Review Period/s : Monthly Quarterly Bi-annualy Annually Date Joining : 6 month

Intern's Position : Trainee Department : Pastry

REVIEW DATE : 5/06/2019 Direct Supervisor : Rurba Wibisono x

GRADING FACTORS

1. ORGANIZATIONAL & COMMUNICATION

Staffs Relations

Consistently demonstrates: attentiveness, courtesy and efficient service to other staff.
Creates friendly environment. 3,5

Team Player

Cooperates and works well with others. Enthusiastic, portrays s positive manner and Works toward the Company's goal/s. 3,5

Follow -Through

Sees tasks through completion. Finishes work so that next shift is prepared. 3

2. CUSTOMERS INTERACTIONS

Customer Relations (*if any)

Consistently demonstrates: attentive, courtesy and efficient service to customers.
Treat customers with Considerations and Respects 3

3. PERSONAL PRESENTATIONS

Grooming Standards

Practices and displays proper grooming, personal hygiene and care.

3,5

Maintains hair and facial hair (*if any) per proper F&B industrial standards

Uniforms

Always wear the proper and designated uniform.

3,5

4. ON THE JOB & KNOWLEDGE

Dependability

Can be counted upon to do what is expected and required

3

Follow instructions and completes work on time with minimum supervision

Work Quality

Work performed according to Chef's standard and on-site work requirements

3

All job descriptions specification are met. Consistency in work. All recipes are followed

Work Quantity

Complete the expected amount of work in relation to Company's standards

3

Grading Guidelines.

Using the 4 point scale below, fill up the following table:

- 4 - Exceeds expectations
- 3.5 - Somewhat Exceeds Expectations
- 3 - Meets expectations
- 2.5 - Somewhat meets expectations
- 2 - Less than expectations
- 1.5 - Somewhat less than expectations
- 1 - Inadequately short of expectations

Discussions/Notes;

- Jessica has a very good attitude, grooming and is able to work well with a team

- Awareness about cleanliness need to be increased, especially in work areas

PERFORMANCE SUMMARY * to be filled by OTTIMO International

TOTAL POINTS 29

RATING 3.2

ACTION PLANS FOR DEVELOPMENT NEEDS

1. Training H.A.C.C.P
2. _____
3. _____
4. _____
5. _____

III. SIGNATURES

On-Site Manager/Owner/Chef

Signature & Stamp: _____

Roberto Wilson

Dated _____

5/6/29

The Intern

Signature: _____

Jessica Amanda

JESSICA AMANDA

Dated _____

6/6/24

OTTIMMO International MasterGourmet Academy

Signature & Stamp: _____

Dept. Head Student Affairs

Dated _____

6/6/24

Appendix 3. Consultaion Form



Akademi Kuliner & Pastry
OTTIMO
 INTERNASIONAL
CREATING ARTS, EXPANDING HORIZON, SERVING A BETTER WORLD

**CONSULTATION FORM
 INDUSTRIAL TRAINING /
 FOODPRENEURSHIP**

Name : Jessica Amanda Susanto
 Student Number : 2174130010045
 Advisor : Yohanna Prasetyo, A.Md, Par., S.Sn.

No	Date	Topic Consultation	Name/ Signature
1.	5/4/24	Chapter 1 : Background of Study	
2.	6/4/24	Chapter 2 : Establishment background	
3.	28/4/24	Report writing recapitulation of industrial training activities	
4.	30/4/24	Chapter 3 : Job Description	
5.	01/5	Chapter 3 : Job Description (revisi)	
6.	2/5	Chapter 3 : Job Description (revisi)	

No	Date	Topic Consultation	Name/ Signature
7.	2/6	chapter 2 : Hygiene and Sanitation	
8.	3/6	Chapter 1-4	
9.	4/6	Chapter 4 : Conclusion (revisi)	
10.	5/6	Chapter 3 : Products (revisi).	

Appendix 4. Recapitulation of Industrial Training Activities

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Jessica Amanda Susanto
 Study Program : D3 Seni Kuliner
 Placement of *Industrial Training* : Vasa Hotel Surabaya
 Field of Work : Pastry
 Activity Notes : Month I/II/III/IV/V/VI
 Morning Shift (07.00 - 17.00).

Week	Description of activities
<u>07.00 - 10.30</u>	<ul style="list-style-type: none"> • Check all remaining products from last night. • Garnish products for buffets. • Prepare condiment fountains and fondue. • Make maracuja, lime mousse, and White Truffle Ball for Chamas.
	<ul style="list-style-type: none"> • Orientation. • Make Ice Cream Roll for live cooking in 209 Dining. • HACCP Training. • Make amenities.
<u>10.30 - 12.00</u>	<ul style="list-style-type: none"> • Set Up for 209 Dining, and Chamas. • Coat Red Velvet cake with red velvet crumbs. • Garnish products for Ex Lounge. • Garnish cakes for dinner in Chamas.
<u>12.00 - 15.00</u>	<ul style="list-style-type: none"> • Take care of Pastry section in 209 Dining. • Set Up the set menu for VIP guest. • Set Up cakes for banquet.

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Jessica Amanda Susanto
 Study Program : D3 Seni Kuliner
 Placement of *Industrial Training* : Vasa Hotel Surabaya
 Field of Work : Pastry
 Activity Notes : Month I/II/III/IV/V/VI
 Morning Shift (07.00 - 17.00)

Week	Description of activities
	• Garnish products for New Year's Dinner.
	• Make Putu Ayu
	• Cut 'polo pendem'.
	• Preparing crookies for the kids fun activity event.
<u>15.00 - 16.00</u>	• Closing for 209 Dining & Chamas.
	• Refill Es Campur, Ice Cream Roll, and condiments for soft Ice Cream.
	• Re-Oven cookies for fountains & fondue.
	• Put dirty dishes on steward.
	• Prepare cakes, glasses, & breads for chamas's dinner.
	• Briefing
	• Make Afghants cookies for buffet cookies stocks.
	• Make pineapple dough for nastar.
<u>16.00 - 17.00</u>	• Set up for 209 Dining, & Chamas.
	• Mold leaf & star shaped fondant.

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Jessica Amanda Susanto
 Study Program : D3 Seni Kuliner
 Placement of Industrial Training : Vasa Hotel
 Field of Work : Pastry
 Activity Notes : Month I/II/III/IV/V/VI
 Morning Shift (07.00 - 17.00)

Week	Description of activities
	• Form corn flakes cookies, & peanut cookies.
	• Make 'polo pendem' for buffet.
	• Garnish birthday amenities.
	• Clean the chiller, freezer, dry store.
	• Help make gelato for Bonne Journe.
	• Folding box, garnishing, & inserting
	'lapis surabaya' to give to guests.
	• Make nastar, kastangel, taro cookies,
	moon-shaped cookies, sagu keju for
	Ramadhan Hampers.
	• Refill ingredients that run out in containers
	and replace date labels.
	• Become an assistant for kids fun
	activities.

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Jessica Amanda Susanto
 Study Program : D3 Seni Kuliner
 Placement of Industrial Training : Vasa Hotel Surabaya
 Field of Work : Pastry
 Activity Notes : Month I/II/III/IV/V/VI
 Middle Shift (12.00 - 22.00)

Week	Description of activities
<u>12.00 - 20.00</u>	· Coating whole Red Velvet cake with Red Velvet crumbs.
	· Garnish milk pie and almond pie
	· Make bonne journe products.
<u>20.00 - 21.00</u>	· Check the products in the cake shop that are out of stock, then prepare to refill it.
<u>22.00</u>	Prepare for refill and display products for tomorrow.

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Jessica Amanda Susanto
 Study Program : D3
 Placement of *Industrial Training* : Vasa Hotel
 Field of Work : Pastry
 Activity Notes : Month I/II/III/IV/V/VI
 Night Shift (14.00 - 24.00).

Week	Description of activities
<u>14.00 - 15.00</u>	<ul style="list-style-type: none"> · Set up HiTier in ExLounge. · Prepare dinner's live cooking such as pineapple caramel, crepes, fluffy pancake, onde-onde senyum, choco lava, etc. · Garnish glasses for dinner in 209 · Thawing Soft Ice Cream. · Attached raisins to mosque-shaped corks for decoration at 209 Dining. · Coating birthday cakes with buttercream. · Pick up goods at SR & move newly taken items to the place.
<u>15.00 - 16.00</u>	<ul style="list-style-type: none"> · Closing 209 and Chamas. · Melt chocolate for fountain. · Fry pink churros, make pink croffle for live cooking. · Make tules for garnish. · Spray the diamond-shaped mousse with green chocolate liquid.

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Jessica Amanda
 Study Program : D3
 Placement of *Industrial Training* : Vasa Hotel
 Field of Work : Pastry
 Activity Notes : Month I/II/III/IV/V/VI
 Night Shift (14.00 - 24.00).

Week	Description of activities
<u>16.00 - 18.00</u>	<ul style="list-style-type: none"> · Set up for Chamas, & ExLounge. · Make choux for buffet stocks. · Coating heart mousse with dry coconut. · Set up personal cake for wedding event.
<u>18.00 - 22.00</u>	<ul style="list-style-type: none"> · Take care of pastry section in 209. · Restock buffet products. · Make christmas hampers. · Crushed nuts for making a brownie. · Glaze business amenities · Make lemon curd · Learn to make cotton candy · Take care of pastry section in ballroom.
<u>22.00 - 23.00</u>	<ul style="list-style-type: none"> · Closing 209 Dining, Chamas, and Bonne Journe. · Return the item to its original place.
<u>23.00 - 24.00</u>	<ul style="list-style-type: none"> · Polishing glass for glass products. · Make green tea & mango cream pie. · Make amenities. · Make 2400 vanilla fruit puddings for PAN events.