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APPENDIX

Internship Appraisal Form



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

INTERNSHIP

PLACE: Corica Pastries

First Name Natalia Last Name Evelyn

Review Period/s : Monthly Quarterly Bi-annually Annually Date Joining
: Dec 4th 2023

Intern's Position : _____ Department : _____

REVIEW DATE : June 5th 2024 Direct Supervisor : Rahma Mega A. x

GRADING FACTORS

1. ORGANIZATIONAL & COMMUNICATION

Staffs Relations

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

4

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.

3,5

2. CUSTOMERS INTERACTIONS

Customer Relations (*if any)

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

3. PERSONAL PRESENTATIONS

Grooming Standards

Practices and displays proper grooming, personal hygiene and care.

4

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

Uniforms

Always wear the proper and designated uniform.

4

4. ON THE JOB & KNOWLEDGE

Dependability

Can be counted upon to do what is expected and required

3,5

Follow instructions and completes work on time with minimum supervision

Work Quality

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

3,5

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

4

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

III. SIGNATURES


On-Site Manager/Owner/Chef

Signature & Stamp:  Dated 5, June 2024

The Intern

Signature:  Dated 25 / 06 / 24

OTTIMMO International MasterGourmet Academy

Signature & Stamp:  Dated 25/06/24.
Dept. Head Student Affairs



Akademi Kuliner & Pastry
OTTIMO
 INTERNATIONAL

**CONSULTATION FORM
 CULINARY INNOVATION AND
 NEW PRODUCT DEVELOPMENT**

Name : Natalia Evelyn H
 Student Number : 2194190910050
 Advisor : Anthony . S

No	Date	Topic Consultation	Name/ Signature	Advisor Signature
1	11/24/06	konsultasi Etchen brigade - cara penataan		
2	25/24/06	konsultasi chapter I		
3	11/24/06	konsultasi Etchen brigade (revisi) - feet nama, dll		
4	25/24/06	konsultasi background revisi konsultasi chart iv		
5	20/24/06	konsultasi chapter II (produk)		
6	25/24/06	konsultasi revisi chapt viii		

No	Date	Topic Consultation	Name/ Signature	Advisor Signature
7	20/24/06	Konsultasi 2-3		
8	24/24/06	konsultasi revisi 2-3		
9	24/24/06	Konsultasi chapt iii		
10	24/24/06	konsultasi revisi chapt I & ii & iii		

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Natalia Evelyn H
 Study Program :
 Placement of *Industrial Training* : corica central Kitcher
 Field of Work : Bakery
 Activity Notes : Month I/II/III/IV/V/VI

Week	Description of activities
<u>v</u> / week I	- measuring ingredient
	- rounding and shaping dough
week <u>ii</u>	- making dough bread
	- Filling lolo
week <u>iii</u>	- give topping for lolo bread
	- Shaping banana bread
week <u>iv</u>	- Making strudle filling
	- Making Finishing oreo croissant
<u>vi</u> / week I	- Making Filling for milk bun
	- Finishing regular product
week <u>ii</u>	- cutting pizza be bread
	- finishing milk bun
week <u>iii</u>	- measuring Fla for strudle
	- shaping for the bread
week <u>iv</u>	- Making croofie
	- measure cookies for croissant
	croissant filling
	- cutting marshmallow marshmallow

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Noralia Evelyn H
 Study Program :
 Placement of *Industrial Training* : Corica Central Kitchen
 Field of Work : Pastry
 Activity Notes : Month ~~III~~ III/IV/V/VI

Week	Description of activities
I / week I	- learn how to make ganache
II	for ferrero cake
	- learn how to assembly the cake
week II	- learn how to make vanilla mousse
	- learn how to make mousse and
	royaltine
III week III	- learn how to glazed the cake
	- learn how to make glazed plain
week IV	- assembly the ordered product, cover cake
week I II / II	- covered caked
	- assembly cake
week II	- also decorating cookies for
	christmas christmas event
III week III	- make sakura chocolate decoration
	for any special order
	- also help finishing the cake
week IV	- prepare sponge
	- Filling red and chocolate pie

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Natalia Evelyn H
 Study Program :
 Placement of *Industrial Training* : corica central kitchen
 Field of Work : ~~PASTRY~~ COOKIES
 Activity Notes : Month I/II/III/IV/V/VI

Week	Description of activities
III / week I	- Make garlic bread paste
	- padding put the baguette to the tray
week II	- rounding snowball pandan for hampers
week III	- rounding nastar, snowball, cut kastangel
IV week IV	- cutting brownie brownie stick
	- piping meringue cookies
	- preparing dough
week I II / III	- finishing chocolate stick
	- help packing division for Eid event
week II	- Finishing snowball pandan
	- cutting cutting kastangel
III	- Finishing chocolate stick or stick
week III	- Make garlic bread
	- cutting parmesan stick
week IV	- sheeter stick dough
	- Finishing brownie stick




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OTTIMMO
INTERNASIONAL

CULINARY ARTS GASTRONOMY BAKING & PASTRY ARTS

Student Name : Natalia Evelyn Hermawan
Student Number : 2174130010050
Exam Day & Date : Senin, 1 Juli 2024
Lecture : Jessica Hartan, A.Md. Par.
(19940923 2201 084)

No	Correction List	Page	Approval
1	Check all notes in the report	All	

Acknowledge,
Advisor



(Anthony Sucipto, A.Md. Par.)
19960325 2201 085



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OTTIMMO
INTERNASIONAL

CULINARY ARTS · GASTRONOMY · BAKING & PASTRY ARTS

Student Name : Natalia Evelyn Hermawan
Student Number : 2174130010050
Exam Day & Date : Senin, 1 Juli 2024
Lecture : Anthony Sucipto, A.Md. Par.
(19960325 2201 085)

No	Correction List	Page	Approval

Acknowledge,
Advisor

(Anthony Sucipto, A.Md. Par.)
19960325 2201 085



Akademi Kuliner & Patiseri

OTTIMMO
INTERNASIONAL

CULINARY ARTS GASTRONOMY BAKING & PASTRY ARTS

Student Name : Natalia Evelyn Hermawan
Student Number : 2174130010050
Exam Day & Date : Senin, 1 Juli 2024
Lecture : Filias Kusuma, S.E., M.M.
(19871203 2403 023)

No	Correction List	Page	Approval

Acknowledge,
Advisor

(Anthony Sucipto, A.Md. Par.)
19960325 2201 085

Certificate of Internship

This certificate is proudly presented to :

NATALIA EVELYN HERMAWAN

**OTTIMO INTERNATIONAL SCHOOL
Culinary Pastry**

We are happy to certify that Ms. Natalia has completed her Internship as a "Commis Bakery & Pastry" from December 4th, 2023 to June 6th, 2024. We appreciate her work and contribution, at Corica Pastries Surabaya.

Surabaya, June 6th, 2024,
Sincerely yours

Director
Corica Pastries



Hassan Mohsin

Ast. Human Resources
Corica Pastries



Gavriela Devlin Jonathan

