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APPENDIX

Appendix 1. Culinary Teams



Appendix 2. Appraisal Form

Internship Appraisal Form



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

INTERNSHIP

PLACE: W Bali - Seminyak

First Name Cicilia Last Name Yoselvina

Review Period/s : Monthly Quarterly Bi-annualy Annually Date Joining
: December 5th, 2023

Intern's Position : Trainee Department : Culinary

REVIEW DATE : June 13th, 2024 Direct Supervisor : Natasya Hariati x

GRADING FACTORS

1. ORGANIZATIONAL & COMMUNICATION

Staffs Relations

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

3

Team Player

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

3

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

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;

good performance, team work, follow the standard.

overall the way good, but one need to take care of the health.

PERFORMANCE SUMMARY * to be filled by OTTIMMO International

TOTAL POINTS _____


RATING _____

ACTION PLANS FOR DEVELOPMENT NEEDS

1. _____
2. _____
3. _____
4. _____
5. _____


III. SIGNATURES

On-Site Manager/Owner/Chef

Signature & Stamp:  _____


Dated 13/06/2024

The Intern

Signature:  Cicilia yoselvina

Dated 28/06/2024

OTTIMMO International MasterGourmet Academy

Signature & Stamp:  _____
Dept: Head Student Affairs

Dated 28/06/2024

Appendix 3. Consultation Form



Akademi Kuliner & Pastry
OTTIMO
 INTERNASIONAL
SINERGI KEMAJUAN BERKELANJUTAN

**CONSULTATION FORM /
 INDUSTRIAL TRAINING /
 FOODPRENEURSHIP**

| No | Date | Topic Consultation | Name/ Signature |
|----|-----------|--|--------------------|
| 1. | 12 Jun 24 | Title | <i>[Signature]</i> |
| 2. | 14 Jun 24 | CHAPTER I | <i>[Signature]</i> |
| 3. | 19 Jun 24 | CHAPTER II: Mission & Values | <i>[Signature]</i> |
| 4. | 20 Jun 24 | CHAPTER II: Organizational Structure | <i>[Signature]</i> |
| 5. | 21 Jun 24 | CHAPTER II: Establishment Description | <i>[Signature]</i> |
| 6. | 24 Jun 24 | CHAPTER II: Hygiene & Sanitation | <i>[Signature]</i> |

Name : CICIILIA YOSELVINA
 Student Number : 2174130010018
 Advisor : Novi Indah Permata Sari, S.T., M.Sc

| No | Date | Topic Consultation | Name/ Signature |
|-----|-----------|--------------------------------|--------------------|
| 7. | 24 Jun 24 | CHAPTER II: Job Description | <i>[Signature]</i> |
| 8. | 26 Jun 24 | CHAPTER II: Products | <i>[Signature]</i> |
| 9. | 27 Jun 24 | CHAPTER IV | <i>[Signature]</i> |
| 10. | 28 Jun 24 | Abstract | <i>[Signature]</i> |

Appendix 4. Certificate



Appendix 5. Correction List



Student Name : Cicilia Yoselvina
Student Number : 2174130010018
Exam Day & Date : Senin, 8 Juli 2024
Lecture : Novi Indah Permata Sari, S.T., M.Sc.
(19951109 2202 083)

| No | Correction List | Page | Approval |
|----|-----------------|------|----------|
| | | | |

Acknowledge,
Advisor

(Novi Indah Permata Sari, S.T., M.Sc.)
19951109 2202 083



Akademi Kuliner & Patiseri

OTTIMMO
INTERNASIONAL

CULINARY ARTS GASTRONOMY BAKING & PASTRY ARTS

Student Name : Cicilia Yoselvina
Student Number : 2174130010018
Exam Day & Date : Senin, 8 Juli 2024
Lecture : Anthony Sucipto, A.Md. Par.
(19960325 2201 085)

| No | Correction List | Page | Approval |
|----|-----------------|------|----------|
| | | | |

Acknowledge,
Advisor

(Novi Indah Permata Sari, S.T., M.Sc.)
19951109 2202 083



Akademi Kuliner & Patiseri

OTTIMMO
INTERNASIONAL

CULINARY ARTS · GASTRONOMY · BAKING & PASTRY ARTS

Student Name : Cicilia Yoselvina
Student Number : 2174130010018
Exam Day & Date : Senin, 8 Juli 2024
Lecture : Filias Kusuma, S.E., M.M.
(19871203 2403 023)

| No | Correction List | Page | Approval |
|----|-----------------|------|----------|
| | | | |

Acknowledge,
Advisor

(Novi Indah Permata Sari, S.T., M.Sc.)
19951109 2202 083

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Cicilia Yoselvina
 Study Program : D3 Culinary Arts
 Placement of *Industrial Training* : W Bali - Seminyak
 Field of Work : Starfish Bloo Breakfast
 Activity Notes : Month I/II/III/IV/V/VI

| Week | Description of Activities |
|------------|--|
| Week 1 | <ul style="list-style-type: none"> - Introduction to the kitchen and all the stations - Prepare and set up the pancake station - Learn to make order - Closing - Refill all the buffet condiment - Prepare yogurt for the next day |
| Week 2 | <ul style="list-style-type: none"> - Food safety training - Prepare and set up the pancake station - Make order - Closing - Refill all the buffet condiments - Prepare yogurt for the next day |
| Week 3 - 5 | <ul style="list-style-type: none"> - Prepare and set up the noodle station - Make order - Blanch vegetables - Closing - Refill all the buffet condiments |
| Week 6 | <ul style="list-style-type: none"> - Brunch preparation - Runner |

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Cicilia Yoselvina
 Study Program : D3 Culinary Arts
 Placement of *Industrial Training* : W Bali - Seminyak
 Field of Work : Pastry
 Activity Notes : Month I/II/III/IV/V/VI

| Week | Description of Activities |
|-----------|---|
| Week 7-12 | <ul style="list-style-type: none"> - Refill a la carte for starfish bloo's desserts - Help senior make amenities - Make strawberry dip and marshmallow dip - Prepare production for a la carte - Prepare for brunch (friday and saturday) - Cleaning <p>Sunday:</p> <ul style="list-style-type: none"> - Finishing product for brunch - Prepare set up for brunch - Manning the pastry booth in Sunday brunch - Closing - Cleaning |

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Cicilia Yoselvina
 Study Program : D3 Culinary Arts
 Placement of *Industrial Training* : W Bali - Seminyak
 Field of Work : FIRE Dinner
 Activity Notes : Month I/II/III/IV/V/VI

| Week | Description of Activities |
|------------|--|
| Week 13-18 | <ul style="list-style-type: none"> - Checking all of the preparation - Cut diced pineapple and diced cucumber - Segment orange - Cut beef tenderloin for beef tartare - Cut young papaya and young mango - Refill all the condiments - Pick up oyster from butcher - Cut salad's condiments (tomato cherry, Persian cucumber, red onion, spring onion) - Make side salad for steak - Make order - Closing - Cleaning the stations - Temperature check |

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Cicilia Yoselvina
 Study Program : D3 Culinary Arts
 Placement of *Industrial Training* : W Bali - Seminyak
 Field of Work : IRD/Banquet/Main Kitchen
 Activity Notes : Month I/II/III/IV/V/VI

| Week | Description of Activities |
|--------------|---|
| Week 19 - 26 | <ul style="list-style-type: none"> - Check all of the preparations - Refill vegetables for nasi goreng and mie goreng - Refill rice and noodle - Check and refill preparations and condiments for Indian foods - Cut vegetables for tomorrow - Refill Indian preparation - Check and do the to do list for that day - pick up supplies (only on Monday, Wednesday, and Friday) - Production - Make order - Cleaning the stations - Change the sanitation water for the utensils |