

## BIBLIOGRAPHY

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## APPENDIX

### Appendix 1. W Bali Seminyak Trainee and staff





## Appendix 2. Appraisal Form

### Internship Appraisal Form



AKADEMI KULINER & PATISERI  
**OTTIMMO**<sup>®</sup>  
INTERNASIONAL  
CULINARY ARTS · GASTRONOMY · BAKING & PASTRY ARTS

INTERNSHIP

PLACE: W Bali Seminyat

First Name Christina Anabel Last Name Gate

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

: 5 Desember 2023

Intern's Position : \_\_\_\_\_ Department : Culinary

REVIEW DATE : 13 Juni 2024 Direct Supervisor : \_\_\_\_\_ 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 a 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 , always smile , able to do her tasks,  
Hope you can be a good chef in the future .

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<b>PERFORMANCE SUMMARY</b> * to be filled by OTTIMMO International	
<b>TOTAL POINTS</b>	_____
<b>RATING</b>	_____
<b>ACTION PLANS FOR DEVELOPMENT NEEDS</b>	
1.	_____
2.	_____
3.	_____
4.	_____
5.	_____

**III. SIGNATURES**


**On-Site Manager/Owner/Chef**

Signature & Stamp:  \_\_\_\_\_ Dated 13/06/2024 .

**The Intern**

Signature:  \_\_\_\_\_ Dated 26/06/2024

**OTTIMMO International MasterGourmet Academy**

Signature & Stamp:  \_\_\_\_\_ Dated 26/06/2024 .  
Dept. Head Student Affairs

### Appendix 3. Cross Exposure Form


#### CROSS EXPOSURE PROGRAM EVALUATION

NAME : Clarissa Anabel Goto  
 UNIVERSITY : O'Himmo International Master Gourmet academy  
 DEPARTMENT : Culinary  
 CROSS EXPOSURE TO : Finance

No	TOPICS	JUSTIFICATION	
		TRAINEE SIGN	DATE & TIME
1	LSOP	<i>Ch</i>	22 May 2024 09.10
2	Alur Pembelian	<i>Ch</i>	22 May 2024 09.20
3	Supplier Registration form	<i>Ch</i>	22 May 2024 09.30
4	Purchase order	<i>Ch</i>	22 May 2024 10.58
5	Product category	<i>Ch</i>	22 May 2024 09.40
6	Prosedur sealed bid	<i>Ch</i>	22 May 2024 10.00
7	Negotiation skill (cost avoidance)	<i>Ch</i>	22 May 2024 11.12
8	Approval level	<i>Ch</i>	22 May 2024 10.20
9	Purchasing category	<i>Ch</i>	22 May 2024 10.30
10			

Seminyak, 22 / 05 / 2024

Trained By, Heri  
  
 HERI PARADISA  
 Talent Coach

  
 I Wayan Gede Jaya Nadi  
 Learning & Development and  
 Industrial Relationship Manager



**Appendix 4. Certificate**



**Appendix 5. Consultation Table**



Academi Kuliner & Pastry  
**OTTIMO**  
 INTERNATIONAL  
(INDONESIA) (MALAYSIA) (SINGAPORE) (AMSTERDAM) (USA)

**CONSULTATION FORM**  
**INDUSTRIAL TRAINING /**  
**FOODPRENEURSHIP**

Name : Clarissa Anabel Goio  
 Student Number : 2174130010063  
 Advisor : Michael Valent A. Md Par

No	Date	Topic Consultation	Name/ Signature
1.	24/06 2024	Chapter I	
2.	24/06 2024	Chapter II Value and Mission	
3.	24/06 2024	Chapter III Job description	
4.	25/06 2024	Chapter II Organizational structure & Establishment description	
5.	25/06 2024	Chapter II Restaurant & occupancy	
6.	25/06 2024	Chapter II Hygiene and sanitation	

No	Date	Topic Consultation	Name/ Signature
7.	24/06 2024	Chapter II Event	
8.	24/06 2024	Chapter II Conclusion, Problem & Solution	
9.	24/06 2024	Abstract	
10.	24/06 2024	Recapitulation	
11.	9/7 2024	Revisi ujian	
12.	10/7 2024	Revisi ujian	

## Appendix 6. Correction List

8 Juli 2024 / 15.00 15 3



Akademi Kuliner & Patiseri  
**OTTIMMO**  
INTERNASIONAL  
CULINARY ARTS GASTRONOMY BAKING & PASTRY ARTS

Student Name : Clarissa Anabel Goto  
Student Number : 2174130010063  
Exam Day & Date : Senin, 8 Juli 2024  
Lecture : Michael Valent. A.Md. Par.  
(19950219 2001 074)

No	Correction List	Page	Approval

Acknowledge,  
Advisor

(Michael Valent. A.Md. Par.)  
19950219 2001 074



Akademi Kuliner & Patiseri

**OTTIMMO**  
INTERNASIONAL

CULINARY ARTS GASTRONOMY BAKING & PASTRY ARTS

Student Name : Clarissa Anabel Goto  
 Student Number : 2174130010063  
 Exam Day & Date : Senin, 8 Juli 2024  
 Lecture : Novi Indah Permata Sari, S.T., M.Sc.  
 (19951109 2202 083)

No	Correction List	Page	Approval
1.	Tambahkan description di setiap gambar.		<i>Neelke</i>
2.	Occupancy jelaskan lebih detail.		<i>Neelke</i>
3.	figure boleh ada instruksi. Can't → cannot. isn't → is not. etc.		<i>Neelke</i>
4.	Conclusion dipersingkat.		
5.	Keyword di abstract di urut by alphabet.		

Acknowledge,  
Advisor

(Michael Valent, A.Md. Par.)  
19950219 2001 074



Student Name : Clarissa Anabel Goto  
 Student Number : 2174130010063  
 Exam Day & Date : Senin, 8 Juli 2024  
 Lecture : Heni Adhianata, S.TP., M.Sc.  
 (19900613 1402 016)

No	Correction List	Page	Approval
	cek note di laporan		Acc.

Acknowledge.  
Adviser

(Michael Valeni, A.Md. Par.)  
 19950219 2001 074

## RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Clarissa Anabel Goto  
Study Program : D3 Culinary Art  
Placement of *Industrial Training* : W Bali Seminyak  
Field of Work : Cold Kitchen  
Activity Notes : Month I/II/III/IV/V/VI/VII

<b>Week</b>	<b>Description of activities</b>
7 Des – 10 Des	Cutting fruit at front kitchen, prepare condiment breakfast, cutting fruit for fire and starfish bloo breakfast, prepare lettuce for breakfast
11 Des – 17 Des	Make order, cutting fruit, prepare condiment breakfast, cutting fruit for fire and starfish bloo breakfast, assemble cheese and cold cut for fire breakfast and starfish bloo breakfast, make backup for condiment breakfast
18 Des – 24 Des	Make order, cutting fruit, prepare condiment breakfast, cutting fruit for fire and starfish bloo breakfast, assemble cheese and cold cut for fire breakfast and starfish bloo breakfast, make backup for condiment breakfast.
25 Des – 31 Des	Make order, cutting fruit, prepare condiment breakfast, cutting fruit for fire and starfish bloo breakfast, assemble cheese and cold cut for fire breakfast and starfish bloo breakfast, make backup for condiment breakfast.

## RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Clarissa Anabel Goto  
 Study Program : D3 Culinary Art  
 Placement of *Industrial Training* : W Bali Seminyak  
 Field of Work : Cold Kitchen, Pastry  
 Activity Notes : Month I/II/III/IV/V/VI/VII

Week	Description of activities
1 Jan – 7 Jan	Make order, cutting fruit, prepare condiment breakfast, cutting fruit for fire and starfish bloo breakfast, assemble cheese and cold cut for fire breakfast and starfish bloo breakfast, make backup for condiment breakfast.
8 Jan – 14 Jan	Make order, cutting fruit, prepare condiment breakfast, cutting fruit for fire and starfish bloo breakfast, assemble cheese and cold cut for fire breakfast and starfish bloo breakfast, make backup for condiment breakfast.
15 Jan – 21 Jan	Hospitalize for dengue fever.
22 Jan – 28 Jan	Refill a la carte, amenities, production, prepare brunch.
29 Jan – 31 Jan	Refill a la carte, amenities, production, prepare brunch.

## RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Clarissa Anabel Goto  
Study Program : D3 Culinary Art  
Placement of *Industrial Training* : W Bali Seminyak  
Field of Work : Pastry, Starfish Bloo Breakfast  
Activity Notes : Month I/II/III/IV/V/VI/VII

<b>Week</b>	<b>Description of activities</b>
1 Feb – 4 Feb	Refill a la carte, amenities, production, prepare brunch.
5 Feb – 11 Feb	Refill a la carte, amenities, production, prepare brunch.
12 Feb – 18 Feb	Refill a la carte, amenities, production, prepare brunch.
19 Feb – 25 Feb	Refill a la carte, amenities, production, prepare brunch.
26 Feb – 29 Feb	Set up pancake station, make order, closing, prepare buffet condiment.



## RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Clarissa Anabel Goto  
Study Program : D3 Culinary Art  
Placement of *Industrial Training* : W Bali Seminyak  
Field of Work : Starfish Bloo Breakfast  
Activity Notes : Month I/II/III/IV/V/VI/VII

<b>Week</b>	<b>Description of activities</b>
1 Mar – 3 Mar	Set up pancake station, make order, closing, prepare buffet condiment.
4 Mar – 10 Mar	Set up pancake station, make order, closing, prepare buffet condiment.
11 Mar – 17 Mar	Deep cleaning
18 Mar – 24 Mar	Set up pancake station, make order, closing, prepare buffet condiment.
25 Mar – 31 Mar	Set up pancake station, make order, closing, prepare buffet condiment.

## RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Clarissa Anabel Goto  
 Study Program : D3 Culinary Art  
 Placement of *Industrial Training* : W Bali Seminyak  
 Field of Work : Starfish Bloo Breakfast, Butcher  
 Activity Notes : Month I/II/III/IV/V/VI/VII

Week	Description of activities
1 Apr – 7 Apr	Set up pancake station, make order, closing, prepare buffet condiment.
8 Apr – 14 Apr	Refill a la carte, make prawn dice and prawn tail on, make the order from woobar, prepare seafood, fillet salmon, make beef patty, deboned chicken wings, cutting salami for cold kitchen.
15 Apr – 21 Apr	Refill a la carte, make prawn dice and prawn tail on, make the order from woobar, prepare seafood, fillet salmon, make beef patty, deboned chicken wings, cutting salami for cold kitchen.
22 Apr – 28 Apr	Refill a la carte, make prawn dice and prawn tail on, make the order from woobar, prepare seafood, fillet salmon, make beef patty, deboned chicken wings, cutting salami for cold kitchen.
29 Apr – 30 Apr	Refill a la carte, make prawn dice and prawn tail on, make the order from woobar, prepare seafood, fillet salmon, make beef patty, deboned chicken wings, cutting salami for cold kitchen.

## RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Clarissa Anabel Goto  
 Study Program : D3 Culinary Art  
 Placement of *Industrial Training* : W Bali Seminyak  
 Field of Work : Butcher  
 Activity Notes : Month I/II/III/IV/V/VI/VII

Week	Description of activities
1 May – 5 May	Refill a la carte, make prawn dice and prawn tail on, make the order from woobar, prepare seafood, fillet salmon, make beef patty, deboned chicken wings, cutting salami for cold kitchen.
6 May – 12 May	Refill a la carte, make prawn dice and prawn tail on, make the order from woobar, prepare seafood, fillet salmon, make beef patty, deboned chicken wings, cutting salami for cold kitchen.
13 May – 19 May	Refill a la carte, make prawn dice and prawn tail on, make the order from woobar, prepare seafood, fillet salmon, make beef patty, deboned chicken wings, cutting salami for cold kitchen.
20 May – 26 May	Refill a la carte, make prawn dice and prawn tail on, make the order from woobar, prepare seafood, fillet salmon, make beef patty, deboned chicken wings, cutting salami for cold kitchen.
27 May – 31 May	Refill a la carte, make prawn dice and prawn tail on, make the order from woobar, prepare seafood, fillet salmon, make beef patty, deboned chicken wings, cutting salami for cold kitchen.

## RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Clarissa Anabel Goto  
Study Program : D3 Culinary Art  
Placement of *Industrial Training* : W Bali Seminyak  
Field of Work : Butcher  
Activity Notes : Month I/II/III/IV/V/VI/VII

<b>Week</b>	<b>Description of activities</b>
1 Jun – 4 Jun	Refill a la carte, make prawn dice and prawn tail on, make the order from woobar, prepare seafood, fillet salmon, make beef patty, deboned chicken wings, cutting salami for cold kitchen.