

## **BIBLIOGRAPHY**

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<https://www.coricapastries.co.id/6-signatures>

## APPENDIX

### Appendix 1. Corica Pastries staff and trainees



## Appendix 2. Appraisal form

### Internship Appraisal Form



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

**INTERNSHIP**

PLACE: Corica Pastries

First Name Daniela Last Name Setiawan

Review Period/s :  Monthly  Quarterly  Bi-annually  Annually Date Joining  
: DEC 4<sup>th</sup> 2023

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

REVIEW DATE : June 5<sup>th</sup> 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

4

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

**Discussions/Notes;**

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\* even more enthusiastic about  
learning and improving it even more

\* more developed and advanced in the culinary world

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**PERFORMANCE SUMMARY** \* to be filled by OTTIMMO International

TOTAL POINTS \_\_\_\_\_

RATING \_\_\_\_\_

**ACTION PLANS FOR DEVELOPMENT NEEDS**


1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**III. SIGNATURES**

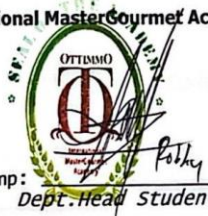
**On-Site Manager/Owner/Chef**

Signature & Stamp:  Dated 5 June 2024

**The Intern**

Signature:  Dated 5 June 2024

**OTTIMMO International Master Gourmet Academy**

Signature & Stamp:  Dated 25/08/24  
*Dept. Head Student Affairs*

**Appendix 3. Certificate**

# *Certificate of Internship*

This certificate is proudly presented to :

**DANIELA SETIAWAN**

**OTTIMO INTERNATIONAL SCHOOL  
Culinary Pastry**

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

Surabaya, June 6<sup>th</sup>, 2024,  
Sincerely yours

Director  
Corica Pastries



Hassan Mohsin

Ast. Human Resources  
Corica Pastries



Gavril Devin Jonathan



## Appendix 4. Recapitulation of Industrial Training Activities

### RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Daniela Setiawan  
 Study Program : D3  
 Placement of *Industrial Training* : Corica Pastries Central Kitchen  
 Field of Work : Production - bakery , cookies , pastry  
 Activity Notes : Month I/II/III/IV/V/VI

Week	Description of Activity
1. (Dec 4. - 9 , 2023)	Decorate cookies for Christmas hampers Assembling seasonal cakes for Christmas special
2. (Dec 11 - 16 , 2023)	Cutting apple for strudel, preparing fla, finishing viennoiserie products
3. (Dec 18 - 23 , 2023)	Help cromboloni production , help strudel section
4. (Dec 25 - 30 , 2023)	Prepare and making bread dough (Assisted with staff)
5. (Jan 1 - 6 , 2024)	Help prepare and decorating cake orders for New Year special
6. (Jan 8 - 13 , 2024)	Prepare , making dough , rounding , bake, finishing bakery product
7. (Jan 15 - 20 , 2024)	Making dough , and finishing bakery product Help prepare for cookies section
8. (Jan 22 - 27 , 2024)	Help prepare , sheeting viennoiserie dough (assisted w/ staff) finishing croissant products
9. (Jan 29 - Feb 3 , 2024)	prepare , sheeting dough , finishing bakery for snack box orders
10. (Feb 5 - 10 , 2024)	Helping viennoiserie section finishing snack box orders
11. (Feb 12 - 17 , 2024)	Preparing for strudel section cutting apples , making fla , making filling
12. (Feb 19 - 24 , 2024)	Helping strudel section Sheeting dough , finishing products
13. (Feb. 26 - Mar 2 , 2024)	Preparing cookies for Eid Hampers Mixing dough



14. (Mar 4 - 9, 2024)	Preparing Eid Hampers Mixing & finishing biscotti products
15. (Mar 11 - 16, 2024)	Preparing Eid Hampers Mixing & finishing nastar, kastengel, snowball
16. (Mar 18 - 23, 2024)	Preparing Eid Hampers Mixing & finishing cookies
17. (Mar 25 - 30, 2024)	Help packing Eid Hampers
18. (Apr 1 - 6, 2024)	Making cookies for
19. (Apr 8 - 13, 2024)	Helping bakery section Mixing, rounding, finishing products
20. (Apr 15 - 20, 2024)	Helping pastry orders
21. (Apr 22 - 27, 2024)	Prepare, mixing, assembling cakes
22. (Apr 29 - May 4, 2024)	Prepare & making moussé cakes Helping making sponge cake
23. (May 6 - 11, 2024)	Preparing for promo cakes
24. (May 13 - 18, 2024)	prepare, mixing assembling cakes Finishing cakes
25. (May 20 - 25, 2024)	Helping pie section Preparing, mixing dough
26. (May 27 - June 1, 2024)	Helping pie section Sheeting dough & finishing product
27. (June 3 - 6, 2024)	prepare, mixing, assembling cakes

**Appendix 5. Consultation Form**



Akademi Kuliner & Pastry  
**OTTIMO**  
 INTERNASIONAL  
DEKORASI DAN KATERING MANAJEMEN

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

Name : Daniela Setiawan  
 Student Number : 2174130010064  
 Advisor : Ryan Yerima Yrendar

No	Date	Topic Consultation	Name/ Signature
1.	18/6	Abstract	
2.	20/6	Chapter I Introduction	
3.	20/6	Chapter I Benefits of Internship	
4.	21/6	Chapter II organizational structure	
5.	21/6	Chapter II Hygiene and sanitation	
6.	24/6	Chapter III Job Description	

No	Date	Topic Consultation	Name/ Signature
7.	24/6	Chapter III Intern activities	
8.	24/6	Chapter IV conclusion	
9.	24/6	Chapter IV Problems & solution	
10.	24/6	Chapter IV Suggestion	

**Appendix 5. Correction List**



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

Student Name : Daniela Setiawan  
Student Number : 2174130010064  
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		<i>Ace</i>

Acknowledge,  
Advisor

(Ryan Yermia Iskandar, S.S.)  
19821218 1601 023



Akademi Kuliner & Patiseri

**OTTIMMO**  
**INTERNASIONAL**

CULINARY ARTS - GASTRONOMY - BAKING & PASTRY ARTS

Student Name : Daniela Setiawan  
Student Number : 2174130010064  
Exam Day & Date : Senin, 8 Juli 2024  
Lecture : Jessica Hartan, A.Md. Par.  
(19940923 2201 084)

No	Correction List	Page	Approval
1	Cek all notes in the report	All	
2	Pergulangan penulisan argu	x	

Acknowledge,  
Advisor

(Ryan Yermia Iskandar, S.S.)  
19821218 1601 023



Akademi Kuliner & Patiseri

**OTTIMMO**  
**INTERNASIONAL**

CULINARY ARTS GASTRONOMY BAKING & PASTRY ARTS

Student Name : Daniela Setiawan  
Student Number : 2174130010064  
Exam Day & Date : Selasa, 8 Juli 2024  
Lecture : Ryan Yeremia Iskandar, S.S.  
(19821218 1601 023)

No	Correction List	Page	Approval

Acknowledge,  
Advisor

(Ryan Yeremia Iskandar, S.S.)  
19821218 1601 023