

## BIBLIOGRAPHY

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## APPENDIX


### 1. Bvlgari Resort Bali staff and trainees





2. Appraisal Form

**Internship Appraisal Form**



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

INTERNSHIP PLACE: Prigari Resort Bali

First Name: Stephen Last Name: Budiono

Review Period/s:  Monthly  Quarterly  Bi-annually  Annually Date Joining: 11 December 2023

Intern's Position: Intern Department: Main Kitchen

REVIEW DATE: 26 June 2024 Direct Supervisor: I Wayan Wiana

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**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 a 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 2,5

### 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

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;

6 month on the job training, actually  
not fully enough to master, knowledge, skills.

Technic etc.

May be it's need more than 6 month  
to learn what is the kitchen challenge.

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

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

RATING \_\_\_\_\_

**ACTION PLANS FOR DEVELOPMENT NEEDS**

1. \_\_\_\_\_

2. \_\_\_\_\_

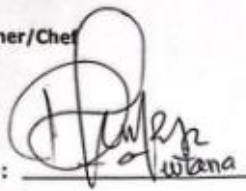
3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_


**III. SIGNATURES**

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

Signature & Stamp: 

Dated June / 25 / 2024

**The Intern**

Signature: 

Dated June / 25 / 2024

**OTTIMMO International Master Gourmet Academy**

Signature & Stamp:   
Dept: Head Student Affairs

Dated 06 / 8 / 2024

3. Certificate







Akademi Kuliner & Pastry  
**OTTIMO**  
 INTERNASIONAL

CONSULTATION FORM  
 INDUSTRIAL TRAINING /  
 FOODPRENEURSHIP

Name : Stephan Budiono  
 Student Number : 21741300100214  
 Advisor : Nur Indah Permata Sari, S.T.M.Sc

No	Date	Topic Consultation	Name/ Signature
1	23/06	Internship before Chapter 1	
2	24/06	Internship Report Chapter 2	
3	24/06	Kitchen Breakdown	
4	30/6	Job desc.	
5	2/7	Establishment desc.	
6	2/7	Hygiene and Sanitation	

No	Date	Topic Consultation	Name/ Signature
7	2/7	Internship activities	
8	3/7	Revisi report	
9	3/7	Revisi Report	
10	3/7	Revisi report	

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4. Consultation Form

## RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Stephen Budiono

Study Program : D3 Culinary Arts

Placement of *Industrial Training* : Bvlgari Resort Bali

Field of Work : Main Kitchen

Activity Notes : Month I/II/III/IV/V/VI

<b>Week</b>	<b>Description of Activities</b>
Week 1	Introducing myself, got introduced to the staffs, seniors, chefs, and other trainees. Introduced to Bvlgari's kitchen, where the ingredients are put, what preparations need to be prepped, learn the menu and platings
Week 2 – Week 22	Come in the kitchen in the morning, setting up the plates and bowls for service, clean the station, prepare the ingredients and condiment needed for service time, while handling orders at the same time prepare ingredients for tomorrow's service.
Week 22 – Week 24	New interns comes to Bvlgari, introduce myself to the new trainees and teach them all they need to know on running smooth service.



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**OTTIMMO**  
**INTERNASIONAL**

CUISINARY ARTS · GASTRONOMY · BAKING & PASTRY ARTS

Student Name : Stephen Budiono  
Student Number : 2174130010044  
Exam Day & Date : Jumat, 26 Juli 2024  
Lecture : Gilbert Yanuar Hadiwirawan, A.Md. Par.  
(19900101 1701 041)

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Acknowledge,  
Advisor

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



Student Name : Stephen Budiono  
Student Number : 2174130010044  
Exam Day & Date : Jumat, 26 Juli 2024  
Lecture : Ryan Yeremia Iskandar, S.S.  
(19821218 1601 023)

No	Correction List	Page	Approval

Acknowledge,  
Advisor

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



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