

## **BIBLIOGRAPHY**

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## APPENDIX

Appendix 1. Staff Bakery Department.



Appendix 2. Staff Pastry Department.



Appendix 3. Appraisal form Pastry

Internship Appraisal Form



AKADEMI KULINER & PATISERI  
**OTTIMMO**<sup>®</sup>  
INTERNASIONAL  
AKADEMI KULINER & PATISERI

INTERNSHIP PLACE: BRAUD GENERAL STORE

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Review Period/s :  Monthly  Quarterly  Bi-annually  Annually Date Joining : \_\_\_\_\_

Intern's Position : Intern Department : Pastry

REVIEW DATE : 20/16/24 Direct Supervisor : Khezia Nunzi Hakim . 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.

**1.5**

**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. 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

2.5

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: Wiktyn needs to be more focused. Ask more questions, be more curious about the task given.


Accept the fact that you're human, you'll screw up

but the most important part of screwing up is how you get back up from that point, that's the true part of learning.

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

**III. SIGNATURES**

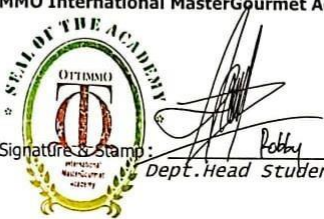
**On-Site Manager/Owner/Chef**

Signature & Stamp:  Khezia Hakim Dated 20 June 2024

**The Intern**

Signature:  Widya Anggraini Dated 20 June 2024

**OTTIMMO International MasterGourmet Academy**

Signature & Stamp:  Robby  
Dept. Head Student Affairs Dated 07/08/2024

Appendix 4. Appraisal form Bakery

# Internship Appraisal Form



AKADEMI KULINER & PATISERI  
**OTTIMMO**<sup>®</sup>  
INTERNASIONAL  
AKADEMI KULINER & PATISERI

INTERNSHIP PLACE: Bakery

First Name Widya Last Name \_\_\_\_\_

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

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

REVIEW DATE : 15 Mei 2024 Direct Supervisor : \_\_\_\_\_ x

## GRADING FACTORS

### 1. ORGANIZATIONAL & COMMUNICATION

#### Staffs Relations

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

3.5

#### 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.

4

### 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.

3

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

#### Uniforms

Always wear the proper and designated uniform.

3

### 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

2.5

#### 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;**

1. Agar bisa lebih cekatan di saat melaksanakan tugas, fokus ul bisa ~~mengejar~~ mengejar pekerjaan selanjutnya
2. Lebih memiliki kepenasaran yang lebih dalam, tidak hanya ul hal:  
in general aja saja.
3. Kepekaan terhadap situasi & suasana di dalam lingkungan kerja yg perlu dipertajam lagi.

**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: Rio  Dated 15 Mei 2024

**The Intern**

Signature: Widya Angram  Dated 15 Mei 2024

**OTTIMMO International MasterGourmet Academy**

Signature & Stamp:   Dated 07/08/2024  
*Dept. Head Student Affairs*

Appendix 5. Certificate

**BRAUD® GENERAL STORE**  
#36 SENOPATI, SOUTH JAKARTA,  
12110

+62 8212  
432 8172

# CERTIFICATE OF APPRECIATION

TO WHOM IT MAY CONCERN,

THIS IS TO CERTIFY THAT :

**WIDYA ANGRAINI**

HAS SUCCESSFULLY COMPLETED TRAINING IN THE **BAKERY & PASTRY** DEPARTMENTS  
AT BRAUD® GENERAL STORE FROM **DES 20<sup>TH</sup>, 2023** UNTIL **JUN 20<sup>TH</sup>, 2024**

WE ARE PLEASED TO PROVIDE ANY REFERENCE NEEDED IN VERBAL ABOUT HER

ON BEHALF OF BRAUD® GENERAL STORE, WE EXTEND OUR GRATITUDE AND  
WISHES FOR HER BRIGHT FUTURE CAREER.

JAKARTA, JUN 20<sup>TH</sup>, 2024

  
**BRAUD**  
GENERAL STORE

YOEL NATANAEL WIJAYA  
CHIEF EXECUTIVE OFFICER


**BRAUD**<sup>®</sup>

Appendix 6 Correction list

7 Agustus 2024 / 13.30-14.00



Student Name : Widya Anggraini  
Student Number : 2174130010054  
Exam Day & Date : Rabu, 7 Agustus 2024  
Lecture : Heni Adhianata, S.TP., M.Sc.  
(19900613 1402 016)

No	Correction List	Page	Approval
	cek note di laporan		

Acknowledge,  
Advisor



(Heni Adhianata, S.TP., M.Sc.)  
19900613 1402 016



Akademi Kuliner & Patiseri

**OTTIMMO**  
**INTERNASIONAL**

CULINARY ARTS GASTRONOMY BAKING & PASTRY ARTS

Student Name : Widya Anggraini  
Student Number : 2174130010054  
Exam Day & Date : Rabu, 7 Agustus 2024  
Lecture : Gilbert Yanuar Hadiwirawan, A.Md. Par.  
(19900101 1701 041)

No	Correction List	Page	Approval
	—	—	

Acknowledge,  
Advisor

(Heni Adhianata, S.TP., M.Sc.)  
19900613 1402 016



Akademi Kuliner & Patiseri

**OTTIMMO**  
**INTERNASIONAL**

CULINARY ARTS GASTRONOMY BAKING & PASTRY ARTS

Student Name : Widya Anggraini  
Student Number : 2174130010054  
Exam Day & Date : Rabu, 7 Agustus 2024  
Lecture : Michael Valent, A.Md. Par.  
(19950219 2001 074)

No	Correction List	Page	Approval

Acknowledge,  
Advisor

(Heni Adhianata, S.TP., M.Sc.)  
19900613 1402 016

Appendix 7 Consultation form



Academi Kuliner & Pastry  
**OTTIMO**  
 INTERNATIONAL  
CAMPUS FOR SUSTAINABLE ENTREPRENEURSHIP

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

Name : *Didi Anagani*  
 Student Number : *211192010024*  
 Advisor : *Hem Adhianita, S. 19. M.Sc.*

No	Date	Topic Consultation	Name/ Signature
1	11/07	Chapter I : Background of study	<i>Prady</i>
2	11/07	Chapter II : Kitchen Brigade	<i>Prady</i>
3	12/07	Chapter II - History of restaurant	<i>Prady</i>
4	13/07	Chapter II . Hygiene and Sanitation	<i>Prady</i>
5	14/07	Chapter III : Job description	<i>Prady</i>
6	15/07	Chapter III : Product and event	<i>Prady</i>

No	Date	Topic Consultation	Name/ Signature
7	16/07	Chapter IV . Problem and Solution	<i>Prady</i>
8	17/07	Chapter IV . Suggestion	<i>Prady</i>
9	18/07	Chapter-IV : Fix	<i>Prady</i>
10	19/07	Abstract.	<i>Prady</i>

## RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Widya Anggraini  
 Study Program : D3 Culinary Art  
 Placement of *Industrial Training* : BRAUD General Store  
 Field of Work : Bakery  
 Activity Notes : Month **I/II/III/IV/V/VI**

Week	Description of activities
1	<ul style="list-style-type: none"> <li>• Workplace introduction.</li> <li>• Mixing sourdough.</li> <li>• Shaping baguette.</li> <li>• Bake baguette.</li> </ul>
2	<ul style="list-style-type: none"> <li>• Shaping sourdough.</li> <li>• Mixing and shaping panini.</li> <li>• Closing.</li> </ul>
3 & 4	<ul style="list-style-type: none"> <li>• Deep fry doughnut.</li> <li>• Boiled bagel.</li> <li>• Mixing bagel, focaccia, doughnut, brioche, parker roll, shokupan.</li> <li>• Autolyse baguette.</li> <li>• Mixing pizza.</li> </ul>
5 & 6	<ul style="list-style-type: none"> <li>• Shaping sourdough.</li> <li>• Mixing and shaping panini.</li> <li>• Closing.</li> </ul>
7	<ul style="list-style-type: none"> <li>• Shaping sourdough.</li> <li>• Mixing and shaping panini.</li> <li>• Closing.</li> <li>• Helps to shaping.</li> <li>• Feeding starter.</li> <li>• Final mixing baguette.</li> </ul>
8 & 9	<ul style="list-style-type: none"> <li>• Deep fry doughnut.</li> <li>• Boiled bagel.</li> <li>• Mixing bagel, focaccia, doughnut, brioche, parker roll, shokupan.</li> <li>• Autolyse baguette.</li> <li>• Mixing pizza.</li> </ul>



10 - 12	<ul style="list-style-type: none"> <li>• Deep fry doughnut.</li> <li>• Boiled bagel.</li> <li>• Mixing bagel, focaccia, doughnut, brioche, parker roll, shokupan.</li> <li>• Autolyse baguette.</li> <li>• Mixing pizza.</li> <li>• Bake English muffin, brioche, parker roll, focaccia, and sourdough.</li> <li>• Make panini.</li> </ul>
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### RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Widya Anggraini  
Study Program : D3 Culinary Art  
Placement of *Industrial Training* : BRAUD General Store  
Field of Work : Pastry  
Activity Notes : Month I/II/III/IV/V/VI

Week	Description of activities
1	<ul style="list-style-type: none"> <li>• Make pancake butter.</li> <li>• Make scones.</li> <li>• Make chocolate sponge.</li> <li>• Make banana bread, brownies, Maldon cookies, classic cookies.</li> </ul>
2 & 3	<ul style="list-style-type: none"> <li>• Mold butter.</li> <li>• Assemble almond croissant.</li> <li>• Mixing and bake cookies.</li> <li>• Make flan.</li> <li>• Shaping croissant.</li> </ul>
4 & 5	<ul style="list-style-type: none"> <li>• Shaping croissant.</li> <li>• Shaping sausage roll.</li> <li>• Bake flan.</li> <li>• Wheiging croissant dough.</li> </ul>
6 & 7	<ul style="list-style-type: none"> <li>• Make pancake butter.</li> <li>• Make scones.</li> <li>• Make chocolate sponge.</li> <li>• Make banana bread, brownies, Maldon cookies, classic cookies.</li> <li>• Mold butter.</li> <li>• Assemble almond croissant.</li> <li>• Mixing and bake cookies.</li> <li>• Make flan.</li> <li>• Shaping croissant.</li> <li>• Shaping croissant.</li> <li>• Shaping sausage roll.</li> <li>• Bake flan.</li> <li>• Wheiging croissant dough.</li> </ul>
8 - 10	<ul style="list-style-type: none"> <li>• Mold butter.</li> <li>• Assemble almond croissant.</li> </ul>

	<ul style="list-style-type: none"> <li>• Mixing and bake cookies.</li> <li>• Make flan.</li> <li>• Shaping croissant.</li> </ul>
11 & 12	<ul style="list-style-type: none"> <li>• Make pancake butter.</li> <li>• Make scones.</li> <li>• Make chocolate sponge.</li> <li>• Make banana bread, brownies, Maldon cookies, classic cookies.</li> <li>• Bake New York cheesecake.</li> <li>• Bake Basque.</li> <li>• Make Basque and New York butter.</li> </ul>