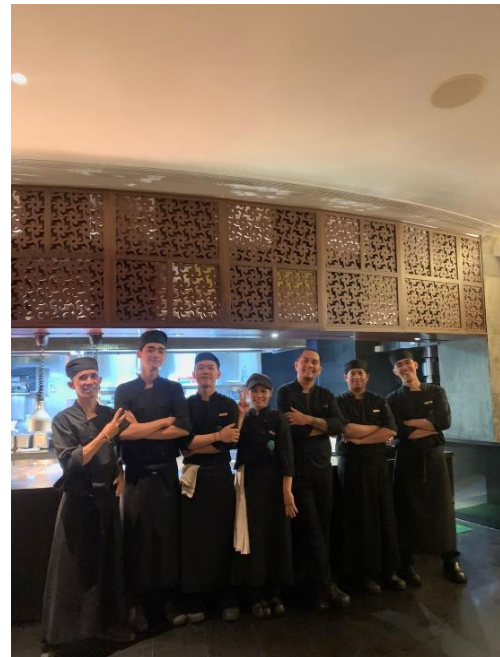


APPENDIX


Appendix 1. Photos with Staff



Appendix 2. Certificate



Appendix 3. Appraisal Form



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

Internship Appraisal Form

INTERNSHIP PLACE: AYANA Resort Bali

First Name Ten Billy Last Name Tanjungaya

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

3 Jan - 2 July

Intern's Position : Trainee Department : Culinary (DAVA)

REVIEW DATE : 1 July 2024 Direct Supervisor : Arjo

GRADING FACTORS

1. ORGANIZATIONAL & COMMUNICATION

Staffs Relations 4

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

Team Player 4

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

Follow -Through 3.5

Sees tasks through completion. Finishes work so that next shift is prepared.

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

3

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
Follow instructions and completes work on time with minimum supervision

3.5

Work Quality

Work performed according to Chef's standard and on-site work requirements
All job descriptions specification are met. Consistency in work. All recipes are followed

3.5

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;

PERFORMANCE SUMMARY * to be filled by OTTIMMO International

TOTAL POINTS _____


RATING _____

ACTION PLANS FOR DEVELOPMENT NEEDS


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

III. SIGNATURES

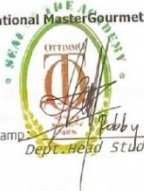
On-Site Manager/Owner/Chef

Signature & Stamp:  _____ Dated _____

The Intern

Signature:  _____ Dated _____

OTTIMMO International Master Gourmet Academy

Signature & Stamp:  _____ Dated 12/08/2024

Dept. Head Student Affairs

Internship Appraisal Form



AKADEMI KULINER & PATISERI
OTTIMMO
INTERNASIONAL
FOUNDED WITH EDUCATION, SKILLS & SERVICE

INTERNSHIP

PLACE: AYANA Resort Bali

First Name Tan Billy Last Name Tanjung

Review Period's : Monthly Quarterly Bi-annually Annually Date Joining
3 Jan - 2 July

Intern's Position : Trainee Department : Culinary Bakery

REVIEW DATE : 1 July 2024 Direct Supervisor : Raka

GRADING FACTORS

1. ORGANIZATIONAL & COMMUNICATION

Staffs Relations

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

35

Team Player

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

35

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.

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;

PERFORMANCE SUMMARY * to be filled by OTTIMO International

TOTAL POINTS _____

RATING _____

ACTION PLANS FOR DEVELOPMENT NEEDS

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

III. SIGNATURES

On-Site Manager/Owner/Chef



Signature & Stamp: Komang Raka Nugraha Dated _____

The Intern




Signature: _____ Dated _____

OTTIMMO International MasterGourmet Academy









Signature & Stamp: _____ Dated 12/18/2024




Appendix 4. Consultation Form



Academi Kuliner & Pastry
OTTIMO
INTERNASIONAL

CONSULTATION FORM
INDUSTRIAL TRAINING /
FOODPRENEURSHIP

No	Date	Topic Consultation	Name/ Signature
	7/1	Internship report menu	
	7/3	Approval signature.	
	7/16	Online presentation n. Cutting check	
	7/16	Kitchen Brigade consultation	
	7/19	Establishment consultation	
	7/28	Internship activity	

No	Date	Topic Consultation	Name/ Signature
	7/29	Power point consultation	
	8/7.	Cutting revision.	
	8/7	Cutting revision n. Kitchen brigade	

Name : Tan Billy Tanjaya

Student Number : 211412010022

Advisor : Jessica Harten

Appendix 5. Correction List

7 Agustus 2024 / 14.30-15.00



Akademi Kuliner & Patiseri

OTTIMMO
INTERNASIONAL

VEGETARIAN ARTS GASTRONOMY BAKING & PASTRY ARTS

Student Name : Tan, Billy Tanujaya
Student Number : 2174130010022
Exam Day & Date : Rabu, 7 Agustus 2024
Lecture : Elma Sulistiya, S.TP., M.Sc.
(19970916 2302 087)

No	Correction List	Page	Approval

Acknowledge,
Advisor


(Jessica Hartan, A.Md. Par.)
19940923 2201 084



Akademi Kuliner & Patiseri
OTTIMMO
 INTERNASIONAL
COUPAGE ARTS GASTRONOMY BAKING & PASTRY ARTS

Student Name : Tan, Billy Tanujaya
 Student Number : 2174130010022
 Exam Day & Date : Rabu, 7 Agustus 2024
 Lecture : Jessica Hartan, A.Md. Par.
 (19940923 2201 084)

No	Correction List	Page	Approval
1	Perbaiki spacing & penulisan, spacing di figure	All	
2	Belum dihapus	viii	
3	Brigade bisa diganti jabatan di atas dan nama dibawah?	5-6	

Acknowledge,
 Advisor

(Jessica Hartan, A.Md. Par.)
 19940923 2201 084




Akademi Kuliner & Patiseri
OTTIMMO
INTERNASIONAL
CULINARY ARTS ILLUSTRATION BAKING & PASTRY ARTS

Student Name : Tan, Billy Tanujaya
Student Number : 2174130010022
Exam Day & Date : Rabu, 7 Agustus 2024
Lecture : Ryan Yeremia Iskandar, S.S.
(19821218 1601 023)

No	Correction List	Page	Approval
	<i>lihat note</i>		<i>Ryan</i>

Acknowledge,
Advisor


(Jessica Hartan, A.Md. Par.)
19940923 2201 084

Appendix 6. Recaptulation

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Tan Billy Tanujaya
Study Program : Internship Activity Report
Placement of *Industrial Training* : AYANA Resort Bali
Field of Work : Bakery
Activity Notes : Month **I/II/III/IV/V/VI**

Week	Description of activities
1-12	<ul style="list-style-type: none">- Refill Muffin Mix- Make Soft Roll- Make Hard Roll- Make Sourdough- Make Donut Grissini Lavosh dough- Shape Donut Grissini Lavosh- Bake Grisini Lavosh- Prepare tomorrow's breakfast- Send back up breakfast to Padi- Shape Croissant- Make Muffin dough- Make Focaccia- Make Pita Bread- Make Burger Bun

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Tan Billy Tanujaya
 Study Program : Internship Report
 Placement of *Industrial Training* : AYANA Resort Bali
 Field of Work : DAVA Culinary
 Activity Notes : Month I/II/III/IV/V/VI

Week	Description of activities
13-19	<ul style="list-style-type: none"> - Make Seaweed Soup - Make Niku Jaga - Sautee Mushrooms - Make Guacamole - Make Béarnaise sauce - In Charge of Non egg station - Prepare Roast Tomatoes - Mix 60 eggs - Prepare Mushrooms, Tomatoes, and Sweet Potatoes - Prepare garnish - Prepare Salmon - Slice Pork and Beef - Prepare Chicken Stock - Prepare Bulgogi sauce - Prepare Teriyaki Sauce

	- Prepare Porridge
--	--------------------

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Tan Billy Tanujaya
Study Program : Internship Activities
Placement of *Industrial Training* : AYANA Resort Bali
Field of Work : DAVA Culinary
Activity Notes : Month I/II/III/IV/V/VI

Week	Description of activities
20-24	Set Up Kitchen Check and Refill all Ingredients and Dressings Chop Beef Tartare Prepare for Dinner Operation <ul style="list-style-type: none"> - Bake Beetroots - Prepare Garnishes - Make Lemon Dressing - Make Capers n Raisin Pure - Make Sugar Palm Dressing - Make Beetroot Cream - Make Egg Yolk Cream - Make Blueberry Vinaigrette - Make Citrus Dressing - Crab Cake Production - Make Tartar Sauce

	- Chop Beef Tartare
--	---------------------