

## BIBLIOGRAPHY

Namoru, N. O. (2020). UNPAR Institutional Repository. *Relasi Pura Besakih Dengan Hotel the Apurva Kempinski Bali Ditinjau Dari Tata Massa, Tata Ruang, Dan Sosok Bangunan*. <http://hdl.handle.net/123456789/11219>

The Apurva Kempinski Bali (Bafageh Group, Trans.). (2023). *The Apurva Kempinski Bali: Kemewahan Dan Keindahan Di Pulau Dewata*. <https://bafageh.com/blog/en/The-Apurva-Kempinski-Bali-Kemewahan-dan-Keindahan-di-Pulau-Dewata>

## APPENDIX

### Appendix 1.



### Appendix 2. Picture with crew, dayli workers, and trainees








**Appendix 3. Appraisal form breakfast section**

## Internship Appraisal Form



AKADEMI KULINER & PATISERI  
**OTTIMMO®**  
INTERNASIONAL  
CULINARY ARTS | GASTRONOMY | BAKING & PASTRY ARTS

INTERNSHIP  
PLACE: APURVA KEMPINSKI BALI

First Name FELICIA RUTH Last Name NATARI

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

Intern's Position : KITCHEN DEPARTMENT Department : BREAKFAST

REVIEW DATE : 27 Mei 2024. Direct Supervisor : Myoman Sudarh . \_\_\_\_\_ 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. 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.

### 3. PERSONAL PRESENTATIONS

#### Grooming Standards

Practices and displays proper grooming, personal hygiene and care.

3.5

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;**

Felicia is good framer, hard work. she can do communicate with other guest during handling buffet breakfast, and also do preparation for breakfast.

**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:  Subark . Dated 27 Mei / 2024.

The Intern


Signature:  Felicia Ruth Natari Dated 27 Mei 2024

OTTIMMO International MasterGourmet Academy

Signature & Stamp:  Robby Dated 24/07/2024.  
Dept. Head Student Affairs



**Appendix 4. Appraisal form cold kitchen section (Main Kitchen)**



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

## Internship Appraisal Form

INTERNSHIP  
 PLACE: APURVA KEMPINSKI BALI

First Name FELICIA RUTH Last Name NJARTI

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

Intern's Position : KITCHEN DEPARTMENT Department : cold kitchen (MK)

REVIEW DATE : 6 June 2024 Direct Supervisor : NI LUH WIWIN WIDIASTUTI 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. 4

**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 4

### 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

4

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;**

Always take decisions and action quickly, always  
show a can-do attitude and take responsibility.

You're doing Great!

**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: Ni Luh Wiwin Widiastuti

Dated 6 - June - 2024.

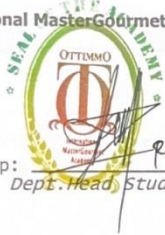
The Intern



Signature: Felicia Ruth Notari

Dated 6 June 2024

OTTIMMO International MasterChef Academy



Signature & Stamp: [Signature]  
*Dept. Head Student Affairs*

Dated 21/07/2024.

**Appendix 5. Certificate**



**Apendix 6. Consulatiton form**



Akademi Kuliner & Pastry  
**OTTIMO**  
 INTERNATIONAL  
CERTIFICATE ARTS CATERING AND BAKERY ARTS

**CONSULTATION FORM  
 INDUSTRIAL TRAINING /  
 FOODPRENEURSHIP**

No	Date	Topic Consultation	Name/ Signature
1	3/06/2024	Internship report title	
2	5/06/2024	Approval 1 correction	
3	10/06/2024	Font correction in the report	
4	12/06/2024	Kitchen Brigade consultation	
5	19/06/2024	Company objective	
6	24/06/2024	Picture revision	

Name : Felicia Ruth Natari  
 Student Number : 2174130010070  
 Advisor : Novi Indah Permata Sari, S.T., M.Sc.

No	Date	Topic Consultation	Name/ Signature
7	28/06/2024	Table of content revision	
8	1/07/2024	Bibliography revision	
9	2/07/2024	correction and verification of completeness of the data report	
10	03/07/2024	Final consultation	

## Appendix 7. Correction List

10 Juli 2024 / 10.30-11.00



Akademi Kuliner & Patiseri

**OTTIMMO**  
INTERNASIONAL

CULINARY ARTS GASTRONOMY BAKING & PASTRY ARTS

Student Name : Felicia Ruth Natari  
Student Number : 2174130010070  
Exam Day & Date : Senin, 10 Juli 2024  
Lecture : Heni Adhianata, S.TP., M.Sc.  
(19900613 1402 016)

No	Correction List	Page	Approval
	cek note di laporan		<i>Acc</i>

Acknowledge,  
Advisor

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



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

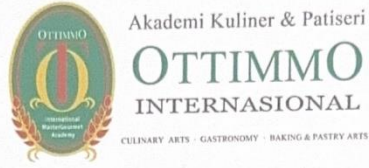
Student Name : Felicia Ruth Natari  
Student Number : 2174130010070  
Exam Day & Date : Senin, 10 Juli 2024  
Lecture : Novi Indah Permata Sari, S.T., M.Sc.  
(19951109 2202 083)

No	Correction List	Page	Approval

Acknowledge,  
Advisor

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





Student Name : Felicia Ruth Natari  
Student Number : 2174130010070  
Exam Day & Date : Senin, 10 Juli 2024  
Lecture : Michael Valent, A.Md. Par.  
(19950219 2001 074)

No	Correction List	Page	Approval

Acknowledge,  
Advisor

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

## RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Felicia Ruth Natari  
 Study Program : D3  
 Placement of *Industrial Training* : Apurva Kempinski Bali  
 Field of Work : Breakfast (Des-Mar), Main Kitchen  
 (Apr-Jun)  
 Activity Notes : Month I/II/III/IV/V/VI

Week	Description of activities
I (4 des – 8 des)	During orientation week, we were informed about the hotel's history, layout, and the locations of both rooms and restaurants. We were also taught proper phone etiquette and how to interact with guests. From the second to the fifth day, we had the opportunity to work for half a day while continuing the orientation process for the other half of the day.
II (11 des – 15 des )	<ul style="list-style-type: none"> <li>– Put the ingredient to trolley and take it from Pala restaurant to Reef</li> <li>– Set up</li> <li>– Service time</li> <li>– Closing and take the food back to Pala</li> <li>– Prepare at 16th floors</li> </ul>
III (18 – 22 des)	<ul style="list-style-type: none"> <li>– Take and bring the prepare from Pala Restaurant to Reef</li> <li>– Set up, steam mantao, fried the tempura</li> <li>– Managing the meatball stand and assisting foreign guests who want to eat meatballs</li> <li>– Closing and back to Pala</li> <li>– Going to 16th floors for prepare</li> </ul>

<p style="text-align: center;">IV (25 – 29 des)</p>	<ul style="list-style-type: none"> <li>– Prepare the ingredient that we need for taking it to reef</li> <li>– Set up</li> <li>– Service time</li> <li>– Closing and prepare at 16th floors</li> </ul>
<p style="text-align: center;">V (1-5 jan)</p>	<ul style="list-style-type: none"> <li>– Prepare alat dan bahan untuk dibawa ke reef</li> <li>– Set up</li> <li>– Training how to make smooties bowl</li> <li>– Service time, menjaga stand bakso, dan refill makanan</li> <li>– Closing, back to Pala restaurant</li> <li>– Prepare at 16rd floor</li> </ul>
<p style="text-align: center;">VI (8-12 jan)</p>	<ul style="list-style-type: none"> <li>– Prepare tools and materials to be taken to Reef</li> <li>– Set up</li> <li>– Service time, Managing the meatball stand and refilling food</li> <li>– Closing, back to pala restaurant</li> <li>– Preparing tools and some cooking ingredients that will be used</li> </ul>
<p style="text-align: center;">VII (15 – 19 jan)</p>	<ul style="list-style-type: none"> <li>– Prepare tools and some food to be taken to the Reef</li> <li>– Set up, service time</li> <li>– Training how to make balinese congee</li> <li>– Closing and back to pala resto, prepare at 16<sup>th</sup> floors</li> </ul>
<p style="text-align: center;">VIII (22-26 jan)</p>	<ul style="list-style-type: none"> <li>– Going to walking chiller and take the yougurt trays</li> <li>– Go to Pala Restaurant, Managing the pastry</li> </ul>

	<p>stand</p> <ul style="list-style-type: none"> <li>- Making pancake and waffle for display</li> <li>- Closing, and going to 16<sup>th</sup> floors for prepare</li> </ul>
<p>IX (29 jan – 2 feb)</p>	<ul style="list-style-type: none"> <li>- Take the yougurt trays, and bring to pala Restaurant</li> <li>- Set up (yogurt, bubur ketan hitam, and bubur mutiara)</li> <li>- Making the smooties from dragon fruits and banana</li> <li>- Making pancake and waffle, refil all the traditional snack and pastry</li> <li>- Closing and going to 16<sup>th</sup> floors, put the yougurt in its jar</li> </ul>
<p>X (5 – 9 feb)</p>	<ul style="list-style-type: none"> <li>- Take yougurt tray, set up</li> <li>- buffet</li> <li>- Closing and prepare at 16<sup>th</sup> floors</li> </ul>
<p>XI (12 – 16 feb)</p>	<ul style="list-style-type: none"> <li>- Cut the fruits into some cube</li> <li>- Making smooties, pancake, waffle and kue cubit</li> <li>- Food refil</li> <li>- Closing and prepare at 16<sup>th</sup> floors (cut the ingredients, put the yougurt into small jar)</li> </ul>
<p>XII (19-23 feb)</p>	<ul style="list-style-type: none"> <li>- Set up in pastry section</li> <li>- Refil the food</li> <li>- Service time</li> <li>- Closing and prepare at 16<sup>th</sup> floors</li> </ul>
<p>XII (26 feb – 1 mar)</p>	<ul style="list-style-type: none"> <li>- Take the yougurt tray</li> <li>- Set up and service time</li> <li>- Help the guest if there is need it</li> </ul>

	<ul style="list-style-type: none"> <li>- Taking special orders from guests, such as requests for mangoes or mangosteen</li> <li>- Closing and prepare</li> </ul>
XIV (4 – 8 mar)	<ul style="list-style-type: none"> <li>- Take the salad ingredient</li> <li>- Set up and service time</li> <li>- Closing and prepare at 16<sup>th</sup> floor</li> </ul>
XV (11-15 mar)	<ul style="list-style-type: none"> <li>- Nyepi event</li> <li>- Managing the buffet and refilling fruit, pancakes, and pastriesPrepare all the food ingredients</li> <li>- Work for 2 shifts</li> <li>- Put the yougurt into small jar</li> </ul>
XVI (18-22 mar)	<ul style="list-style-type: none"> <li>- Take the yougurt and set up</li> <li>- Service time, refill the ingredients</li> <li>- Closing and prepare at 16<sup>th</sup> floor</li> </ul>
XVII (25-29 mar)	<ul style="list-style-type: none"> <li>- Take yougurt tray and set up</li> <li>- Cut fruits, making smoothies</li> <li>- Making sushi</li> <li>- Making french toast</li> <li>- Closing and prepare at 16<sup>th</sup> floors</li> </ul>
XVIII (1-5 apr)	<ul style="list-style-type: none"> <li>- Move to main kitchen</li> <li>- Take the burger bun at bakery kitchen, changed label</li> <li>- Training how to make chicken geprek burger</li> <li>- Learning to remember the types of plates to use for dine-in orders or in the dining room</li> <li>- Refil the ingredient for ala carte</li> <li>- Learning to cut fruit to be arranged on plates</li> </ul>

<p style="text-align: center;">XIX (8-12 apr)</p>	<ul style="list-style-type: none"> <li>- Take some bread at bakery kitchen</li> <li>- Change the label</li> <li>- Making pesto sauce</li> <li>- Label checking</li> <li>- Cut tomato and cucumber into julliene,</li> <li>- How to make mexican burrito</li> <li>- Making ala carte order</li> <li>- Cuts the fruits</li> </ul>
<p style="text-align: center;">XX (15-19 apr)</p>	<ul style="list-style-type: none"> <li>- Bring the show case to Selasar Deli restaurant</li> <li>- Take bread at bakery kitchen</li> <li>- Prepare for afternoon tea, set up, dan menjaga afternoon tea event</li> <li>- Closing, and bring back the food into cold kitchen</li> </ul>
<p style="text-align: center;">XXI (22-26 apr)</p>	<ul style="list-style-type: none"> <li>- Take bread at bakery</li> <li>- Training how to make gado-gado Jakarta</li> <li>- Making order</li> <li>- Label checking</li> <li>- Prepare and changed the ingredient if it not fresh anymore</li> <li>- Making fruits platters</li> </ul>
<p style="text-align: center;">XXII (29 apr – 3 mei)</p>	<ul style="list-style-type: none"> <li>- Prepare for wedding event (set up menu)</li> <li>- Preparing the wedding venue</li> <li>- Assigning job descriptions</li> <li>- Plating</li> <li>- Closing</li> </ul>

<p style="text-align: center;">XXIII (6-10 mei)</p>	<ul style="list-style-type: none"> <li>- Wedding event (buffet)</li> <li>- Set up the food in that stand</li> <li>- Manage the stand and refill</li> <li>- Closing and back to main kitchen</li> <li>- Cleaning up leftover food</li> </ul>
<p style="text-align: center;">XXIV (13 – 17 mei)</p>	<ul style="list-style-type: none"> <li>- Wedding food testing</li> <li>- Sunday brunch</li> <li>- Sliced the fruits platter and fruits skewer</li> </ul>
<p style="text-align: center;">XXV (20-24 mei )</p>	<ul style="list-style-type: none"> <li>- Prepare the ingredients for wedding event</li> <li>- Making order ala carte</li> <li>- Checking the ingredients and labels</li> <li>- Cut fruits and making fruits skewers</li> </ul>
<p style="text-align: center;">XXVI (27-31 mei)</p>	<ul style="list-style-type: none"> <li>- Making 3 types of sandwich for splunk event</li> <li>- Cleaning up leftover food</li> </ul>
<p style="text-align: center;">XXVII (- 3 june)</p>	<ul style="list-style-type: none"> <li>- Prepare for bangquette event (wedding)</li> <li>- Service time</li> <li>- Finish the event, prepare ingredient for ala carte</li> <li>- Take some picture with friends and chef, before end this intership</li> </ul>