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APPENDIX

1. Appendix 1 JW Marriott Staff and Trainee



Appendix 2 Appraisal form

Internship Appraisal Form



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

INTERNSHIP
PLACE: MAIN KITCHEN JW MARRIOTT HOTEL

First Name OLYVIA Last Name SUTEDJO

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

Intern's Position : Cold Kitchen Department : MAIN KITCHEN

REVIEW DATE : 25 July 2024 Direct Supervisor : _____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

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 3,5

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

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

3,5

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;

OTY Via one of the assets for The company in the future.

Only consistent work is needed

Knowledge from various sources, given more responsibility.

Good luck !

PERFORMANCE SUMMARY * to be filled by OTTIMMO International

TOTAL POINTS _____


RATING _____

ACTION PLANS FOR DEVELOPMENT NEEDS

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

III. SIGNATURES

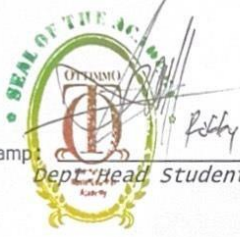
On-Site Manager/Owner/Chef

Signature & Stamp:  Mohammad Khan Dated 25/7/2024

The Intern

Signature:  Alex Dated 25/7/2024

OTTIMMO International MasterGourmet Academy

Signature & Stamp:  Dept. Head Student Affairs Dated 31/07/2024

2. Appendix 3 Certificate



Appendix 4 Correction List




Akademi Kuliner & Patiseri

OTTIMMO
INTERNASIONAL

CULINARY ARTS - GASTRONOMY - BAKING & PASTRY ARTS

Student Name : Olyvia Alexander Sutedjo
Student Number : 2174130010024
Exam Day & Date : Kamis, 8 Agustus 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



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

Student Name : Olyvia Alexander Sutedjo
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Akademi Kuliner & Patiseri

OTTIMMO
INTERNASIONAL

CULINARY ARTS · GASTRONOMY · BAKING & PASTRY ARTS


Student Name : Olyvia Alexander Sutedjo
Student Number : 2174130010024
Exam Day & Date : Kamis, 8 Agustus 2024
Lecture : Jessica Hartan, A.Md. Par.
(19940923 2201 084)

No	Correction List	Page	Approval
1	Check all notes in the report	All	

Acknowledge,
Advisor

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

3. Appendix 5 Consultation Table



**CONSULTATION FORM
INDUSTRIAL TRAINING /
FOODPRENEURSHIP**

Name : The Olivia Alexander. S

Student Number : 2174130010024

Advisor :

No	Date	Topic Consultation	Name/ Signature
1	19 july 2024	Consul report	<i>Nia</i>
2	21 july 2024	Consul report	<i>Nia</i>
3	22 july 2024	Consul report	<i>Nia</i>
4	23 july 2024	Consul report	<i>Nia</i>
5	24 july 2024	Consul report	<i>Nia</i>
6	25 july 2024	Consul report	<i>Nia</i>

No	Date	Topic Consultation	Name/ Signature
7	26 july 2024	Consul report	<i>Nia</i>
8	29 july 2024	Consul report	<i>Nia</i>
9	30 july 2024	Consul report	<i>Nia</i>
10	31 july 2024	Consul report	<i>Nia</i>

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : The Olyvia Alexander Sutedjo
 Study Programs : D3
 Placement of *Industrial Training* : JW Marriott Surabaya
 Field of Work : Flattop
 Activity Notes : Month I/II/III/IV/V/VI

Week	Description of activities
1	<ul style="list-style-type: none"> • Workplace introduction • Preparing breakfast • Making Mushroom Burgers • Preparing lunch • Making Avocado Sunshine Baguette • Making Martabak • Restock cooking ingredients that arrived on that day
2 - 3	<ul style="list-style-type: none"> • Making Martabak • Preparing dinner • Making Quesadilla • Making Burger Shanghai
4	<ul style="list-style-type: none"> • Workplace introduction • Preparing breakfast • Making Mushroom Burgers • Preparing lunch • Making Avocado Sunshine Baguette • Making Martabak • Restock cooking ingredients that arrived on that day

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : The Olyvia Alexander Sutedjo
 Study Programs : D3
 Placement of *Industrial Training* : JW Marriott Surabaya
 Field of Work : Garden Manse
 Activity Notes : Month I/II/III/IV/V/VI

Week	Description of activities
1	<ul style="list-style-type: none"> • Workplace introduction • Incharge for lunch • Cutting fruit for meeting dishes • Handle 1500pax rice box for wedding
2-3	<ul style="list-style-type: none"> • Making Petis Sauce • Incharge for lunch • Making Pesto Dressing • Making Spring roll • Incharge for dinner
4-6	<ul style="list-style-type: none"> • Making Tomato Salsa • Incharge for lunch • Platting Tahu campur for wedding pool • Prepare Salad
7-8	<ul style="list-style-type: none"> • Making Gado-gado • Incharge for lunch
9-10	<ul style="list-style-type: none"> • Workplace introduction • Incharge for lunch • Making Caesar Dressing
11-12	<ul style="list-style-type: none"> • Workplace introduction • Incharge for lunch • Making Crouton
13-14	<ul style="list-style-type: none"> • Making Quesadilla • Making Tomato Salsa • Making Crouton
15-16	<ul style="list-style-type: none"> • Making Quesadilla • Platting for Dior's event • Making Gado-gado • Refill all dressing

17-18	<ul style="list-style-type: none"> • Cutting fruit • Making Gado-gado • Handle 1300pax event RSUD Dr Soetomo Neorology • Making Crouton
19-20	<ul style="list-style-type: none"> • Cutting fruit • Making Crouton • Making Mini Burger and Mini Hotdog for pool's event
21-22	<ul style="list-style-type: none"> • Making Quesadilla • Making Tomato Salsa • Making Mini Burger and Mini Hotdog for pool's event
23-24	<ul style="list-style-type: none"> • Making Quesadilla • Making Tomato Salsa • Making Mini Burger and Mini Hotdog for pool's event