

BIBLIOGRAPHY

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APPENDIX

Appendix 1. Four seasons Resort Pastry and Bakery Team



Appendix 2. Appraisal Form

Internship Appraisal Form



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

INTERNSHIP

PLACE: Four Seasons Resort Jimbaran Bay, Bali

First Name Carlita Xaviera Last Name Njasaputra

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

Intern's Position : Trainee Department : Pastery and Bakery

REVIEW DATE : 13 July 2024 Direct Supervisor : David Peduzzi^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

3,5

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

4

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
Follow instructions and completes work on time with minimum supervision

4

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

3.5

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;

CARLITA DID VERY WELL DURING HER 6 MONTHS TRAINING, BEEN SUCCESSFUL IN ALL THE AREAS THAT SHE WAS ASSIGNED AND PROVIDED GREAT PERFORMANCES IN TIMELY MANNER.

DISPITE THAT SHE NEEDS TO DEVELOP HER SELF-CONFIDANCE AND BE COMFORTABLE ON SPEAKING UP, SHE REALLY SUPPORTED OUR OPERATION WITH ENTHUSIASM, ENERGY AND WILLING TO LEARN. VERY WELL DONE, CARLITA, KEEP IT UP !!!
THANK YOU FOR YOUR ENGAGEMENT!!!

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

David Peduzzi
Executive Pastry Chef

Signature & Stamp: 

Dated 13/07/2024

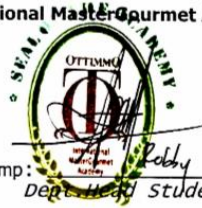
The Intern



Signature: Carika Xavitra NjoSaputra

Dated 13/07/2024

OTTIMMO International Master Gourmet Academy



Signature & Stamp: 
Dep. Head of Student Affairs

Dated 24/07/2024

Appendix 3. Certificate



INTERNSHIP CERTIFICATE

This is to certify that

Carlita Xaviera Njosaputra

has successfully completed an Internship Program

from 17 January 2024 - 16 July 2024

in the Department

of

Kitchen - Pastry

Jimbaran, 16 July 2024

A handwritten signature in blue ink, appearing to read "Kadek Purnamawati", is written over the Four Seasons logo. The logo text "FOUR SEASONS RESORT BALI AT JIMBARAN BAY" is visible behind the signature.

Kadek Purnamawati

Assistant Director of People and Culture

This certificate is issued without alteration.
Further information may be obtained from the People & Culture Department.

FOUR SEASONS
RESORT
BALI AT JIMBARAN BAY



CERTIFICATE OF ACHIEVEMENT

This is to certify that

Carlita Xaviera Njosaputra

Has participated at the Trainee Chefs Table "Four Seasons Resort Bali Inspired Cooking"

On Tuesday, 9th July 2024

*This certificate is awarded in recognition of your commitment to
Four Seasons Hotels and Resorts standards of excellence*

Jimbaran, 9th July 2024

Sean Christopher Fonte
Director of Food and Beverage

Ida Bagus Narayana B Mamuaba
Director of People & Culture



AKADEMI KULINER & PASTICRI
OTTIMO
 INTERNATIONAL
TERBUKA DAN LAYANAN BAKULAN EKOWISATA

**CONSULTATION FORM /
 INDUSTRIAL TRAINING /
 FOODPRENEURSHIP**

Name : Galita Xaviera Njosaputra
 Student Number : 2174130010008
 Advisor : Michael Valent, A Md Par

No	Date	Topic Consultation	Name/ Signature
1	17/05-2024	Chapter I : Background of Study	
2	30/05-2024	Chapter I : The benefits of Internship	
3	03/06-2024	Chapter II : History and Vision, mission, Company Objectives	
4	07/06-2024	Chapter II : Establishment Description	
5	12/06-2024	Chapter II : Hygiene and Sanitation	
6	18/06-2024	Chapter III : Job Description	

No	Date	Topic Consultation	Name/ Signature
7	01/06-2024	Chapter III : Product	
8	10/06-2024	Chapter III : event	
9	23/06-2024	Chapter IV : Conclusion	
10	24/06-2024	Chapter IV : Problems and Solutions	

Appendix 4. Consultation Table

Appendix 5. Correction List

5 Agustus 2024 / 15.30-16.00



Akademi Kuliner & Patiseri

OTTIMMO
INTERNASIONAL

CULINARY ARTS · GASTRONOMY · BAKING & PASTRY ARTS

Student Name : Carlita Xaviera Njosaputra
Student Number : 2174130010008
Exam Day & Date : Senin, 5 Agustus 2024
Lecture : Michael Valent, A.Md. Par.
(19950219 2001 074)

No	Correction List	Page	Approval

Acknowledge,
Advisor

(Michael Valent, A.Md. Par.)
19950219 2001 074



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

Student Name : Carlita Xaviera Njosaputra
Student Number : 2174130010008
Exam Day & Date : Senin, 5 Agustus 2024
Lecture : Gilbert Yanuar Hadiwirawan, A.Md. Par.
(19900101 1701 041)

No	Correction List	Page	Approval

Acknowledge,
Advisor

(Michael Valent, A.Md. Par.)
19950219 2001 074



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

Student Name : Carlita Xaviera Njosaputra
Student Number : 2174130010008
Exam Day & Date : Senin, 5 Agustus 2024
Lecture : Filias Kusuma, S.E., M.M.
(19871203 2403 023)

No	Correction List	Page	Approval

Acknowledge,
Advisor

(Michael Valent, A.Md. Par.)
19950219 2001 074

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Carlita Xaviera Njosaputra
 Study Program : Diploma 3
 Placement of Industrial Training : Four Seasons Resort Jimbaran Bay
 Field of Work : Pastry
 Activities Notes : Month I

Week	Description of Activities
Week I	<ul style="list-style-type: none"> – Trainee Embark
Week II	<ul style="list-style-type: none"> – Preparing amenities orders for guests checking in that day, such as honeymoon cake, anniversary cake, birthday cake, Bali kue, banana satay, surfboard cookies, chocolate bonbon, and berry cone. – Preparing pool touch point amenities for Sundara and Alu, pool amenities every day will be different, such as : <ul style="list-style-type: none"> a. Monday dadar gulung and choux ice cream b. Tuesday pandan pancake c. Wednesday klepon and choux ice cream d. Thursday dadar gulung e. Friday dadar gulung and klepon f. Saturday choux ice cream g. Sunday pandan pancakes and klepon – Production
Week III	<ul style="list-style-type: none"> – Preparing amenities orders for guests checking in that day, such as honeymoon cake, anniversary cake, birthday cake, Bali kue, banana satay, surfboard cookies, chocolate bonbon, and berry cone. – Production for Taman Wantilan breakfast and dinner preparation such as fruit jam, fruit compote, sauce, and fruit poached, and amenities items – preparing breakfast and dinner for Taman Wantilan, preparing brownies and healthy bar for lobby, and preparing circle 1 such as healthy bar and potato cake
Week IV	<ul style="list-style-type: none"> – Preparing amenities orders for guests checking in that day, such as honeymoon cake, anniversary cake,

	<p>birthday cake, Bali kue, banana satay, surfboard cookies, chocolate bonbon, and berry cone.</p> <ul style="list-style-type: none">- Preparing pool touch point amenities for Sundara and Alu, pool amenities every day will be different, such as :<ul style="list-style-type: none">a. Monday dadar gulung and choux ice creamb. Tuesday pandan pancakec. Wednesday klepon and choux ice creamd. Thursday dadar gulunge. Friday dadar gulung and kleponf. Saturday choux ice creamg. Sunday pandan pancakes and klepon- Preparing breakfast and dinner for Taman Wantilan such as removing and replacing jams, compotes, sauces, fruit poached with the new one and refilling yogurt ice crea
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RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Carlita Xaviera Njosaputra
 Study Program : Diploma 3
 Placement of Industrial Training : Four Seasons Resort Jimbaran Bay
 Field of Work : Pastry
 Activities Notes : Month II

Week	Description of Activities
Week I	<ul style="list-style-type: none"> – Preparing amenities orders for guests checking in that day, such as honeymoon cake, anniversary cake, birthday cake, Bali kue, banana satay, surfboard cookies, chocolate bonbon, and berry cone. – Production for Taman Wantilan breakfast and dinner preparation such as fruit jam, fruit compote, sauce, and fruit poached, and amenities items – Production outlet product
Week II	<ul style="list-style-type: none"> – Preparing amenities orders for guests checking in that day, such as honeymoon cake, anniversary cake, birthday cake, bali kue, banana satay, surfboard cookies, chocolate bonbon, and berry cone. – Preparing pool touch point amenities for Sundara and Alu, pool amenities every day will be different, such as : <ul style="list-style-type: none"> a. Monday dadar gulung and choux ice cream b. Tuesday pandan pancake c. Wednesday klepon and choux ice cream d. Thursday dadar gulung e. Friday dadar gulung and klepon f. Saturday choux ice cream g. Sunday pandan pancakes and klepon – Production
Week III	<ul style="list-style-type: none"> – Preparing amenities orders for guests checking in that day, such as honeymoon cake, anniversary cake, birthday cake, Bali kue, banana satay, surfboard cookies, chocolate bonbon, and berry cone. – Production for Taman Wantilan breakfast and dinner preparation such as fruit jam, fruit compote, sauce, and fruit poached, and amenities items – preparing breakfast and dinner for Taman Wantilan, preparing brownies and healthy bar for lobby, and

	<p>preparing circle 1 such as healthy bar and potato cake</p>
<p>Week IV</p>	<ul style="list-style-type: none"> - Preparing amenities orders for guests checking in that day, such as honeymoon cake, anniversary cake, birthday cake, Bali kue, banana satay, surfboard cookies, chocolate bonbon, and berry cone. - Production for Taman Wantilan breakfast and dinner preparation such as fruit jam, fruit compote, sauce, and fruit poached, and amenities items - Preparing breakfast and dinner for Taman Wantilan such as removing and replacing jams, compotes, sauces, fruit poached with the new one and refilling yogurt ice cream

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Carlita Xaviera Njosaputra
 Study Program : Diploma 3
 Placement of Industrial Training : Four Seasons Resort Jimbaran Bay
 Field of Work : Pastry
 Activities Notes : Month III

Week	Description of Activities
Week I	<ul style="list-style-type: none"> – Preparing amenities orders for guests checking in that day, such as honeymoon cake, anniversary cake, birthday cake, Bali kue, banana satay, surfboard cookies, chocolate bonbon, and berry cone. – Production for Taman Wantilan breakfast and dinner preparation such as fruit jam, fruit compote, sauce, and fruit poached, and amenities items – Preparing breakfast and dinner for Taman Wantilan such as removing and replacing jams, compotes, sauces, fruit poached with the new one and refilling yogurt ice cream – Production outlet product such as mousse
Week II	<ul style="list-style-type: none"> – Preparing amenities orders for guests checking in that day, such as honeymoon cake, anniversary cake, birthday cake, Bali kue, banana satay, surfboard cookies, chocolate bonbon, and berry cone. – Preparing pool touch point amenities for Sundara and Alu, pool amenities every day will be different, such as : <ul style="list-style-type: none"> a. Monday dadar gulung and choux ice cream b. Tuesday pandan pancake c. Wednesday klepon and choux ice cream d. Thursday dadar gulung e. Friday dadar gulung and klepon f. Saturday choux ice cream g. Sunday pandan pancakes and klepon – Production outlet product such as mousse and hazelnut sponge cake

Week III	<ul style="list-style-type: none"> - Preparing amenities orders for guests checking in that day, such as honeymoon cake, anniversary cake, birthday cake, Bali kue, banana satay, surfboard cookies, chocolate bonbon, and berry cone. - Production for Taman Wantilan breakfast and dinner preparation such as fruit jam, fruit compote, sauce, and fruit poached, and amenities items - preparing breakfast and dinner for Taman Wantilan, preparing brownies and healthy bar for lobby, and preparing circle 1 such as healthy bar and potato cake
Week IV	<ul style="list-style-type: none"> - Preparing amenities orders for guests checking in that day, such as honeymoon cake, anniversary cake, birthday cake, Bali kue, banana satay, surfboard cookies, chocolate bonbon, and berry cone. - Preparing pool touch point amenities for Sundara and Alu, pool amenities every day will be different, such as : <ul style="list-style-type: none"> a. Monday dadar gulung and choux ice cream b. Tuesday pandan pancake c. Wednesday klepon and choux ice cream d. Thursday dadar gulung e. Friday dadar gulung and klepon f. Saturday choux ice cream g. Sunday pandan pancakes and klepon - Preparing breakfast and dinner for Taman Wantilan such as removing and replacing jams, compotes, sauces, fruit poached with the new one and refilling yogurt ice cream

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Carlita Xaviera Njosaputra
 Study Program : Diploma 3
 Placement of Industrial Training : Four Seasons Resort Jimbaran Bay
 Field of Work : Bakery
 Activities Notes : Month IV

Week	Description of Activities
Week I	<ul style="list-style-type: none"> – Preparing condiment for Jala dinner such as klepon, tulus nyuh, es campur condiment, sirat tuile, pandan srikaya, pumpkin pudding, and mangosteen sorbet – Production jala condiment such as mangosteen sorbet, mangosteen jelly, pandan jelly, and red syrup – Production amenities such as birthday cake, and coconut mousse.
Week II	<ul style="list-style-type: none"> – Check expired label production at walking chiller – Production for pizza dough, naan bread dough, shallot bread dough, croissant dough. – Incharge at the Taman Wantilan breakfast to refill the bread that runs out and offer special bread directly to guest tables – Prepare muffin for Taman wantilan breakfast
Week III	<ul style="list-style-type: none"> – Production bread such as zaatar bread dough, bagel, display bread for Taman wantilan (circle I : white baguette, rye bread with white oat, and crusty country bread with black and white sesame, pumpkin seed, and sunflower seed. Circle II : multigrain baguette, rye bread, and crusty country bread with pumpkin seed. Circle III : semolina baguette, rye bread with rosemary, and crusty country bread with black olive) – Go to Taman Wantilan and Sundara to deliver pizza dough, zaatar bread dough, naan bread dough, shallot bread, ciabatta, dinner roll, focaccia, tomato cheese bread, grissini and lavosh – Production outlet product such as burger bun, hotdog bun, brioche, bread roll, and toast bread
Week IV	<ul style="list-style-type: none"> – Check expired label production at walking chiller – Production for pizza dough, naan bread dough, shallot bread dough, croissant dough.

	<ul style="list-style-type: none">- Incharge at the Taman Wantilan breakfast to refill the bread that runs out and offer special bread directly to guest tables- Prepare muffin for Taman wantilan breakfast
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RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Carlita Xaviera Njosaputra
 Study Program : Diploma 3
 Placement of Industrial Training : Four Seasons Resort Jimbaran Bay
 Field of Work : Bakery
 Activities Notes : Month V

Week	Description of Activities
Week I	<ul style="list-style-type: none"> – Check expired label production at walking chiller – Production for pizza dough, naan bread dough, shallot bread dough, croissant dough. – Incharge at the Taman Wantilan breakfast to refill the bread that runs out and offer special bread directly to guest tables – Prepare muffin for Taman wantilan breakfast
Week II	<ul style="list-style-type: none"> – Check expired label production at walking chiller – Production for pizza dough, naan bread dough, shallot bread dough, croissant dough. – Incharge at the Taman Wantilan breakfast to refill the bread that runs out and offer special bread directly to guest tables – Prepare muffin for Taman wantilan breakfast
Week III	<ul style="list-style-type: none"> – Production bread such as zaatar bread dough, bagel, display bread for Taman wantilan (circle I : white baguette, rye bread with white oat, and crusty country bread with black and white sesame, pumpkin seed, and sunflower seed. Circle II : multigrain baguette, rye bread, and crusty country bread with pumpkin seed. Circle III : semolina baguette, rye bread with rosemary, and crusty country bread with black olive) – Go to Taman Wantilan and Sundara to deliver pizza dough, zaatar bread dough, naan bread dough, shallot bread, ciabatta, dinner roll, focaccia, tomato cheese bread, grissini and lavosh – Production outlet product such as burger bun, hotdog bun, brioche, bread roll, and toast bread
Week IV	<ul style="list-style-type: none"> – Check expired label production at walking chiller – Production for pizza dough, naan bread dough, shallot bread dough, croissant dough.

	<ul style="list-style-type: none">- Incharge at the Taman Wantilan breakfast to refill the bread that runs out and offer special bread directly to guest tables- Prepare muffin for Taman wantilan breakfast
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RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Carlita Xaviera Njosaputra
 Study Program : Diploma 3
 Placement of Industrial Training : Four Seasons Resort Jimbaran Bay
 Field of Work : Bakery
 Activities Notes : Month VI

Week	Description of Activities
Week I	<ul style="list-style-type: none"> – Check expired label production at walking chiller – Production for pizza dough, naan bread dough, shallot bread dough, croissant dough. – Incharge at the Taman Wantilan breakfast to refill the bread that runs out and offer special bread directly to guest tables – Prepare muffin for Taman wantilan breakfast
Week II	<ul style="list-style-type: none"> – Check expired label production at walking chiller – Production for pizza dough, naan bread dough, shallot bread dough, croissant dough. – Incharge at the Taman Wantilan breakfast to refill the bread that runs out and offer special bread directly to guest tables – Prepare muffin for Taman wantilan breakfast
Week III	<ul style="list-style-type: none"> – Production bread such as zaatar bread dough, bagel, display bread for Taman wantilan (circle I : white baguette, rye bread with white oat, and crusty country bread with black and white sesame, pumpkin seed, and sunflower seed. Circle II : multigrain baguette, rye bread, and crusty country bread with pumpkin seed. Circle III : semolina baguette, rye bread with rosemary, and crusty country bread with black olive) – Go to Taman Wantilan and Sundara to deliver pizza dough, zaatar bread dough, naan bread dough, shallot bread, ciabatta, dinner roll, focaccia, tomato cheese bread, grissini and lavosh – Production outlet product such as burger bun, hotdog bun, brioche, bread roll, and toast bread
Week IV	<ul style="list-style-type: none"> – Check expired label production at walking chiller – Production for pizza dough, naan bread dough, shallot bread dough, croissant dough.

	<ul style="list-style-type: none">- Incharge at the Taman Wantilan breakfast to refill the bread that runs out and offer special bread directly to guest tables- Prepare muffin for Taman wantilan breakfast
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