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<https://vokasi.kemdikbud.go.id/read/b/6-tingkatan-chef-yang-harus-kamu-ketahui>

# APPENDIX


## Appendix 1. Executive Chef, Staffs and Trainees





## Appendix 2. Appraisal Form (Pastry)

**Internship Appraisal Form**



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

INTERNSHIP PLACE: Rimba Pastry

First Name Jocelyn Last Name Young

Review Period/s :  Monthly  Quarterly  Bi-annually  Annually Date Joining : 03 January 2024

Intern's Position : Trainee Department : Pastry

REVIEW DATE : 10 June 2024 Direct Supervisor : Made Sutisna 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 a 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 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

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

3.5

**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;** she is good and polite, eager to learn in .  
pastry skill and knowledge. need to learn more in practical  
skill of chocolate and presentation as well as Garnishing  
the Dessert and Cake .

**PERFORMANCE SUMMARY** \* to be filled by OTTIMMO International

TOTAL POINTS \_\_\_\_\_

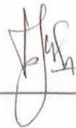
RATING \_\_\_\_\_

**ACTION PLANS FOR DEVELOPMENT NEEDS**


1. Cake decoration
2. Working with chocolate .
3. Working with Sugar .
4. \_\_\_\_\_
5. \_\_\_\_\_

**III. SIGNATURES**



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

Signature & Stamp:  Made Sutiana Dated 10/6/2024

**The Intern**


Signature:  Dated 10/6/2024

**OTTIMMO International Master Gourmet Academy**

Signature & Stamp:   Robby Dated 12/08/2024  
Dept. Head Student Affairs

### Appendix 3. Appraisal Form (Scusa)

**Internship Appraisal Form**



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

INTERNSHIP PLACE: Scusa Restaurant

First Name Jocelyn Last Name Youngy

Review Period/s :  Monthly  Quarterly  Bi-annually  Annually Date Joining : 02 April 2024

Intern's Position : Trainee Department : Cold and Hot kitchen

REVIEW DATE : 15 June 2024 Direct Supervisor : Fithan Kiagus x

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**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 a 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. 3.5

**2. CUSTOMERS INTERACTIONS**

**Customer Relations (\*if any)**

Consistently demonstrates: attentive, courtesy and efficient service to customers.  
Treat customers with Considerations and Respects 3.5



### 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.

3.5

### 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;**

For Jocelyn, good luck

She's had good manner and attitude, Always be good, stay humble, learn new thing  
always.

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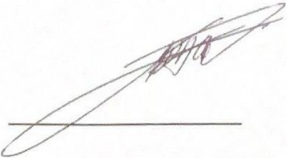
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<b>PERFORMANCE SUMMARY</b> * to be filled by OTTIMMO International	
TOTAL POINTS	_____
RATING	_____
<b>ACTION PLANS FOR DEVELOPMENT NEEDS</b>	
1.	_____
2.	_____
3.	_____
4.	_____
5.	_____

**III. SIGNATURES**

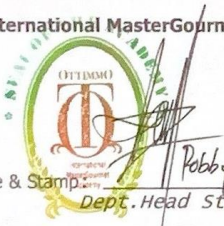
**On-Site Manager/Owner/Chef**

Signature & Stamp:  Dated 15 June 2024

**The Intern**

Signature:  Dated 15 July 2024

**OTTIMMO International MasterGourmet Academy**

Signature & Stamp:  Dated 12 / 08 / 2024.  
*Dept. Head Student Affairs*

**Appendix 4. Certificate**



## Appendix 5. Consultation Form







**Akademi Kuliner & Patiseri**  
**OTTIMO**  
 INTERNASIONAL  
CEKMAS ARTS, GASTRONOMY, BAKING & PASTRY ARTS

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





  

**Name** : Jocelyn Youngy  
**Student Number** : 21413 0010016  
**Advisor** : Jessica Hartan A.Md.Bac.

No	Date	Topic Consultation	Name/Signature
1	14/05/24	Approval 1 : Title	
2	18/07/24	Chapter I : Background or study	
3	19/07/24	Chapter II : Kitchen brigade	
4	20/07/24	Chapter II : Establishment description	
5	20/07/24	Chapter II : Hygiene and sanitation	
6	21/07/24	Chapter III : Products	

No	Date	Topic Consultation	Name/Signature
7	24/07/24	Report Check	
8	25/07/24	Chapter II : Events	
9	26/07/24	Conclusion	
10	26/07/24	Appendix	

## Appendix 6. Correction List

7 Agustus 2024 / 15.00-15.30




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

Student Name : Jocelyn Youngy  
Student Number : 2174130010016  
Exam Day & Date : Rabu, 7 Agustus 2024  
Lecture : Anthony Sucipto, A.Md. Par.  
(19960325 2201 085)

No	Correction List	Page	Approval
1.	Cek laporan. (Tyrn / format)		Acc

Acknowledge,  
Advisor

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



Akademi Kuliner & Patiseri

**OTTIMMO**  
INTERNASIONAL

CULINARY ARTS - GASTRONOMY - BAKING & PASTRY ARTS

Student Name : Jocelyn Youngy  
Student Number : 2174130010016  
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

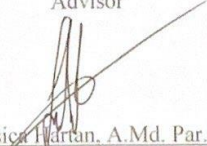
**OTTIMMO**  
INTERNASIONAL

CULINARY ARTS GASTRONOMY BAKING & PASTRY ARTS

Student Name : Jocelyn Youngy  
Student Number : 2174130010016  
Exam Day & Date : Rabu, 7 Agustus 2024  
Lecture : Jessica Hartan, A.Md. Par.  
(19940923 2201 084)

No	Correction List	Page	Approval

Acknowledge,  
Advisor



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



## Appendix 7. Recapitulation of Industrial Training Activities

### RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Jocelyn Youngy  
 Study Program : Internship  
 Placement of *Industrial Training* : Ayana Estate Bali  
 Field of Work : Pastry, Cold Kitchen and Hot Kitchen  
 Activity Notes : Month I/II/III/IV/V/VI

Week	Description of activities
1	<ul style="list-style-type: none"> <li>• Checking order from all outlets and amenities order from room dining</li> <li>• Prepare and garnish brownies, red velvet cake, strawberry jelly, and praline for afternoon tea according to the order form</li> <li>• Learn the plating of ala carte menus</li> <li>• Prepare and garnish chocolate royal, opera cake, macaroons, praline, scones, cream and jam for floating afternoon tea according to the order form</li> <li>• Bake scones, white cookies and chocolate cookies for afternoon tea</li> <li>• Bake red velvet heart cake for amenities v7 (Happy honeymoon) and v8 (Happy anniversary)</li> <li>• Set up kitchen ready for making order for Toge ala carte</li> <li>• Start assembling heart cake and make chocolate wording “Happy honeymoon” and “Happy anniversary”</li> <li>• Prepare and garnish <i>fruit pie</i> and <i>dadar gulung</i> for Ayana farm</li> <li>• Assist cookies decoration class for kids (every Saturday)</li> <li>• Set up Ettore gelato at pool</li> <li>• Prepare and garnish birthday cake for guests</li> <li>• Bake lemon cookies for server order</li> <li>• Bake <i>pie susu</i> and garnish for v9 and v10</li> <li>• Bake and garnish choux for complimentary amenities</li> </ul>
2	<ul style="list-style-type: none"> <li>• Get amenities order form from In-room Dining office</li> <li>• Make things to do for the day</li> <li>• Get brownies and red velvet cake and cut 3x3cm as many orders requested from Unique</li> <li>• Make Unique’s order such as, caramel flan, churros dough, tres leches, chocolate sponge, chocolate sauce, sesame tuile, etc.</li> <li>• Prepare and garnish <i>jajan pasar</i> for amenities</li> <li>• Set up coffee break if there is BEO (Banquet Event Order)</li> <li>• Decorating cupcake for kids amenities</li> <li>• Make ala carte order (fruit bowl, warm chocolate brownies, deconstructed fruit tart, caramelized banana, etc.)</li> </ul>

	<ul style="list-style-type: none"> <li>• Making birthday compliment for guest at breakfast time</li> <li>• Learn how to temper chocolate and make chocolate garnish</li> </ul>
3	<ul style="list-style-type: none"> <li>• Check things to do for the day and in-charge of doing production</li> <li>• Make red velvet dough for heart cake and keep it in the container</li> <li>• Get frozen berries from receiving freezer and make berries compote for breakfast condiment</li> <li>• Make quiche's mixture and thin the quiche dough using a dough sitter</li> <li>• Assemble red velvet cake with the cream cheese and keep it in walking chiller</li> <li>• Cook and pour strawberry jelly into the mold if run out</li> <li>• Bake almond sable, sesame tuile, and other ala carte condiment</li> <li>• Cook breakfast menu for tomorrow (<i>bubur kacang ijo</i>, <i>bubur ketan</i> or <i>injin</i> and banana <i>kolak</i>)</li> <li>• Make cookies dough (white cookies, dark chocolate cookies, scones)</li> <li>• Standby to make Toge's ala carte orders</li> <li>• Sanitize all chiller door and table at closing time</li> </ul>
4	<ul style="list-style-type: none"> <li>• Bake bread butter pudding for breakfast tomorrow from croissants left over</li> <li>• Cook breakfast menu for tomorrow (<i>bubur kacang ijo</i>, <i>bubur ketan</i> or <i>injin</i> and banana <i>kolak</i>)</li> <li>• Prepare brownies ingredients and put it in mixer</li> <li>• Make order for In Room Dining</li> <li>• Prepare royal icing, sugar cookies, all toppings for kids cookies decoration class (only at Saturday)</li> <li>• Clean up dry storage and chiller</li> <li>• Garnish tiramisu for room dining with coffee chantily</li> <li>• Make macarons for afternoon tea stock</li> <li>• Clean up baking rack and keep all tray</li> <li>• At closing time, bring all utensils to steward and sanitize all station</li> </ul>

Week	Description of activities
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Week	Description of activities
1	<ul style="list-style-type: none"> <li>• Take trolley and go to receiving chiller to take all stuffs and ingredients</li> <li>• Transfer vegetables and fruit from plastic to containers</li> <li>• Check things to-do list</li> <li>• Set up green cutting board and knife</li> <li>• Weigh the tuna that has been cut 65 gr / portion</li> <li>• Food training all cold kitchen's menu</li> <li>• Make parmesan tuile</li> <li>• Take order (Cretan bread, sourdough, baguette) from bakery</li> <li>• Make strawberry gazpacho</li> <li>• Wash all vegetable; romaine lettuce, mix lettuce, aragula</li> <li>• Check all dressing and make it if runs out</li> <li>• Set up garnish and dressing at container fill with ice</li> <li>• Training how to read orders</li> <li>• At closing time, wash spoons, tongs, tweezers and other tools and keep it in drawer</li> </ul>
2	<ul style="list-style-type: none"> <li>• Do prepare before opening the restaurant at Dinner</li> <li>• Check receiving chiller</li> <li>• Cut onion, carrot and celery for mirepoix to blanch lobster</li> <li>• Cut yellow and red tomato cherry and cucumber for Cretan salad condiment</li> <li>• Make Caesar dressing, parmesan dressing, black tzatziki white tzatziki, strawberry gazpacho, tomato coulis, orange coulis, rucola pesto if runs out</li> <li>• Wash all vegetable; romaine lettuce, mix lettuce, aragula</li> <li>• Check all Cretan and make parmesan and black coral tuile</li> <li>• Make tomato gazpacho and keep in freezer for stock</li> <li>• Cut tuna and seabass into dice and portioned</li> <li>• Check all garnishes, slice red reddish, cut microgreens, refill sorrel and edible flowers</li> <li>• Slice parma ham and keep it in hot box</li> <li>• Boil egg and quail egg and replaced every 3 days</li> <li>• Blanch zucchini, carrot, paprika, celery, reddish</li> </ul>

	<ul style="list-style-type: none"> <li>• At closing time, wash spoons, tongs, tweezers and other tools and keep it in drawer</li> <li>• Sanitize the station and chiller before leaving the kitchen</li> </ul>
3	<ul style="list-style-type: none"> <li>• Go to Butcher and receiving chiller to get all ingredients that has been ordered</li> <li>• Slice kalamata olives</li> <li>• Grate parmesan and pecorino cheese</li> <li>• Make onion pickles</li> <li>• Chop basils and capers for tuna tartare condiment</li> <li>• Thawing seabass and tuna</li> <li>• Set up all equipment for service time</li> <li>• Check all garnishes, slice red reddish, cut microgreens, refill sorrel and edible flowers</li> <li>• Refill salt, pepper, and oregano</li> <li>• Prepare and make orders for guests</li> <li>• At closing time, wash spoons, tongs, tweezers and other tools and keep it in drawer</li> <li>• Sanitize the station and chiller before leaving the kitchen</li> </ul>
4	<ul style="list-style-type: none"> <li>• Check things to-do list</li> <li>• Set up equipment for mise en place</li> <li>• Make beef carpaccio and freeze</li> <li>• Prepare mirepoix for blanch lobster</li> <li>• Cut tomato cherry in half to make tomato confit</li> <li>• Make Caesar dressing, parmesan dressing, black tzatziki white tzatziki, strawberry gazpacho, tomato coulis, orange coulis, rucola pesto if runs out</li> <li>• Thawing 4 portion of beef carpaccio</li> <li>• Refill red wine vinegar, balsamic reduction and olive oil</li> <li>• Slice Parma ham and keep it in freezer</li> <li>• Prepare all equipment for service time</li> <li>• Make orders for guests</li> <li>• At closing time, wash spoons, tongs, tweezers and other tools and keep it in drawer</li> <li>• Sanitize the station and chiller before leaving the kitchen</li> </ul>



Week	Description of activities
1	<ul style="list-style-type: none"> <li>• Take trolley and go to receiving chiller to take all stuffs and ingredients</li> <li>• Transfer vegetables and fruit from plastic to containers</li> <li>• Check things to-do list</li> <li>• Set up green cutting board and knife</li> <li>• Weigh the tuna that has been cut 65 gr / portion</li> <li>• Food training all cold kitchen's menu</li> <li>• Make parmesan tuile</li> <li>• Take order (Cretan bread, sourdough, baguette) from bakery</li> <li>• Make strawberry gazpacho</li> <li>• Wash all vegetable; romaine lettuce, mix lettuce, aragula</li> <li>• Check all dressing and make it if runs out</li> <li>• Set up garnish and dressing at container fill with ice</li> <li>• Training how to read orders</li> <li>• At closing time, wash spoons, tongs, tweezers and other tools and keep it in drawer</li> </ul>
2	<ul style="list-style-type: none"> <li>• Do prepare before opening the restaurant at Dinner</li> <li>• Check receiving chiller</li> <li>• Cut onion, carrot and celery for mirepoix to blanch lobster</li> <li>• Cut yellow and red tomato cherry and cucumber for Cretan salad condiment</li> <li>• Make Caesar dressing, parmesan dressing, black tzatziki white tzatziki, strawberry gazpacho, tomato coulis, orange coulis, rucola pesto if runs out</li> <li>• Wash all vegetable; romaine lettuce, mix lettuce, aragula</li> <li>• Check all Cretan and make parmesan and black coral tuile</li> <li>• Make tomato gazpacho and keep in freezer for stock</li> <li>• Cut tuna and seabass into dice and portioned</li> <li>• Check all garnishes, slice red reddish, cut microgreens, refill sorrel and edible flowers</li> <li>• Slice parma ham and keep it in hot box</li> <li>• Boil egg and quail egg and replaced every 3 days</li> <li>• Blanch zucchini, carrot, paprika, celery, reddish</li> </ul>

	<ul style="list-style-type: none"> <li>• At closing time, wash spoons, tongs, tweezers and other tools and keep it in drawer</li> <li>• Sanitize the station and chiller before leaving the kitchen</li> </ul>
3	<ul style="list-style-type: none"> <li>• Go to Butcher and receiving chiller to get all ingredients that has been ordered</li> <li>• Slice kalamata olives</li> <li>• Grate parmesan and pecorino cheese</li> <li>• Make onion pickles</li> <li>• Chop basils and capers for tuna tartare condiment</li> <li>• Thawing seabass and tuna</li> <li>• Set up all equipment for service time</li> <li>• Check all garnishes, slice red reddish, cut microgreens, refill sorrel and edible flowers</li> <li>• Refill salt, pepper, and oregano</li> <li>• Prepare and make orders for guests</li> <li>• At closing time, wash spoons, tongs, tweezers and other tools and keep it in drawer</li> <li>• Sanitize the station and chiller before leaving the kitchen</li> </ul>
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Week	Description of activities
1	<ul style="list-style-type: none"> <li>• Take trolley and go to receiving chiller to take all stuffs and ingredients</li> <li>• Do prepare before opening the restaurant at Dinner</li> <li>• Vacuum pack all sirloin that has been portion</li> <li>• Make béchamel, fry dice potato, reheat minced beef, and assemble all with eggplant</li> <li>• Make potato puree to make potato foam and mashed potato</li> <li>• Cook octopus with mirepoix</li> <li>• Make ravioli, pappardelle and tagliolini from scratch</li> <li>• Slice potato to make potato mille feuille</li> <li>• Set up all equipment for service time</li> <li>• Pre-cooked seabass, sirloin and baby chicken</li> <li>• Prepare and make orders for guests</li> <li>• Sanitize the station and chiller at closing time</li> <li>• At closing time, make sure no food in the station and clean up all equipment</li> </ul>
2	<ul style="list-style-type: none"> <li>• Do prepare before opening the restaurant at Dinner</li> <li>• Take equipment such as tongs, pans, sauce pans, spoons, bowls, and cutting boards using trolley</li> <li>• Peel potato and boil with milk</li> <li>• Diced green, yellow and green paprika</li> <li>• Learn how to open pasta dough</li> <li>• Prepare mirepoix (carrot, celery, onion) for octopus</li> <li>• Cut onion, carrot and celery for mirepoix to blanch lobster</li> <li>• Cut yellow and red tomato cherry and cucumber for Cretan salad condiment</li> <li>• Learn plating for main course menus</li> <li>• At closing time, make sure no food in the station and clean up all equipment</li> </ul>

3	<ul style="list-style-type: none"> <li>• Set up all equipment for service time</li> <li>• Marinade baby chicken and sous vide for 6 hours</li> <li>• Chop parsley and onion pickle</li> <li>• Portion cooked orzo into plastic wrap and keep in chiller</li> <li>• Cut tomato cherry into half to make tomato confit</li> <li>• Pizza training (how to open dough and how to use pizza oven)</li> <li>• Slice onion for making caramelized onion</li> <li>• Pre-cooked baby chicken, sirloin, and seabass</li> <li>• Prepare and make orders for guests</li> <li>• At closing time, make sure no food in the station and clean up all equipment</li> </ul>
4	<ul style="list-style-type: none"> <li>• Check things to-do for the day</li> <li>• Take equipment such as tongs, pans, sauce pans, spoons, bowls, and cutting boards using trolley</li> <li>• Go to butcher to get calamari, chicken, meat, and octopus</li> <li>• Cut bell pepper into triangle and julienne</li> <li>• Cut potato mille feuille into 2x7cm sizes and wrapped in plastic wrap</li> <li>• Portioned seabass and red mullet and keep in the chiller</li> <li>• Pan seared baby chicken, sirloin and seabass</li> <li>• Learn plating for pasta menus</li> <li>• At closing time, make sure no food in the station and clean up all equipment</li> </ul>