

APPENDIX

1. Renaissance Bali Uluwatu staff and trainees







2. Appraisal Form

Internship Appraisal Form



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

INTERNSHIP

PLACE: Renaissance Bali Uluwatu Resort & Spa

First Name Fransisca Last Name Manuella

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

:

Intern's Position : Cold Kitchen Department : Culinary

REVIEW DATE : 15 June 2024 Direct Supervisor : Made Widiartara 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 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

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

3.5

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;

thing that need to be improved are work environment
cleanliness and consistency

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



RENAISSANCE
Bali LUMAJANG & Jember
Human Resources

Dated 15/6/2024

The Intern

Signature:  FRANCISCA M Dated 15/6/2024

OTTIMMO International MasterGourmet Academy


OTTIMMO
DEPT. Head Student Affairs

Dated 15/08/2024

Internship Appraisal Form



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

INTERNSHIP

PLACE: Renaissance Bali Uluwatu Resort & Spa

First Name Francisca Last Name Manuella

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

Intern's Position : Cold Kitchen Department : Culinary

REVIEW DATE : 15 June 2024 Direct Supervisor : I Gede Agus Wirawan 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 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

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

3.5

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

III. SIGNATURES



On-Site Manager/Owner/Chef

Signature & Stamp:   Dated 17/6/2024

The Intern

Signature:  Franisca M Dated 15/6/2024

OTTIMMO International MasterGourmet Academy

Signature & Stamp:   Robby Dated 15/08/2024
Dept. Head Student Affairs

3. Certificate



4. Consultation Form



Akademi Kuliner & Pastry
OTTIMO
 INTERNATIONAL
 CULINARY INNOVATION AND
 NEW PRODUCT DEVELOPMENT

No	Date	Topic Consultation	Name/ Signature	Advisor Signature
1	17/4/24	Chapter 1		
2	17/7/24	Chapter 1		
3	18/7/24	Chapter 2		
4	18/9/24	Chapter 2		
5	20/1/24	Chapter 3		
6	21/7/24	Chapter 3		

Name : Firdausy M
 Student Number : 217213001025
 Advisor : Gilbert Yonuar Holiwira

No	Date	Topic Consultation	Name/ Signature	Advisor Signature
7	22/7/24	Chapter 3		
8	23/7/24	abstract		
9	24/7/24	Chapter 4		
10.	24/7/24	Chapter 4		

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Fransisca Manuella

Study Program : D3 Culinary

Placement of *Industrial Training* : Renaissance Bali Uluwatu Resort & Spa

Field of Work : Cold Kitchen

Activity Notes : Month I/II/III/IV/V/VI

Week	Description of activities
Week 1 - Week 4	Introduced Renaissance kitchen, doing preparations for events, making sliced fruit, washing whole fruit, making sushi for seafood night, making a salad bar, washing vegetables, helping if there is a big event such as a wedding and helping the butcher with the satay, peeling the shrimp and vacuuming the protein.
Week 5 - week 12	Come in the kitchen in the morning, set up the buffet for breakfast such as slice fruits, salad bar, cheese, yoghurt, cold cuts, milk, close the buffet, clean the station, prepare ingredients for tomorrow buffet
Week 13 - week 24	make sambal bajak for ala carte, change the fresh garnish, prepare for fried garnish, heat the sambal (sambal ijo, sambal balado, sauce kacang) , make sambal matah and dabu dabu, blanch gado-gado 3 times a week, fry crackers, put the sambal in a small bowl, fry the fried garnish, make order if there is an order, wash the utensils

5. Correction form




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

Student Name : Fransisca Manuella
Student Number : 2174130010025
Exam Day & Date : Senin, 5 Agustus 2024
Lecture : Gilbert Yanuar Hadiwirawan, A.Md. Par.
(19900101 1701 041)

No	Correction List	Page	Approval

Acknowledge,
Advisor


(Gilbert Yanuar Hadiwirawan, A.Md. Par.)
19900101 1701 041

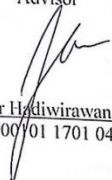


Akademi Kuliner & Patiseri
OTTIMMO
INTERNASIONAL
CULINARY ARTS · GASTRONOMY · BAKING & PASTRY ARTS

Student Name : Fransisca Manuella
Student Number : 2174130010025
Exam Day & Date : Senin, 5 Agustus 2024
Lecture : Arya Putra Sundjaja, S.E.
(19801017 1703 001)

No	Correction List	Page	Approval
	Typo di hal 3 yg sdh saya tanda..		

Acknowledge,
Advisor


(Gilbert Yanuar H. diwirawan, A.Md. Par.)
19900701 1701 041



Student Name : Fransisca Manuella
Student Number : 2174130010025
Exam Day & Date : Senin, 5 Agustus 2024
Lecture : Filias Kusuma, S.E., M.M.
(19871203 2403 023)

No	Correction List	Page	Approval

Acknowledge,
Advisor

(Gilbert Yanuar Hadiwirawan, A.Md. Par.)

19900101 1701 041