

BIBLIOGRAPHY

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Comeet. (2019, December 12). *Commis Chef Job Description Template - CoMEet.* <https://www.comeet.com/resources/job-descriptions/cmis-chef#:~:text=Commis%20chefs%20are%20novice%20chefs,a%20kitchen's%20operations%20run%20smoothly>.

APPENDIX

Appendix 1. Chef Purbo as Senior Pastry Chef




Appendix 2. Vasa Hotel staff and trainees





Appendix 3. Appraisal form

Internship Appraisal Form



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

INTERNSHIP
PLACE: Vasa Hotel Sumbaya

First Name Jecelyn Last Name Andriana

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

Intern's Position : Trainee Department : Pastry

REVIEW DATE : 10th July 2024 Direct Supervisor : Purbo Wibisono 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 4

3. PERSONAL PRESENTATIONS

Grooming Standards

Practices and displays proper grooming, personal hygiene and care.

9

Maintains hair and facial hair (*if any) per proper F&B industrial standards

Uniforms

Always wear the proper and designated uniform.

9

4. ON THE JOB & KNOWLEDGE

Dependability

Can be counted upon to do what is expected and required

10

Follow instructions and completes work on time with minimum supervision

Work Quality

Work performed according to Chef's standard and on-site work requirements

10

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

10

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;

- Jere le very good attitude & hard worker

PERFORMANCE SUMMARY * to be filled by OTTIMMO International

TOTAL POINTS 37.5

RATING 3.75

ACTION PLANS FOR DEVELOPMENT NEEDS

1. Need want elevator area further part
2. _____
3. _____
4. _____
5. _____

III. SIGNATURES

On-Site Manager/Owner/Chef

Signature & Stamp:

A handwritten signature in black ink is written over a blue rectangular stamp. The stamp contains the word "YASA" in large, bold, blue letters, with "HILL" written in smaller blue letters below it.

Dated 10/9/20

The Intern

Signature:

A handwritten signature in black ink, appearing to read "Jocelyn", written over a blue rectangular stamp.

Jocelyn Andriana

Dated 08/08/2024

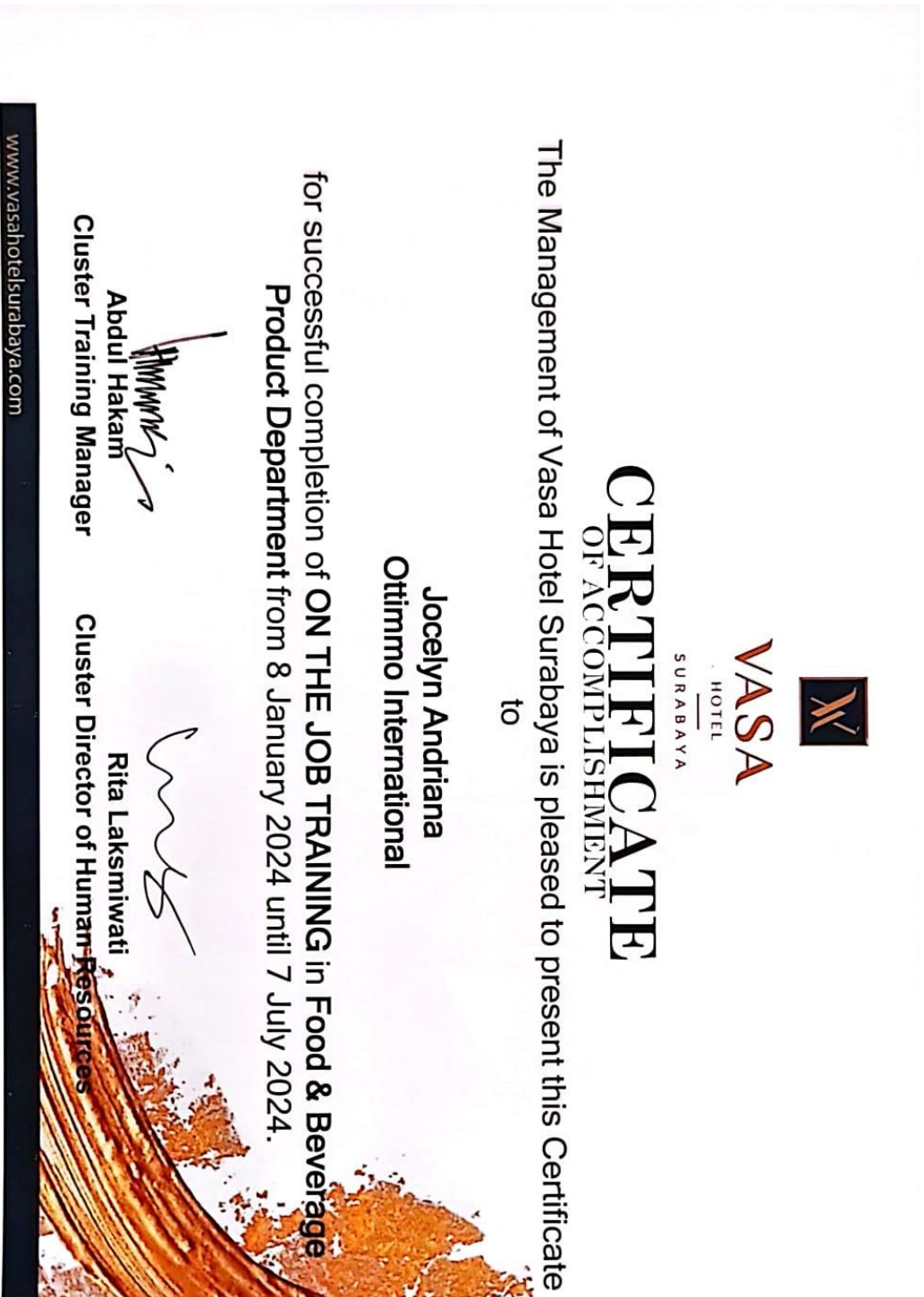
OTTIMMO International MasterGourmet Academy

Signature & Stamp:

A handwritten signature in black ink is written over a circular stamp. The stamp features a central emblem with a red and white design, surrounded by the text "OTTIMMO International MasterGourmet Academy" and "Dept. Head Student Affairs".

Dated 09/08/2024

Appendix 4. Certificate





Akademi Kuliner & Pastry
OTTIMO
 INTERNASIONAL
CREATIVITY AND CUSTOMER SATISFACTION

**CONSULTATION FORM
 INDUSTRIAL TRAINING /
 FOODPRENEURSHIP**

Name : Jacelyn Andriana
 Student Number : 2174130010007
 Advisor : Noyi Indah Permatasari, S.T., M.Sc.

No	Date	Topic Consultation	Name/ Signature
1	12 th July 2024	Abstract	
2	15 th July 2024	Chapter 1 : Background of Study	
3	17 th July 2024	Chapter 1 : Benefits of Internship	
4	19 th July 2024	Chapter 2 : History of Restaurant	
5	24 th July 2024	Chapter 2 : Vision, mission, Establishment description, Kitchen Brigade	
6	27 th July 2024	Chapter 2 : Hygiene and Sanitation	

No	Date	Topic Consultation	Name/ Signature
7	29 th July 2024	Chapter 3 : Products of Internship	
8	2 nd August 2024	Chapter 3 : Events of Internship	
9	6 th August 2024	Chapter 4 : conclusion	
10	9 th August 2024	Chapter 4 : Problems and solutions, suggestion	

Appendix 5. Consultation Table

**RECAPITULATION OF INDUSTRIAL TRAINING
ACTIVITIES**

Name : Jocelyn Andriana
 Study Program : D3 Seni Kuliner
 Placement of *Industrial Training* : Vasa Hotel Surabaya
 Field of Work : Pastry
 Activity Notes : Month I /II/III/IV/V/VI

Week	Description of activities
Week 1 - 4 (Morning Shift) 07.00 – 17.00	<ol style="list-style-type: none"> 1. Check all remaining products from last night 2. Garnish products for 209 dining and Chamas 3. Prepare and re-oven cookies for condiments fountains and fondue 4. Make maracuja, lime mousse, white truffle ball for Chamas 5. Make Ice Cream roll for live cooking in 209 dining 6. Orientation 7. Set Up for 209 Dining and Chamas 8. Take care of Pastry section in 209 Dining 9. Closing for 209 dining and Chamas 10. Put dirty dishes on steward 11. Refill es campur, soft ice cream, ice cream roll, condiments fountain and fondue, condiments ice cream 12. Prepare cakes, glasses, and bread for Chamas's dinner 13. Set up for 209 dining and Chamas dinner
Week 5 - 9 (Morning Shift) 07.00 – 17.00	<ol style="list-style-type: none"> 1. Check all remaining products from last night 2. Garnish products for 209 dining and Chamas 3. Prepare and re-oven cookies for condiments

	<p>fountains and fondue</p> <ol style="list-style-type: none"> 4. Make Bread and Butter pudding for live cooking in 209 dining 5. Make Ice Cream roll for live cooking in 209 dining 6. HACCP training 7. Set Up for 209 Dining and Chamas 8. Take care of Pastry section in 209 Dining 9. Closing for 209 dining and Chamas 10. Put dirty dishes on steward 11. Refill es campur, soft ice cream, ice cream roll, condiments fountain and fondue, condiments ice cream 12. Prepare cakes, glasses, and bread for Chamas's dinner 13. Set up for 209 dining and Chamas dinner
<p>Week 10 - 14 (Morning Shift) 07.00 – 17.00</p>	<ol style="list-style-type: none"> 1. Check all remaining products from last night 2. Garnish products for 209 dining and Chamas 3. Prepare and re-oven cookies for condiments fountains and fondue 4. Make Crepes and Pancake for live cooking in 209 dining 5. Make Ice Cream roll for live cooking in 209 dining 6. Make High-tea 7. Set Up for 209 Dining and Chamas 8. Take care of Pastry section in 209 Dining 9. Closing for 209 dining and Chamas 10. Put dirty dishes on steward 11. Refill es campur, soft ice cream, ice cream roll, condiments fountain and fondue, condiments

	<p>ice cream</p> <p>12. Prepare cakes, glasses, and bread for Chamas's dinner</p> <p>13. Set up for 209 dining and Chamas dinner</p> <p>14. Cleaning Dry store and checking all the expired products</p>
<p>Week 15 - 19 (Morning Shift) 07.00 – 17.00</p>	<p>1. Check all remaining products from last night</p> <p>2. Garnish products for 209 dining and Chamas</p> <p>3. Prepare and re-oven cookies for condiments fountains and fondue</p> <p>4. Make ummali, banana fritter for live cooking in 209 dining</p> <p>5. Make Ice Cream roll for live cooking in 209 dining</p> <p>6. Make High-tea</p> <p>7. Set Up for 209 Dining and Chamas</p> <p>8. Take care of Pastry section in 209 Dining</p> <p>9. Closing for 209 dining and Chamas</p> <p>10. Put dirty dishes on steward</p> <p>11. Refill es campur, soft ice cream, ice cream roll, condiments fountain and fondue, condiments ice cream</p> <p>12. Prepare cakes, glasses, and bread for Chamas's dinner</p> <p>13. Set up for 209 dining and Chamas dinner</p> <p>14. Cleaning Chiller, checking all the expired products, re-wrapping and label date products</p>
<p>Week 20 - 21 (Middle Shift)</p>	<p>1. Make mango jelly</p> <p>2. Make mango RAP</p>

12.00 – 22.00	<ol style="list-style-type: none"> 3. Make sponge cake for opera cake 4. Make coffee syrup for Opera cake 5. Make butter cream mocca for opera cake 6. Layering and finishing opera cake 7. Make Sugar dough 8. Make Bon Bon for Bonne Journee’s product 9. Refill Gelato 10. Make white glaze 11. Closing Bonne Journee
<p>Week 22 - 26 (Night Shift) 14.00 – 00.00</p>	<ol style="list-style-type: none"> 1. Set Up High-tea in ExLounge 2. Take care of Pastry section in 209 dining 3. Closing 209 dining 4. Refill es campur, soft ice cream, ice cream roll, condiments fountain and fondue, condiments ice cream 5. Prepare cakes, glasess, and bread for Chamas’s dinner 6. Set up for 209 dining and Chamas dinner 7. Set up for ExLounge 8. Take care of Pastry section in 209 dining 9. Closing 209 dining 10. Put dirty dishes on steward 11. Tidy up the trolley

Appendix 6. Correction List

19 Agustus 2024 / 13.30-14.00



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CULINARY ARTS GASTRONOMY BAKING & PASTRY ARTS

Student Name : Jocelyn Andriana
Student Number : 2174130010007
Exam Day & Date : Senin, 19 Agustus 2024
Lecture : Novi Indah Permata Sari, S.T., M.Sc.
(19951109 2202 083)

No	Correction List	Page	Approval
1.	Recapitulation of Industrial training Activities diganti. Yang dimaksud adalah Auditor setiap minggu. Bukan bagian job description ditambah.		

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 : Jocelyn Andriana
Student Number : 2174130010007
Exam Day & Date : Senin, 19 Agustus 2024
Lecture : Heni Adhianata, S.TP., M.Sc.
(19900613 1402 016)

No	Correction List	Page	Approval
	cek note di laporan	all	Acc ²⁸ / ₃ /24

Acknowledge,
Advisor

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

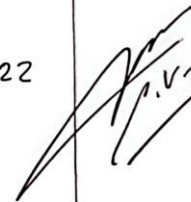


Akademi Kuliner & Patiseri

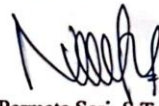
OTTIMMO
INTERNASIONAL

CULINARY ARTS GASTRONOMY BAKING & PASTRY ARTS

Student Name : Jocelyn Andriana
 Student Number : 2174130010007
 Exam Day & Date : Senin, 19 Agustus 2024
 Lecture : Michael Valent, A.Md. Par.
 (19950219 2001 074)

No	Correction List	Page	Approval
1	Problems & Solu tron belum lengkap, mohon dilengkapi terlebih dahulu.	22	

Acknowledge,
 Advisor



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