


## BIBLIOGRAPHY

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# APPENDIX

## Appendix 1. Appraisal Form

**Internship Appraisal Form**



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

INTERNSHIP  
PLACE: HOTEL VASA SURABAYA

First Name NATASHA CECILIA Last Name ANGGONO

Review Period/s :  Monthly  Quarterly  Bi-annually  Annually Date Joining  
: 01 APRIL 2024

Intern's Position : WESTERN TRAINEE Department : 209 KITCHEN

REVIEW DATE : 01 AUGUST 2024 Direct Supervisor : PRAMUDY 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. 3

**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. 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

3,5

**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  
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

**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;

INDEPENDENT PERSONAL WITH HIGH STANDARD. LEARN MORE ABOUT  
HOTELIER SERVICES SPECIALLY IN KITCHEN. NOTICE FOR ALL INFOR-  
MATION. CONTINUE WITH WHAT YOU HAVE DONE. SUCCESS IN  
EVERY MOMENTS. SEE YOU ON TOP WHEREVER YOU ARE .

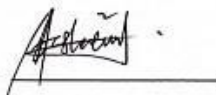
<b>PERFORMANCE SUMMARY</b> * to be filled by OTTIMMO International	
TOTAL POINTS	_____
RATING	_____
<b>ACTION PLANS FOR DEVELOPMENT NEEDS</b>	
1.	_____
2.	_____
3.	_____
4.	_____
5.	_____

**III. SIGNATURES**


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

Signature & Stamp:  Dated 01 AUGUST 2024

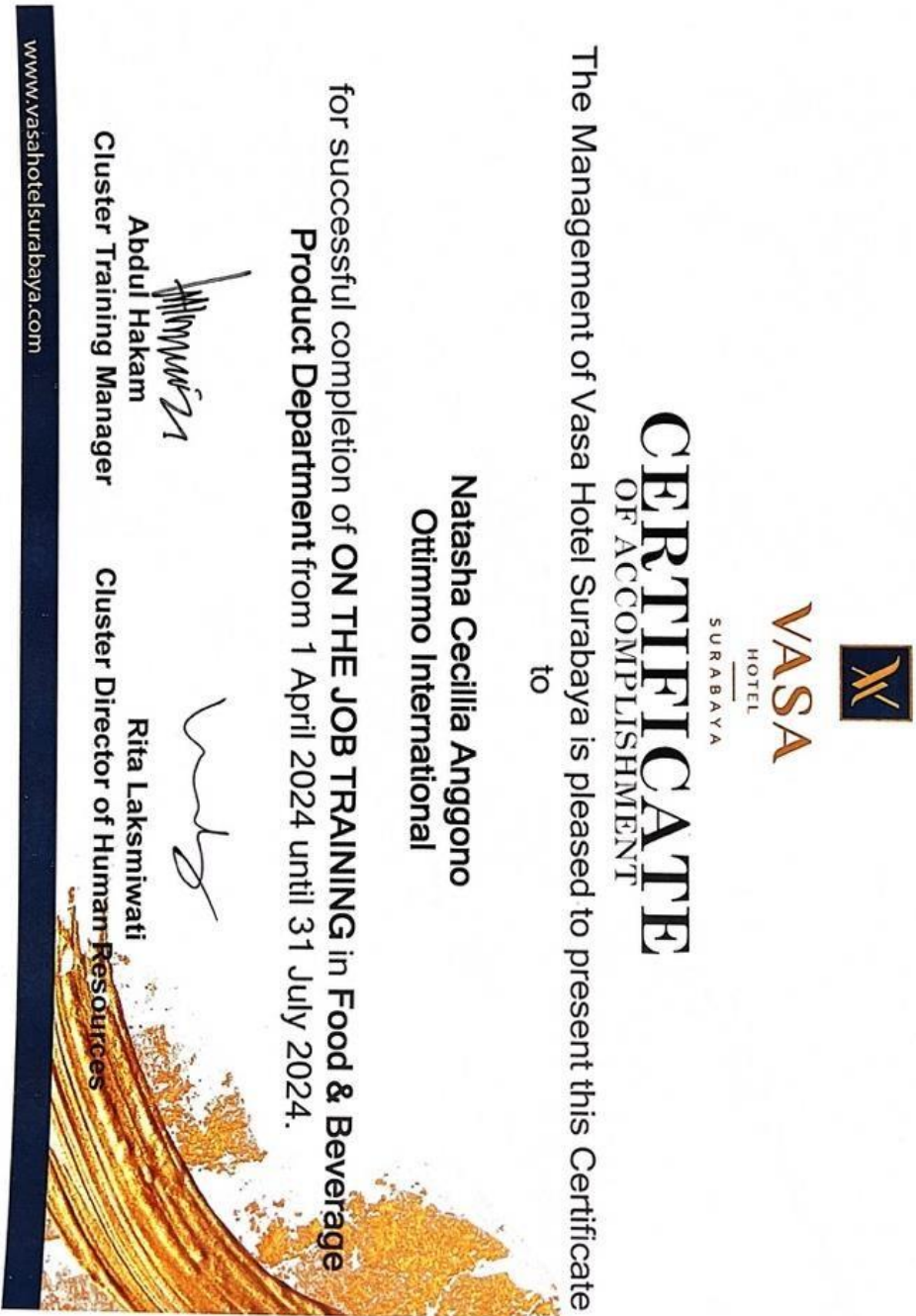
**The Intern**

Signature:  Dated 01 AUGUST 2024

**OTTIMMO International Master Gourmet Academy**

Signature & Stamp:  Dated 07/08/2024  
*Dept. Head Student Affairs*

Appendix 2. Certificate



**Appendix 3. Consultation Form**



Akademi Kuliner & Pastry  
**OTTIMO**  
 INTERNASIONAL  
CIKARANG SAHIB GASTROBAR BARANGSARI SUKSESARI

**CONSULTATION FORM  
 INDUSTRIAL TRAINING /  
 FOODPRENEURSHIP**

Name : Natcha Cecilia A  
 Student Number : 2174152010006  
 Advisor : Anthony Supriatna

No	Date	Topic Consultation	Name/ Signature
1.	23/24 7	Konsul poin <sup>2</sup> tap bab	
2.	26/24 7	Konsul bab 1	
3.	27/24 7	Konsul bab 2	
4.	5/24 8	Konsul bab 2	
5.	6/24 8	Konsul bab 3 & 4.	
6.	7/24 8	Konsul final	

No	Date	Topic Consultation	Name/ Signature
7.	8/24 8	Cek revisi	
8.	9/24 8	Cek revisi	

## RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Natasha Cecillia Anggono  
 Study Program : D3 Culinary Arts  
 Placement of *Industrial Training* : Vasa Hotel Surabaya  
 Field of Work : 209 Dining – Western Section  
 Activity Notes : Month I/II/III/IV

Week	Description of activities
1	<ul style="list-style-type: none"> <li>• Introduction to the work environment, fellow staff, and other trainees.</li> <li>• The author helped more with light work, such as refilling food on display and cutting vegetables and other ingredients.</li> <li>• Took part in managing the iftar event because it is still the month of Ramadan</li> </ul>
2	<ul style="list-style-type: none"> <li>• Still handling the iftar event</li> <li>• Learned mise en place and standard HACCP applied by hotel</li> <li>• Learned to make simple food products such as pizza, egg martabak, and mac and cheese</li> </ul>
3 – 5	<ul style="list-style-type: none"> <li>• Handled breakfast and lunch buffet service</li> <li>• Took part in food preparation such as tomato concasse, mac and cheese, roast beef, and croutons</li> <li>• Prepared vegetables into the desired shape for different purposes. For example, sliced mushroom is used as a condiment for pizza, halved mushroom is used for sauteeing, et cetera</li> </ul>



6	<ul style="list-style-type: none"> <li>• Handled breakfast and lunch buffet service.</li> <li>• Managed to serve guests for gathering events, similar to daily buffet service; the only difference was in the number of guests handled directly.</li> </ul>
7 – 8	<ul style="list-style-type: none"> <li>• Prepared the vegetables for reprocessing. Vegetables typically arrive on Mondays, Wednesdays, and Fridays.</li> <li>• Replenished any condiments that were running low for the buffet service.</li> <li>• Requested raw protein ingredients for the grill station and pasta condiments to the butcher section.</li> </ul>
9 – 10	<ul style="list-style-type: none"> <li>• In charge of breakfast and lunch buffet service.</li> <li>• Took part in food preparation for a wedding event: salmon en croute, zuppa soups, assorted satay for grill station, potato croquette.</li> <li>• Helped set up the dishes at the wedding venue (Savore on the 5th floor.</li> </ul>
11 – 13	<ul style="list-style-type: none"> <li>• Responsible for the buffet service for breakfast and lunch.</li> <li>• Helped in the preparation process for the carving station: grilling beef cuts for marking, marinating whole chicken before roasting, and marinating mackerel for en papillote.</li> </ul>

	<ul style="list-style-type: none"> <li>• Helped to prepare vegetables before reprocessing.</li> </ul>
14 – 15	<ul style="list-style-type: none"> <li>• Took care of the buffet service like usual.</li> <li>• Served the U-19 National Soccer team during breakfast.</li> <li>• Prepared eggs for the egg station in the breakfast buffet: washed eggs, sorted eggs into large bowls, and cracked eggs for omelet preparation.</li> </ul>
16	<ul style="list-style-type: none"> <li>• Served the U-19 National soccer team during breakfast.</li> <li>• Introduced new trainees to the whole 209 dining area and kitchen area.</li> <li>• Taught new trainees the needed preparation for breakfast and lunch buffet service, including the preparation during the stay of the national team.</li> <li>• After breakfast service, helped in preparation for a wedding event: pizza, lasagna, assorted satays, and grilled protein such as beef meltique and squid.</li> </ul>
17 – 18	<ul style="list-style-type: none"> <li>• Introduced another batch of new trainees to the dining area and the kitchen workspace.</li> <li>• Taught the previous batch of trainees about the HACCP standards and the needed preparation for food items before reprocessing.</li> <li>• In charge of handling breakfast for the</li> </ul>

	<p>U-19 National soccer team.</p> <ul style="list-style-type: none"><li>• Showed the new trainees how to set up and do the closing for breakfast and lunch buffet service.</li><li>• Exemplified all the daily tasks and ensured the new trainees took notes and understood them.</li><li>• Supervised the new trainees' performances during the buffet service and corrected them.</li></ul>
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Akademi Kuliner &amp; Patiseri

**OTTIMMO**  
**INTERNASIONAL**

CULINARY ARTS · GASTRONOMY · BAKING &amp; PASTRY ARTS

Student Name : Natasha Cecillia Anggono  
 Student Number : 2174130010006  
 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.	Terdalu banyak halaman yang berisi hanya 2 gambar.		
2.	Kitchen Portogadage diperbesar.		
3.	Job description bisa ditambahkan gurasi		
4.	Sumber visi & misi dari mana?		
5.	Bagian event ditambahkan foto.		

 Acknowledge,  
 Advisor

(Anthony Sucipto, A.Md. Par.)

19960325 2201 085



Akademi Kuliner & Patiseri

**OTTIMMO**  
**INTERNASIONAL**

CULINARY ARTS - GASTRONOMY - BAKING & PASTRY ARTS

Student Name : Natasha Cecillia Anggono  
Student Number : 2174130010006  
Exam Day & Date : Senin, 19 Agustus 2024  
Lecture : Anthony Sucipto, A.Md. Par.  
(19960325 2201 085)

No	Correction List	Page	Approval

Acknowledge,  
Advisor

(Anthony Sucipto, A.Md. Par.)  
19960325 2201 085




Akademi Kuliner & Patiseri

**OTTIMMO**  
INTERNASIONAL

CULINARY ARTS - GASTRONOMY - BAKING & PASTRY ARTS

Student Name : Natasha Cecillia Anggono  
 Student Number : 2174130010006  
 Exam Day & Date : Senin, 19 Agustus 2024  
 Lecture : Jessica Hartan, A.Md. Par.  
 (19940923 2201 084)

No	Correction List	Page	Approval
1	Check all notes in the report (labeling, kelengkapan informasi)	All	

Acknowledge,  
Advisor



(Anthony Sucipto, A.Md. Par.)  
19960325 2201 085