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APPENDIX





Internship Appraisal Form



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

INTERNSHIP

PLACE: Denpasar Bali (BRAVO)

First Name Sheila Angelina Last Name Ten

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

Intern's Position : Baker Department : Bakery

REVIEW DATE : July 23 2024 Direct Supervisor : Eka Pratama 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.

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. 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

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

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;


1. Disiplin Kehadiran diperbaiki.
Saat ijin sakit tidak menyertakan Surat DC.
2. Inisiatif ditingkatkan lagi. Jangan ragu dan malu untuk bertanya kepada Senior.
3. Untuk Tes produk Sudah bagus dan Unik.
- Contoh produk : Cuban roll, ingredient : Herbs, garlic powder & papper.
: Diolah lagi menjadi Sandwich dengan isian Fort, Vegetable dengan Sauce Bolognese dan topping Mozarella Cheese.

PERFORMANCE SUMMARY * to be filled by OTTIMMO International	
TOTAL POINTS	_____
RATING	_____
ACTION PLANS FOR DEVELOPMENT NEEDS	
1.	Skillnya diasah lagi
2.	Kedisiplinan dan komunikasi tingkatkan lagi
3.	_____
4.	_____
5.	_____

III. SIGNATURES

On-Site Manager/Owner/Chef

PT. LADANG ROTI KREATIF

Signature & Stamp:  CLEO EKA PRATAMA

Dated 25 Juli 2024

The Intern

Signature: 

Dated 25 Juli 2024

OTTIMMO International Master Chef Gourmet Academy

Signature & Stamp:  Dept. Head Student Affairs

Dated 19/8/2024.

BRAUD® CAFE
#62 MERTANADI, KEROBOKAN,
BADUNG, BALI - INDONESIA

+ 62 8214
7396 609

CERTIFICATE OF APPRECIATION

TO WHOM IT MAY CONCERN,

THIS IS TO CERTIFY THAT :

SHELIN ANGELINA TAN

HAS SUCCESSFULLY COMPLETED TRAINING IN THE **BAKERY AND PASTRY DEPARTMENTS** AT BRAUD® CAFE FROM **JAN 15TH, 2023** UNTIL **JUL 18TH, 2024**

WE ARE PLEASED TO PROVIDE ANY REFERENCE NEEDED IN VERBAL ABOUT HER

ON BEHALF OF BRAUD® GENERAL STORE, WE EXTEND OUR GRATITUDE AND WISHES FOR HER BRIGHT FUTURE CAREER.

DENPASAR, JUL 15TH, 2024



YOEL NATANAEL WIJAYA
CHIEF EXECUTIVE OFFICER

BRAUD®



Akademi Kuliner & Patiseri

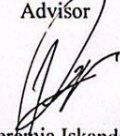
OTTIMMO
INTERNASIONAL

CULINARY ARTS · GASTRONOMY · BAKING & PASTRY ARTS

Student Name : Shelin Angelina Tan
Student Number : 2174130010057
Exam Day & Date : Senin, 26 Agustus 2024
Lecture : Ryan Yerima Iskandar, S.S.
(19821218 1601 023)

No	Correction List	Page	Approval

Acknowledge,
Advisor


(Ryan Yerima Iskandar, S.S.)
19821218 1601 023



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OTTIMMO
INTERNASIONAL

CULINARY ARTS · GASTRONOMY · BAKING & PASTRY ARTS

Student Name : Shelin Angelina Tan
Student Number : 2174130010057
Exam Day & Date : Senin, 26 Agustus 2024
Lecture : Anthony Sucipto, A.Md. Par.
(19960325 2201 085)

No	Correction List	Page	Approval
1	Kitchen brigade.		
2	Food waste		
3	Format penyetikan		

Acknowledge,
Advisor

(Ryan Xeremia Iskandar, S.S.)
19821218 1601 023



Akademi Kuliner & Patiseri

OTTIMMO
INTERNASIONAL

TELASARI JAYA - GUNUNGBOJONG - BANDUNG 40132

Student Name : Shelin Angelina Tan
Student Number : 2174130010057
Exam Day & Date : Senin, 26 Agustus 2024
Lecture : Novi Indah Permata Sari, S.T., M.Sc.
(19951109 2202 083)

No	Correction List	Page	Approval
1	Figure 3.1 - 3.11 diperbesar	-	Neelke

Acknowledge,
Advisor

(Ryan Yudianto Iskandar, S.S.)
(1983121816911023)



Akademi Kuliner & Pastry
OTTIMO
 INTERNASIONAL
CREATING ARTS, GASTRONOMY, AND LEADERSHIP

CONSULTATION FORM
INDUSTRIAL TRAINING /
FOODPRENEURSHIP

No	Date	Topic Consultation	Name/ Signature
1	14/08 2024	Konsultasi Revisi	
2	15/08 2024	Konsultasi Revisi	
3	18/08 2024	Konsultasi BAB II	
4	20/08 2024	Konsultasi BAB III	
5	22/08 2024	Konsultasi BAB III	
6	25/08 2024	Konsultasi BAB III	

Name : Srain Anggrita Tan
 Student Number : 2124130010057
 Advisor : Ryan Yerema Iskandar, S.S

No	Date	Topic Consultation	Name/ Signature
7	26/08 2024	Konsultasi BAB IV	
8	1/09 2024	Konsultasi Revisi	
9	2/09 2024	Konsultasi Revisi	
10	9/09 2024	Konsultasi Revisi	

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Shelin Anggelina Tan
 Study Program : D3 Culinary Art
 Placement of *Industrial Training* : BRAUD ARTISAN BAKERY
 Field of Work : Pastry
 Activity Notes : **Month I/II/III/IV/V/VI**

Week	Description of activities
2	<ul style="list-style-type: none"> – Place introduction – Introduction of tools and ingredients – Bake basque for wholesale – Make banana cake dough – Make flan
3&4	<ul style="list-style-type: none"> • Make dough brownies • Make scones. • Make chocolate sponge. • Bake banana cake • Bake flan. • Assemble matcha cake • Make canele dough. • Make carrot dough

5&6	<ul style="list-style-type: none">• Assemble strawberry shortcake• Bake basque• Bake banana cake• Restock ingredients• Make a café order• Make lady finger• Clean the workplace
7,8,&9	<ul style="list-style-type: none">• Mixing dough• Mold butter.• Assemble almond croissant.• Shaping croissant• Shaping Pain Au Raisin• Shaping Pain Au Chocolate• Shaping banana café• Bake all

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Shelin Anggelina Tan
 Study Program : D3 culinary art
 Placement of *Industrial Training* : BRAUD Artisan Bakery
 Field of Work : Bakery
 Activity Notes : Month I/II/III/IV/V/VI

Week	Description of activities
1,2&3	<ul style="list-style-type: none"> • Workplace introduction. • Mixing sourdough. • Shaping milk bun • Bake baguette. • Shaping sourdough. • Mixing and shaping café order
4,5&6	<ul style="list-style-type: none"> • Mixing bagel, focaccia, doughnut, brioche, begel,act • Shaping begel • Foldding sourdough • Shaping hotdog buns • Mixing pita dough • Shaping sourdough. • Mixing charcoal bun • Shaping charcoal bun • Shaping pita

7,8&9	<ul style="list-style-type: none">• Mixing all ordered• Shaping sourdough.• shaping bagel• make eggwash.• Feeding starter.• Chop rosemary• Shaping milk bun• Shaping brioce• Boiled bagel.• Mixing additional orders• Shaping sourdough
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