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APPENDIX

1. Appraisal Form

Internship Appraisal Form

 **AKADEMI KULINER & PATISERI**
OTTIMMO
INTERNASIONAL
CULINARY ARTS | GASTRONOMY | BAKING & PASTRY ARTS

INTERNSHIP PLACE: _____

First Name Hantana Last Name Prayuga Pratama

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

Intern's Position : Hot kitchen Department : culinary

REVIEW DATE : 12 Agustus 2024 Direct Supervisor : Joko Budianto

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

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

4

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
Follow instructions and completes work on time with minimum supervision

3.5

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;

In essence, Hanta is a good, polite, diligent and disciplined child. To prepare him to enter the very busy world of the kitchen which requires people who are agile, disciplined and obedient to their superiors, he should practice cooking more to train speed and accuracy, that's all my advice. Culinary science will never end, because all chefs will continue to learn.

PERFORMANCE SUMMARY * to be filled by OTTIMO International

TOTAL POINTS _____

RATING _____

ACTION PLANS FOR DEVELOPMENT NEEDS


1. _____
2. _____
3. _____
4. _____
5. _____

III. SIGNATURES



On-Site Manager/Owner/Chef

Signature & Stamp:   Dated Probolinggo, 12 Agustus 2024
Joko Yulianto

The Intern

Signature:  Dated Probolinggo, 16 Agustus 2024
Heri

OTTIMMO International Master Gourmet Academy

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

3. Consultation Form

Name : Hendri Prayoga Pratomo
 Student Number : 217 41 300 100 60
 Advisor : Ryan Yermani Iskandar



No	Date	Topic Consultation	Name/Signature
2	7 Agustus 2024	2.5 Establisment Background Marcare	<i>[Signature]</i>
8	7 Agustus 2024	2.8 Sebutkan nama resto dan jelaskan sedikit tempat masing	<i>[Signature]</i>
9	7 Agustus 2024	2.9 Hygiene Sejay makanan protocol mereka dan point paper	<i>[Signature]</i>
10	7 Agustus 7 Agustus	Chapter 3 Chapter 3.4	<i>[Signature]</i>
11	7 Agustus 2024	Halaman 30 dan submit event yang lain juga	<i>[Signature]</i>

No	Date	Topic Consultation	Name/Signature
1	5 Agustus 2024	Chapter I	<i>[Signature]</i>
2	5 Agustus 2024	Chapter II Judul 2.4 dan 2.7	<i>[Signature]</i>
3	5 Agustus 2024	2.5 Establisment	<i>[Signature]</i>
4	5 Agustus 5 Agustus 2024	2.8 Jelaskan description	<i>[Signature]</i>
5	5 Agustus 2024	2.9 Masukan hygiene Resto tempat masing	<i>[Signature]</i>
6	7 Agustus 2024	Halaman 2 Various project	<i>[Signature]</i>

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Hanta Prayuga Pratama
 Study Program : D3 Culinary
 Placement of *Industrial Training* : Grand Mercure Malang Mirama
 Field of Work : Hot Kitchen
 Activity Notes : Month I/II

Week	Description of activities
Week 1 – week 4	The activity begins with an introduction to the kitchen, covering both the restaurant and the hotel areas, followed by a tour around the Grand Mercure. After the tour, the participants head to the kitchen to assist with cutting tasks until 1 PM, after which they take a break. The activity continues with preparation work, including cutting meat and vegetables, and finishes with cleaning the walk-in chiller.
Week 5 – week 8	The day starts with arriving early in the morning and managing the breakfast egg station, followed by assisting with refilling breakfast foods. prepare egg orders for guests and, after the breakfast service ends at 10:30 AM, close the station and organize leftover food to either be sent to the canteen or disposed of. The next task is to prepare for the next day's breakfast and upcoming events, which includes cutting fish, chicken, meat, and vegetables. Additionally, handle receiving and storing incoming supplies and preparing garnishes.

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Hanta Prayuga Pratama
 Study Program : D3 Culinary
 Placement of *Industrial Training* : Beejay Bakau Resort
 Field of Work : Hot Kitchen
 Activity Notes : Month I/II/III/IV

Week	Description of activities
week 1 – week 4	The activity begins with an introduction to the restaurant. then assist with preparation tasks, including cutting water spinach and preparing meals for employees and managers. Duties also include washing dishes and utensils, cleaning the butcher's table, receiving orders, and helping to prepare plates for serving.
Week 5 – week 17	The day begins with arriving in the morning to get ready for managing breakfast service. At 10 AM, after breakfast service ends, prepare vegetables, chicken, and beef. Additionally, make meals for employees and managers, prepare plates for food orders, help with washing dishes, and clean by sweeping and mopping the floors. The day concludes with closing duties.