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## APPENDIX

### Appendix 1. Chef Lim Kim Loong




### Appendix 2. Xiang Fu Hai Cuisine Staff and Trainees



### Appendix 3. Appraisal Form

**Internship Appraisal Form**



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

INTERNSHIP  
PLACE: Xiang Fu Hai Cuisine

First Name Kallia Maera Last Name Wijaya

Review Period/s :  Monthly  Quarterly  Bi-annualy  Annually Date Joining : \_\_\_\_\_

Intern's Position : Intern Department : Kitchen

REVIEW DATE : 03 September 2024 Direct Supervisor : Lim Kim Loong 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. 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.

3.5

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

**Uniforms**

Always wear the proper and designated uniform.

3

**4. ON THE JOB & KNOWLEDGE**

**Dependability**

Can be counted upon to do what is expected and required

4

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;**

Fallig is a hard worker, recommended and in the future, I hope you will be more successful.

**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

Signature & Stamp:  Dated: 3/9/2024

The Intern

Signature:  Kalha Maeta Wijaya Dated: 3/9/2024

OTTIMMO International MasterGourmet Academy

Signature & Stamp:  Felby  
Dept. Head Student Affairs Dated: 19/09/2020

**Appendix 4. Certificate**



**CERTIFICATE  
OF ACCOMPLISHMENT**

The Management of Vasa Hotel Surabaya is pleased to present this Certificate to


**Kallia Maera Wijaya**  
**Ottimmo International**

for successful completion of **ON THE JOB TRAINING in Food & Beverage**  
**Product Department** from 5 March 2024 until 4 September 2024.

**Abdul Hakam**  
**Cluster Training Manager**

**Rita Laksmiwati**  
**Cluster Director of Human Resources**







**Appendix 5. Consultation Form**









Madani Kuller A. Paimori  
**OTTIMO**  
 INTERNATIONAL

**CONSULTATION FORM  
 INDUSTRIAL TRAINING /  
 FOODPRENEURSHIP**

Name : Kallia Maera Wijaya  
 Student Number : 2174130010067  
 Advisor : Anthony Sucipto, A.Md. Par.

| No | Date          | Topic Consultation                                     | Name/<br>Signature  |
|----|---------------|--|---|
| 1  | 27/04<br>2024 | Konsul Pengantar                                       |    |
| 2  | 06/08<br>2024 | Konsul Bob I : Background of Study                     |    |
| 3  | 13/08<br>2024 | Konsul Bob I : Background of Study                     |    |
| 4  | 16/08<br>2024 | Konsul Bob I : The Benefits of Internship              |    |
| 5  | 03/09<br>2024 | Konsul Bob II : Establishment Background               |  |
| 6  | 09/09<br>2024 | Konsul Bob II : Vision, Mission and Company Objectives |  |

| No | Date          | Topic Consultation                                      | Name/<br>Signature  |
|----|---------------|---|---|
| 7  | 10/09<br>2024 | Konsul Bob II : Organizational Structure and Main Task  |    |
| 8  | 10/09<br>2024 | Konsul Bob II : Organizational Structure                |    |
| 9  | 16/09<br>2024 | Konsul Bob III : Internship Activities                  |    |
| 10 | 17/09<br>2024 | Konsul Bob III : Products                               |   |
| 11 | 18/09<br>2024 | Konsul Appendix   |  |
| 12 | 19/09<br>2024 | Konsul Recapitulation Of Industrial Training Activities |  |



## Appendix 6. Correction Lists

20 September 2024 / 13.30-14.00



Student Name : Kallia Maera Wijaya  
Student Number : 2174130010067  
Exam Day & Date : Jumat, 20 September 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



Student Name : Kaffia Maera Wijaya  
Student Number : 2174130010067  
Exam Day & Date : Jumat, 20 September 2024  
Lecturer : Novi Indah Permata Sari, S.T., M.Sc.  
(19951109 2202 083)

| No | Correction List  | Page | Approval |
|----|--|------|----------|
|    |  |      |          |

Acknowledge,  
Advisor

  
(Anissa Septia, A.Md, Pst.)  
19960223 2201 085



Akademi Kuliner & Patiseri

**OTTIMMO**  
**INTERNASIONAL**

FOOD & BEVERAGE | RESTAURANT & PATISERIE ARTS

Student Name : Kallia Maera Wijaya  
Student Number : 2174130010067  
Exam Day & Date : Jumat, 20 September 2024  
Lecture : Gilbert Yanuar Hadiwirawan, A.Md. Par.  
(19900101 1701 041)

| No | Correction List | Page | Approval |
|----|-----------------|------|----------|
|    |                 |      |          |

Acknowledge,  
Advisor

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

## Appendix 7. Recapitulation of Industrial Training Activities

### RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Kallia Maera Wijaya  
 Study Program : Internship  
 Placement of *Industrial Training* : Vasa Hotel Surabaya  
 Field of Work : Hot Kitchen  
 Activity Notes : Month I/II/III/IV/V/VI

| Week | Description of activities   |
|------|---|
| 1    | <ul style="list-style-type: none"> <li>• Retrieving bamboo steamers for preparing steamed dim sum</li> <li>• Preparing and checking for out of stock steamed and fried dim sum in the chiller</li> <li>• Preparing condiments, such as chopping green onions, finely julienning red chili and cutting carrots into rondelle and brunoise for dim sum fillings, garnish displays and dim sum orders.</li> <li>• Thawing the dim sum products intended for sale from the freezer</li> <li>• Arranging the thawed dim sum in the bamboo steamer and storing it in the chiller</li> <li>• Preparing, assembling and delivering the display of steamed and fried dim sum to the restaurant</li> <li>• Learning how to shape, fold and wrap dim sum</li> <li>• Learning how to weigh ingredients using a Chinese kitchen scale with measurement units such as catty, liang and jin</li> <li>• Learning about food labeling according to HACCP standards</li> <li>• Preparing sesame ball filling for the preparation of making the sesame balls</li> <li>• Making sesame balls</li> <li>• Making shrimp filling for the preparation of shrimp wontons</li> <li>• Making shrimp wontons by folding and wrapping the wonton skins</li> <li>• Making chicken filling for the preparation of beancurd skin rolls</li> <li>• Making beancurd skin rolls by folding and wrapping the beancurd skins</li> <li>• Taking the dim sum displays from the restaurant, attaching a chiller food label to each and storing them in the chiller</li> <li>• Assisting with kitchen closing by transferring dirty dishes to the steward, ensuring that all food items are properly wrapped and labeled and cleaning the work area</li> </ul> |
| 2    | <ul style="list-style-type: none"> <li>• Retrieving bamboo steamers for preparing steamed dim sum</li> <li>• Preparing and checking for out of stock steamed and fried dim</li> </ul>   |

|   |  |
|---|--|
|   | <p>sum in the chiller</p> <ul style="list-style-type: none"> <li>• Preparing condiments, such as chopping green onions, finely julienning red chili and cutting carrots into rondelle and brunoise for dim sum fillings, garnish displays and dim sum orders.</li> <li>• Thawing the dim sum products intended for sale from the freezer</li> <li>• Arranging the thawed dim sum in the bamboo steamer and storing it in the chiller</li> <li>• Preparing, assembling and delivering the display of steamed and fried dim sum to the restaurant</li> <li>• Learning how to shape, fold and wrap dim sum</li> <li>• Preparing the ingredients needed for cooking black pepper minced chicken filling, such as chopping the chicken meat and weighing the sauce</li> <li>• Cooking black pepper minced chicken filling for the preparation of taro dumplings</li> <li>• Producing the dough for taro dumpling skins</li> <li>• Making taro dumplings by shaping and wrapping the dough</li> <li>• Preparing the ingredients needed for cooking mixed vegetable filling, such as chopping vegetables and weighing the seasonings</li> <li>• Stir-frying mixed vegetable filling for the preparation of ham sui gok</li> <li>• Producing the dough for ham sui gok skins</li> <li>• Making ham sui gok by shaping and wrapping the dough</li> <li>• Taking the dim sum displays from the restaurant, attaching a chiller food label to each and storing them in the chiller</li> <li>• Assisting with kitchen closing by transferring dirty dishes to the steward, ensuring that all food items are properly wrapped and labeled and cleaning the work area</li> </ul> |
| 3 | <ul style="list-style-type: none"> <li>• Retrieving bamboo steamers for preparing steamed dim sum</li> <li>• Preparing and checking for out of stock steamed and fried dim sum in the chiller</li> <li>• Preparing condiments, such as chopping green onions, finely julienning red chili and cutting carrots into rondelle and brunoise for dim sum fillings, garnish displays and dim sum orders.</li> <li>• Thawing the dim sum products intended for sale from the freezer</li> <li>• Arranging the thawed dim sum in the bamboo steamer and storing it in the chiller</li> <li>• Preparing, assembling and delivering the display of steamed and fried dim sum to the restaurant</li> <li>• Learning how to shape, fold and wrap dim sum</li> <li>• Preparing the ingredients needed for making coffee break snacks according to the instructions from the staff or chefs in charge in the kitchen</li> <li>• Producing the coffee break snacks according to that day's orders</li> </ul>   |

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|---|---|
|   | <ul style="list-style-type: none"> <li>• Plating the cooked coffee break snacks and garnishing with parsley and shredded carrot</li> <li>• Delivering the coffee break snacks to the venue</li> <li>• Retrieving plates for the steamed and fried dim sum orders</li> <li>• Assisting with the preparation and either steaming or frying of dim sum orders</li> <li>• Taking the dim sum displays from the restaurant, attaching a chiller food label to each and storing them in the chiller</li> <li>• Assisting with kitchen closing by transferring dirty dishes to the steward, ensuring that all food items are properly wrapped and labeled and cleaning the work area</li> </ul>  |
| 4 | <ul style="list-style-type: none"> <li>• Retrieving bamboo steamers for preparing steamed dim sum</li> <li>• Preparing and checking for out of stock steamed and fried dim sum in the chiller</li> <li>• Preparing condiments, such as chopping green onions, finely julienning red chili and cutting carrots into rondelle and brunoise for dim sum fillings, garnish displays and dim sum orders.</li> <li>• Thawing the dim sum products intended for sale from the freezer</li> <li>• Arranging the thawed dim sum in the bamboo steamer and storing it in the chiller</li> <li>• Preparing, assembling and delivering the display of steamed and fried dim sum to the restaurant</li> <li>• Learning how to shape, fold and wrap dim sum</li> <li>• Preparing the ingredients needed for making coffee break snacks according to the instructions from the staff or chefs in charge in the kitchen</li> <li>• Producing the coffee break snacks according to that day's orders</li> <li>• Plating the cooked coffee break snacks and garnishing with parsley and shredded carrot</li> <li>• Delivering the coffee break snacks to the venue</li> <li>• Thawing spring roll wrappers from the freezer</li> <li>• Preparing the ingredients needed for cooking stir-fried vegetables, such as chopping vegetables and weighing the seasonings</li> <li>• Stir-frying vegetable filling for the preparation of vegetable spring rolls</li> <li>• Making vegetable spring rolls by folding and wrapping the spring roll wrappers</li> <li>• Taking the dim sum displays from the restaurant, attaching a chiller food label to each and storing them in the chiller</li> <li>• Assisting with kitchen closing by transferring dirty dishes to the steward, ensuring that all food items are properly wrapped and labeled and cleaning the work area</li> </ul> |

| Week | Description of activities   |
|------|---|
| 1    | <ul style="list-style-type: none"> <li>• Retrieving bamboo steamers for preparing steamed dim sum</li> <li>• Preparing and checking for out of stock steamed and fried dim sum in the chiller</li> <li>• Preparing condiments, such as chopping green onions, finely julienning red chili and cutting carrots into rondelle and brunoise for dim sum fillings, garnish displays and dim sum orders.</li> <li>• Thawing the dim sum products intended for sale from the freezer</li> <li>• Arranging the thawed dim sum in the bamboo steamer and storing it in the chiller</li> <li>• Preparing, assembling and delivering the display of steamed and fried dim sum to the restaurant</li> <li>• Learning how to shape, fold and wrap dim sum</li> <li>• Preparing the ingredients needed for making coffee break snacks according to the instructions from the staff or chefs in charge in the kitchen</li> <li>• Producing the coffee break snacks according to that day's orders</li> <li>• Plating the cooked coffee break snacks and garnishing with parsley and shredded carrot</li> <li>• Delivering the coffee break snacks to the venue</li> <li>• Measuring and weighing the ingredients needed to make salted egg yolk custard filling</li> <li>• Measuring and weighing the ingredients needed to make the dough for salted egg yolk custard buns</li> <li>• Making salted egg yolk custard buns by shaping and wrapping the steamed bun dough</li> <li>• Steaming the risen salted egg yolk custard buns, then transferring the cooled buns to a basket, wrapping them with plastic wrap, attaching a freezer food label and storing them in the freezer</li> <li>• Measuring and weighing the ingredients needed to make pandan custard filling</li> <li>• Measuring and weighing the ingredients needed to make the dough for pandan custard buns</li> <li>• Making pandan custard buns by shaping and wrapping the steamed bun dough</li> <li>• Steaming the risen pandan custard buns and coloring them with an airbrush spray gun</li> <li>• Transferring the cooled buns to a basket, wrapping them with plastic wrap, attaching a freezer food label and storing them in the freezer</li> </ul> |

|   |  |
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|   | <ul style="list-style-type: none"> <li>• Taking the dim sum displays from the restaurant, attaching a chiller food label to each and storing them in the chiller</li> <li>• Assisting with kitchen closing by transferring dirty dishes to the steward, ensuring that all food items are properly wrapped and labeled and cleaning the work area</li> </ul>  |
| 2 | <ul style="list-style-type: none"> <li>• Retrieving bamboo steamers for preparing steamed dim sum</li> <li>• Preparing and checking for out of stock steamed and fried dim sum in the chiller</li> <li>• Preparing condiments, such as chopping green onions, finely julienning red chili and cutting carrots into rondelle and brunoise for dim sum fillings, garnish displays and dim sum orders.</li> <li>• Thawing the dim sum products intended for sale from the freezer</li> <li>• Arranging the thawed dim sum in the bamboo steamer and storing it in the chiller</li> <li>• Preparing, assembling and delivering the display of steamed and fried dim sum to the restaurant</li> <li>• Learning how to shape, fold and wrap dim sum</li> <li>• Preparing the ingredients needed to make char siu filling</li> <li>• Measuring and weighing the ingredients needed to make the dough for char siu buns</li> <li>• Making char siu buns by shaping and wrapping the steamed bun dough</li> <li>• Steaming the risen char siu buns, then transferring the cooled buns to a basket, wrapping them with plastic wrap, attaching a freezer food label and storing them in the freezer</li> <li>• Measuring and weighing the ingredients needed to make the dough for baked char siu buns</li> <li>• Making baked char siu buns by shaping and wrapping the bun dough</li> <li>• Baking the risen baked char siu buns, then transferring the cooled buns to a basket, wrapping them with plastic wrap, attaching a freezer food label and storing them in the freezer</li> <li>• Taking the dim sum displays from the restaurant, attaching a chiller food label to each and storing them in the chiller</li> <li>• Assisting with kitchen closing by transferring dirty dishes to the steward, ensuring that all food items are properly wrapped and labeled and cleaning the work area</li> </ul> |
| 3 | <ul style="list-style-type: none"> <li>• Retrieving bamboo steamers for preparing steamed dim sum</li> <li>• Preparing and checking for out of stock steamed and fried dim sum in the chiller</li> <li>• Preparing condiments, such as chopping green onions, finely julienning red chili and cutting carrots into rondelle and brunoise for dim sum fillings, garnish displays and dim sum orders.</li> </ul>   |



|   |  |
|---|--|
|   | <ul style="list-style-type: none"> <li>• Thawing the dim sum products intended for sale from the freezer</li> <li>• Arranging the thawed dim sum in the bamboo steamer and storing it in the chiller</li> <li>• Preparing, assembling and delivering the display of steamed and fried dim sum to the restaurant</li> <li>• Learning how to shape, fold and wrap dim sum</li> <li>• Preparing the ingredients needed to make har gow filling</li> <li>• Measuring and weighing the ingredients needed to make the dough for har gow skins</li> <li>• Making har gow by filling them with shrimp filling, then folding and wrapping the skin dough</li> <li>• Transferring the completed har gow to a tray, wrapping them with plastic wrap, attaching a freezer food label and storing them in the freezer</li> <li>• Preparing the ingredients needed to make pork shumai filling</li> <li>• Taking the shumai skins from the chiller</li> <li>• Making pork shumai by filling them with pork filling, then folding and wrapping the skin dough</li> <li>• Transferring the completed pork shumai to a tray, wrapping them with plastic wrap, attaching a freezer food label and storing them in the freezer</li> <li>• Taking the dim sum displays from the restaurant, attaching a chiller food label to each and storing them in the chiller</li> <li>• Assisting with kitchen closing by transferring dirty dishes to the steward, ensuring that all food items are properly wrapped and labeled and cleaning the work area</li> </ul> |
| 4 | <ul style="list-style-type: none"> <li>• Retrieving bamboo steamers for preparing steamed dim sum</li> <li>• Preparing and checking for out of stock steamed and fried dim sum in the chiller</li> <li>• Preparing condiments, such as chopping green onions, finely julienning red chili and cutting carrots into rondelle and brunoise for dim sum fillings, garnish displays and dim sum orders.</li> <li>• Thawing the dim sum products intended for sale from the freezer</li> <li>• Arranging the thawed dim sum in the bamboo steamer and storing it in the chiller</li> <li>• Preparing, assembling and delivering the display of steamed and fried dim sum to the restaurant</li> <li>• Learning how to shape, fold and wrap dim sum</li> <li>• Preparing the ingredients needed to make chive dumpling filling</li> <li>• Measuring and weighing the ingredients needed to make the dough for chive dumpling skins</li> <li>• Making chive dumplings by filling them with shrimp and chive filling, then folding and wrapping the skin dough</li> </ul>  |

|  |  |
|--|--|
|  | <ul style="list-style-type: none"><li>• Transferring the completed chive dumpling to a tray, wrapping them with plastic wrap, attaching a freezer food label and storing them in the freezer</li><li>• Preparing the ingredients needed to make guo tie filling</li><li>• Measuring and weighing the ingredients needed to make the dough for guo tie skins</li><li>• Making guo tie by filling them with chicken filling, then folding and wrapping the skin dough</li><li>• Transferring the completed guo tie to a tray, wrapping them with plastic wrap, attaching a freezer food label and storing them in the freezer</li><li>• Taking the dim sum displays from the restaurant, attaching a chiller food label to each and storing them in the chiller</li><li>• Assisting with kitchen closing by transferring dirty dishes to the steward, ensuring that all food items are properly wrapped and labeled and cleaning the work area</li></ul> |
|--|--|

| Week | Description of activities  |
|------|--|
| 1    | <ul style="list-style-type: none"> <li>• Thawing the dim sum products needed for the display from the freezer</li> <li>• Preparing, assembling and delivering the display of steamed and fried dim sum to the restaurant</li> <li>• Preparing the ingredients needed for making coffee break snacks according to the instructions from the staff or chefs in charge in the kitchen</li> <li>• Producing the coffee break snacks according to that day's orders</li> <li>• Plating the cooked coffee break snacks and garnishing with parsley and shredded carrot</li> <li>• Delivering the coffee break snacks to the venue</li> <li>• Preparing the ingredients needed to make xiaolongbao filling</li> <li>• Measuring and weighing the ingredients needed to make the dough for xiaolongbao skins</li> <li>• Making xiaolongbao by filling them with the filling, then folding and wrapping the skin dough</li> <li>• Transferring the completed xiaolongbao to a tray, wrapping them with plastic wrap, attaching a freezer food label and storing them in the freezer</li> <li>• Preparing the ingredients needed to make truffle har gow filling</li> <li>• Measuring and weighing the ingredients needed to make the dough for truffle har gow skins</li> <li>• Making truffle har gow by filling them with the filling, then folding and wrapping the skin dough</li> <li>• Transferring the completed truffle har gow to a tray, wrapping them with plastic wrap, attaching a freezer food label and storing them in the freezer</li> <li>• Assisting with kitchen closing by transferring dirty dishes to the steward, ensuring that all food items are properly wrapped and labeled and cleaning the work area</li> </ul> |
| 2    | <ul style="list-style-type: none"> <li>• Thawing the dim sum products needed for the display from the freezer</li> <li>• Preparing, assembling and delivering the display of steamed and fried dim sum to the restaurant</li> <li>• Preparing the ingredients needed for making coffee break snacks according to the instructions from the staff or chefs in charge in the kitchen</li> <li>• Producing the coffee break snacks according to that day's orders</li> <li>• Plating the cooked coffee break snacks and garnishing with parsley and shredded carrot</li> </ul>  |

|   |   |
|---|---|
|   | <ul style="list-style-type: none"> <li>• Delivering the coffee break snacks to the venue</li> <li>• Steaming glutinous rice for lo mai gai production</li> <li>• Making the sauce for seasoning the steamed glutinous rice</li> <li>• Preparing the ingredients needed for lo mai gai filling</li> <li>• Making lo mai gai by filling each bowl with the condiments, then adding the steamed seasoned glutinous rice to the bowl</li> <li>• Transferring the completed lo mai gai to a tray, wrapping them with plastic wrap, attaching a freezer food label and storing them in the freezer</li> <li>• Preparing the ingredients needed to make koi dumpling filling</li> <li>• Measuring and weighing the ingredients needed to make the dough for koi dumpling skins</li> <li>• Coloring the koi dumpling skins with red and yellow food dye</li> <li>• Making koi dumplings by filling them with shrimp filling, then folding and wrapping the skin dough</li> <li>• Transferring the completed koi dumplings to a tray, wrapping them with plastic wrap, attaching a freezer food label and storing them in the freezer</li> <li>• Assisting with kitchen closing by transferring dirty dishes to the steward, ensuring that all food items are properly wrapped and labeled and cleaning the work area</li> </ul> |
| 3 | <ul style="list-style-type: none"> <li>• Thawing the dim sum products needed for the display from the freezer</li> <li>• Preparing, assembling and delivering the display of steamed and fried dim sum to the restaurant</li> <li>• Preparing the ingredients needed for making coffee break snacks according to the instructions from the staff or chefs in charge in the kitchen</li> <li>• Producing the coffee break snacks according to that day's orders</li> <li>• Plating the cooked coffee break snacks and garnishing with parsley and shredded carrot</li> <li>• Delivering the coffee break snacks to the venue</li> <li>• Preparing the ingredients needed to make charcoal har gow filling</li> <li>• Measuring and weighing the ingredients needed to make the dough for charcoal har gow skins</li> <li>• Coloring the charcoal har gow skins with charcoal powder</li> <li>• Making charcoal har gow by filling them with shrimp and mozzarella cheese filling, then folding and wrapping the skin dough</li> <li>• Transferring the completed charcoal har gow to a tray, wrapping them with plastic wrap, attaching a freezer food label and storing them in the freezer</li> <li>• Preparing the ingredients needed to make horenzo shrimp dumpling filling</li> </ul>                              |

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|   | <ul style="list-style-type: none"> <li>• Measuring and weighing the ingredients needed to make the dough for horenzo shrimp dumpling skins</li> <li>• Chopping and blanching horenzo vegetables</li> <li>• Mixing and kneading the horenzo shrimp dumpling skin dough with blanched horenzo</li> <li>• Making horenzo shrimp dumplings by filling them with chicken and shrimp filling, then folding and wrapping the skin dough</li> <li>• Transferring the completed horenzo shrimp dumplings to a tray, wrapping them with plastic wrap, attaching a freezer food label and storing them in the freezer</li> <li>• Assisting with kitchen closing by transferring dirty dishes to the steward, ensuring that all food items are properly wrapped and labeled and cleaning the work area</li> </ul>  |
| 4 | <ul style="list-style-type: none"> <li>• Thawing the dim sum products needed for the display from the freezer</li> <li>• Preparing, assembling and delivering the display of steamed and fried dim sum to the restaurant</li> <li>• Preparing the ingredients needed to make scallop dumpling filling</li> <li>• Measuring and weighing the ingredients needed to make the dough for scallop dumpling skins</li> <li>• Coloring the scallop dumpling skins with green food dye</li> <li>• Making scallop dumplings by filling them with shrimp filling, then folding and wrapping the skin dough</li> <li>• Garnishing the scallop dumplings by placing a fresh scallop on top</li> <li>• Transferring the completed scallop dumplings to a tray, wrapping them with plastic wrap, attaching a freezer food label and storing them in the freezer</li> <li>• Preparing the ingredients needed to make octopus dumpling filling</li> <li>• Measuring and weighing the ingredients needed to make the dough for octopus dumpling skins</li> <li>• Making octopus dumplings by filling them with shrimp filling, then folding and wrapping the skin dough</li> <li>• Adding 2 dots of black food dye to the dumpling skins to resemble an octopus</li> <li>• Transferring the completed octopus dumplings to a tray, wrapping them with plastic wrap, attaching a freezer food label and storing them in the freezer</li> <li>• Assisting with kitchen closing by transferring dirty dishes to the steward, ensuring that all food items are properly wrapped and labeled and cleaning the work area</li> </ul> |

| Week | Description of activities   |
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| 1    | <ul style="list-style-type: none"> <li>• Learning how to produce pudding and ice jelly</li> <li>• Preparing pudding toppings, such as chopped peaches and strawberries, soaked basil seeds, cooked sago pearls, fruit cocktail, pandan leaves, aloe vera and longan, for garnishing the pudding orders</li> <li>• Preparing, garnishing and delivering the display of dessert to the restaurant</li> <li>• Retrieving and polishing pudding glasses in preparation for pudding production</li> <li>• Preparing the ingredients needed for making apple jasmine ice jelly, such as weighing the ingredients and peeling apples</li> <li>• Steaming the apple jasmine ice jelly mixture in the steamer</li> <li>• Pouring the cooked apple jasmine ice jelly mixture into the polished pudding glasses</li> <li>• Transferring the cooled apple jasmine ice jelly to a tray, wrapping them with plastic wrap, attaching a chiller food label and storing them in the chiller</li> <li>• Thawing the raspberry puree from the freezer in preparation for making raspberry coulis</li> <li>• Making the raspberry coulis, then transferring it to a jug, covering it with plastic wrap, attaching a chiller food label and storing it in the chiller</li> <li>• Preparing the ingredients needed for making mango pudding, such as weighing the ingredients and thawing the mango puree from the freezer</li> <li>• Steaming the mango pudding mixture in the steamer</li> <li>• Pouring the cooked mango pudding mixture into the polished pudding glasses</li> <li>• Transferring the cooled mango pudding to a tray, wrapping them with plastic wrap, attaching a chiller food label and storing them in the chiller</li> <li>• Taking the dessert displays from the restaurant, attaching a chiller food label to each and storing them in the chiller</li> <li>• Assisting with kitchen closing by transferring dirty utensils to the steward, ensuring that all food items are properly wrapped and labeled and cleaning the dessert's work area</li> </ul> |
| 2    | <ul style="list-style-type: none"> <li>• Checking the orders from outlets listed in the printed BEO, such as dessert items for wedding or birthday events, amenities, lunch sets, and the order list for the KOL or influencer</li> </ul>   |

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|   | <ul style="list-style-type: none"> <li>• Checking the stock of pudding and toppings in the chiller</li> <li>• Preparing pudding toppings, such as chopped peaches and strawberries, soaked basil seeds, cooked sago pearls, fruit cocktail, pandan leaves, aloe vera and longan, for garnishing the pudding orders</li> <li>• Preparing, garnishing and delivering the display of dessert to the restaurant</li> <li>• Retrieving and polishing pudding glasses in preparation for pudding production</li> <li>• Producing dessert items when there are orders for wedding or birthday parties, amenities, lunch sets or KOLs and influencers</li> <li>• Preparing the ingredients needed for making coconut pudding, such as weighing the ingredients and straining the coconut water</li> <li>• Steaming the coconut pudding mixture in the steamer</li> <li>• Pouring the cooked coconut pudding mixture into the polished pudding glasses</li> <li>• Transferring the cooled coconut pudding to a tray, wrapping them with plastic wrap, attaching a chiller food label and storing them in the chiller</li> <li>• Learning how to plate and garnish both pudding and ice jelly</li> <li>• Assisting in the preparation of dessert orders, such as garnishing the desserts</li> <li>• Preparing the ingredients needed for making almond jelly, such as weighing the ingredients and soaking the almonds</li> <li>• Blending the soaked almonds in a blender with water until smooth, then straining the almond juice</li> <li>• Steaming the almond jelly mixture in the steamer</li> <li>• Pouring the cooked almond jelly mixture into the polished pudding glasses</li> <li>• Transferring the cooled almond jelly to a tray, wrapping them with plastic wrap, attaching a chiller food label and storing them in the chiller</li> <li>• Taking the dessert displays from the restaurant, attaching a chiller food label to each and storing them in the chiller</li> <li>• Assisting with kitchen closing by transferring dirty utensils to the steward, ensuring that all food items are properly wrapped and labeled and cleaning the dessert's work area</li> </ul> |
| 3 | <ul style="list-style-type: none"> <li>• Checking the stock of ingredients used in the dessert section in the chiller and dry storage</li> <li>• Writing a list of the out of stock ingredients used in the dessert section and giving it to the assistant chef to order</li> <li>• Checking the stock of pudding and toppings in the chiller</li> <li>• Preparing pudding toppings, such as chopped peaches and strawberries, soaked basil seeds, cooked sago pearls, fruit</li> </ul>   |

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|   | <p>cocktail, pandan leaves, aloe vera and longan, for garnishing the pudding orders</p> <ul style="list-style-type: none"> <li>• Preparing, garnishing and delivering the display of dessert to the restaurant</li> <li>• Retrieving and polishing pudding glasses in preparation for pudding production</li> <li>• Preparing the ingredients needed for making mung bean pudding, such as weighing the ingredients and soaking the mung beans</li> <li>• Blending the soaked mung beans in a blender with water until smooth, then straining the mung bean juice</li> <li>• Steaming the mung bean pudding mixture in the steamer</li> <li>• Pouring the cooked mung bean pudding mixture into the polished pudding glasses</li> <li>• Transferring the cooled mung bean pudding to a tray, wrapping them with plastic wrap, attaching a chiller food label and storing them in the chiller</li> <li>• Assisting in the preparation of dessert orders, such as garnishing the desserts</li> <li>• Preparing the ingredients needed for making gui ling gao, such as weighing the ingredients</li> <li>• Steaming the gui ling gao mixture in the steamer</li> <li>• Pouring the cooked gui ling gao mixture into the polished pudding glasses</li> <li>• Transferring the cooled gui ling gao to a tray, wrapping them with plastic wrap, attaching a chiller food label and storing them in the chiller</li> <li>• Taking the dessert displays from the restaurant, attaching a chiller food label to each and storing them in the chiller</li> <li>• Assisting with kitchen closing by transferring dirty utensils to the steward, ensuring that all food items are properly wrapped and labeled and cleaning the dessert's work area</li> </ul> |
| 4 | <ul style="list-style-type: none"> <li>• Checking the orders from outlets listed in the printed BEO, such as dessert items for wedding or birthday events, amenities, lunch sets, and the order list for the KOL or influencer</li> <li>• Checking the stock of pudding and toppings in the chiller</li> <li>• Preparing pudding toppings, such as chopped peaches and strawberries, soaked basil seeds, cooked sago pearls, fruit cocktail, pandan leaves, aloe vera and longan, for garnishing the pudding orders</li> <li>• Preparing, garnishing and delivering the display of dessert to the restaurant</li> <li>• Retrieving and polishing pudding glasses in preparation for pudding production</li> </ul>   |



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|  | <ul style="list-style-type: none"><li>• Producing dessert items when there are orders for wedding or birthday parties, amenities, lunch sets or KOLs and influencers</li><li>• Preparing the ingredients needed for making mango sago cream, such as weighing the ingredients and thawing the mango puree from the freezer</li><li>• Combining the mango puree with other ingredients that were prepared earlier to make mango sago cream</li><li>• Transferring the completed mango sago cream to a jug, covering it with plastic wrap, attaching a chiller food label and storing it in the chiller</li><li>• Assisting in the preparation of dessert orders, such as garnishing the desserts</li><li>• Preparing the ingredients needed for making panna cotta, such as weighing the ingredients</li><li>• Steaming the panna cotta mixture in the steamer</li><li>• Pouring the cooked panna cotta mixture into the polished pudding glasses</li><li>• Transferring the cooled panna cotta to a tray, wrapping them with plastic wrap, attaching a chiller food label and storing them in the chiller</li><li>• Taking the dessert displays from the restaurant, attaching a chiller food label to each and storing them in the chiller</li><li>• Assisting with kitchen closing by transferring dirty utensils to the steward, ensuring that all food items are properly wrapped and labeled and cleaning the dessert's work area</li></ul> |
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| Week | Description of activities  |
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| 1    | <ul style="list-style-type: none"> <li>• Checking the stock of ingredients used in the dessert section in the chiller and dry storage</li> <li>• Writing a list of the out of stock ingredients used in the dessert section and giving it to the assistant chef to order</li> <li>• Checking the stock of desserts in the chiller and freezer</li> <li>• Preparing, garnishing and delivering the display of dessert to the restaurant</li> <li>• Producing dessert items when there are orders for wedding or birthday parties, amenities, lunch sets or KOLs and influencers</li> <li>• Learning how to shape and mold fried and baked dessert</li> <li>• Preparing the ingredients needed for making egg tart shell dough, such as weighing the ingredients</li> <li>• Putting all the ingredients for the egg tart shell dough that were prepared earlier into the mixer until well combined</li> <li>• Shaping the egg tart shell dough in the egg tart molds</li> <li>• Preparing the ingredients needed for making the egg tart filling, such as weighing the ingredients and cracking the eggs</li> <li>• Making the egg tart filling by combining all the ingredients that were prepared earlier and mixing until well combined</li> <li>• Straining the egg tart filling and then transferring it to a jug</li> <li>• Pouring the egg tart filling to the molded egg tart shell dough</li> <li>• Baking the egg tarts in the oven</li> <li>• Assisting in the preparation of dessert orders, such as garnishing the desserts</li> <li>• Preparing the ingredients needed for making hot almond cream, such as weighing the ingredients and soaking the almonds</li> <li>• Blending the soaked almonds in a blender with water until smooth, then straining the almond juice</li> <li>• Combining the strained almond juice with other ingredients that were prepared earlier to make hot almond cream</li> <li>• Steaming the almond cream mixture in the steamer</li> <li>• Transferring the completed almond cream to a jug, covering it with plastic wrap, attaching a chiller food label and storing it in the chiller</li> <li>• Taking the dessert displays from the restaurant, attaching a chiller food label to each and storing them in the chiller</li> <li>• Assisting with kitchen closing by transferring dirty utensils to the steward, ensuring that all food items are properly wrapped and labeled and cleaning the dessert's work area</li> </ul> |

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- Checking the orders from outlets listed in the printed BEO, such as dessert items for wedding or birthday events, amenities, lunch sets, and the order list for the KOL or influencer
- Checking the stock of desserts in the chiller and freezer
- Preparing, garnishing and delivering the display of dessert to the restaurant
- Producing dessert items when there are orders for wedding or birthday parties, amenities, lunch sets or KOLs and influencers
- Preparing the ingredients needed for making the signature mochi skin dough, such as weighing the ingredients
- Steaming the mochi skin dough until cooked
- Preparing the ingredients needed for making the signature mochi filling, such as weighing the ingredients and thawing the Musang King durian from the freezer
- Putting all the ingredients for the signature mochi filling that were prepared earlier into the mixer until well combined
- Making the signature mochi by wrapping the Musang King durian with the steamed mochi skin
- Transferring the completed signature mochi to a jug, covering it with plastic wrap, attaching a freezer food label and storing it in the freezer
- Assisting in the preparation of dessert orders, such as garnishing the desserts
- Preparing the ingredients needed for making the black sesame filling for the lychee ball, such as weighing the ingredients and roasting the black sesame seeds
- Putting all the ingredients for the black sesame filling that were prepared earlier into the mixer until well combined
- Transferring the completed black sesame filling to a tray, wrapping them with plastic wrap, attaching a freezer food label and storing them in the freezer
- Shaping the frozen black sesame filling into round shapes to make the wrapping process easier
- Preparing the ingredients needed for making the lychee ball skin dough, such as weighing the ingredients
- Putting all the ingredients for the lychee ball skin dough that were prepared earlier into the mixer until well combined, then add red food dye
- Making the lychee ball by wrapping the black sesame filling with the lychee ball skin dough, shaping it into a round shape and coating it with red bread crumbs
- Transferring the completed lychee ball to a tray, wrapping them with plastic wrap, attaching a freezer food label and storing them in the freezer

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|   | <ul style="list-style-type: none"> <li>• Taking the dessert displays from the restaurant, attaching a chiller food label to each and storing them in the chiller</li> <li>• Assisting with kitchen closing by transferring dirty utensils to the steward, ensuring that all food items are properly wrapped and labeled and cleaning the dessert's work area</li> </ul>  |
| 3 | <ul style="list-style-type: none"> <li>• Checking the stock of ingredients used in the dessert section in the chiller and dry storage</li> <li>• Writing a list of the out of stock ingredients used in the dessert section and giving it to the assistant chef to order</li> <li>• Checking the stock of desserts in the chiller and freezer</li> <li>• Preparing, garnishing and delivering the display of dessert to the restaurant</li> <li>• Producing dessert items when there are orders for wedding or birthday parties, amenities, lunch sets or KOLs and influencers</li> <li>• Preparing the ingredients needed for making the vanilla custard filling for sweet potato puffs and pumpkin puffs, such as weighing the ingredients</li> <li>• Cooking the vanilla custard filling until well combined</li> <li>• Transferring the completed vanilla custard filling to a tray, wrapping them with plastic wrap, attaching a chiller food label and storing them in the chiller</li> <li>• Preparing the ingredients needed for making the sweet potato puff dough, such as weighing the ingredients</li> <li>• Putting all the ingredients for the sweet potato puff dough that were prepared earlier into the mixer until well combined, then add purple food dye</li> <li>• Making the sweet potato puff by wrapping the vanilla custard filling with the sweet potato puff dough, shaping it into a round shape and coating it with bread crumbs</li> <li>• Frying the sweet potato puffs</li> <li>• Preparing the ingredients needed for making the pumpkin puff dough, such as weighing the ingredients</li> <li>• Putting all the ingredients for the pumpkin puff dough that were prepared earlier into the mixer until well combined, then add orange and green food dye</li> <li>• Making the pumpkin puff by wrapping the vanilla custard filling with the pumpkin puff dough and shaping it like a pumpkin</li> <li>• Frying the pumpkin puffs</li> <li>• Assisting in the preparation of dessert orders, such as garnishing the desserts</li> <li>• Taking the dessert displays from the restaurant, attaching a chiller food label to each and storing them in the chiller</li> <li>• Assisting with kitchen closing by transferring dirty utensils to the steward, ensuring that all food items are properly wrapped and labeled and cleaning the dessert's work area</li> </ul> |

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| 4 | <ul style="list-style-type: none"> <li>• Checking the orders from outlets listed in the printed BEO, such as dessert items for wedding or birthday events, amenities, lunch sets, and the order list for the KOL or influencer</li> <li>• Checking the stock of desserts in the chiller and freezer</li> <li>• Preparing, garnishing and delivering the display of dessert to the restaurant</li> <li>• Producing dessert items when there are orders for wedding or birthday parties, amenities, lunch sets or KOLs and influencers</li> <li>• Preparing the ingredients needed for making the Musang King durian filling for fried durian ala Malaysia, such as weighing the ingredients and thawing the Musang King durian from the freezer</li> <li>• Putting all the ingredients for the Musang King durian filling that were prepared earlier into the mixer until well combined</li> <li>• Making the fried durian ala Malaysia by wrapping the Musang King durian filling with the wafer paper</li> <li>• Transferring the completed fried durian ala Malaysia to a tray, wrapping them with plastic wrap, attaching a freezer food label and storing them in the freezer</li> <li>• Assisting in the preparation of dessert orders, such as garnishing the desserts</li> <li>• Taking the dessert displays from the restaurant, attaching a chiller food label to each and storing them in the chiller</li> <li>• Assisting with kitchen closing by transferring dirty utensils to the steward, ensuring that all food items are properly wrapped and labeled and cleaning the dessert's work area</li> </ul> |
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| Week | Description of activities   |
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| 1    | <ul style="list-style-type: none"> <li>• Checking the mooncake orders listed in the printed BEO</li> <li>• Checking the mooncake orders with the service staff in charge at the restaurant</li> <li>• Frying melon seeds for the filling of baked mooncakes</li> <li>• Baking salted egg yolks for the filling of baked mooncakes</li> <li>• Taking the lotus paste fillings from dry storage or the mooncake room</li> <li>• Weighing the lotus paste filling and mixing it with fried melon seeds and salted egg yolk to prepare the filling for baked mooncakes</li> <li>• Preparing the ingredients needed for making the baked mooncake skin dough, such as weighing the ingredients</li> <li>• Putting all the ingredients for the baked mooncake skin dough that were prepared earlier into the mixer until well combined</li> <li>• Wrapping and shaping the baked mooncakes</li> <li>• Baking the mooncakes, then storing them in the mooncake room</li> <li>• Writing the daily mooncake production quantities on the production form</li> <li>• Assisting with kitchen closing by transferring dirty dishes to the steward, ensuring that all food items are properly wrapped and labeled and cleaning the mooncake's work area</li> </ul> |
| 2    | <ul style="list-style-type: none"> <li>• Checking the mooncake orders listed in the printed BEO</li> <li>• Checking the mooncake orders with the service staff in charge at the restaurant</li> <li>• Frying melon seeds for the filling of Teochew mooncakes</li> <li>• Baking salted egg yolks for the filling of Teochew mooncakes</li> <li>• Taking the lotus paste fillings from dry storage or the mooncake room</li> <li>• Weighing the lotus paste filling and mixing it with fried melon seeds and salted egg yolk to prepare the filling for Teochew mooncakes</li> <li>• Preparing the ingredients needed for making the Teochew mooncake skin dough, such as weighing the ingredients</li> <li>• Putting all the ingredients for the Teochew mooncake skin dough that were prepared earlier into the mixer until well combined, then add food dye according to the flavor that will be produced</li> <li>• Wrapping and shaping the Teochew mooncakes</li> <li>• Baking the mooncakes, then storing them in the mooncake room</li> <li>• Writing the daily mooncake production quantities on the production form</li> </ul>   |

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|   | <ul style="list-style-type: none"> <li>• Assisting with kitchen closing by transferring dirty dishes to the steward, ensuring that all food items are properly wrapped and labeled and cleaning the mooncake’s work area</li> </ul>  |
| 3 | <ul style="list-style-type: none"> <li>• Checking the mooncake orders listed in the printed BEO</li> <li>• Checking the mooncake orders with the service staff in charge at the restaurant</li> <li>• Making frozen bird’s nest filling for the healthy series snow skin mooncakes</li> <li>• Making frozen Musang King durian filling for the signature snow skin mooncakes</li> <li>• Taking the lotus paste fillings from dry storage or the mooncake room</li> <li>• Weighing the lotus paste filling and mixing it with frozen bird’s nest filling to prepare for the production of healthy series snow skin mooncakes</li> <li>• Preparing the ingredients needed for making the healthy series snow skin mooncake skin dough, such as weighing the ingredients</li> <li>• Putting all the ingredients for the healthy series snow skin mooncake skin dough that were prepared earlier into the mixer until well combined</li> <li>• Wrapping and shaping the healthy series snow skin mooncakes, then storing them in the chiller</li> <li>• Preparing the ingredients needed for making the signature snow skin mooncake skin dough, such as weighing the ingredients</li> <li>• Putting all the ingredients for the signature snow skin mooncake skin dough that were prepared earlier into the mixer until well combined</li> <li>• Weighing the frozen Musang King durian filling to prepare for the production of signature snow skin mooncakes</li> <li>• Wrapping and shaping the signature snow skin mooncakes, then storing them in the freezer</li> <li>• Writing the daily mooncake production quantities on the production form</li> <li>• Assisting with kitchen closing by transferring dirty dishes to the steward, ensuring that all food items are properly wrapped and labeled and cleaning the mooncake’s work area</li> </ul> |
| 4 | <ul style="list-style-type: none"> <li>• Checking the mooncake orders listed in the printed BEO</li> <li>• Checking the mooncake orders with the service staff in charge at the restaurant</li> <li>• Making frozen strawberry yogurt filling for the beauty series and regular snow skin mooncakes</li> <li>• Taking the lotus paste fillings from dry storage or the mooncake room</li> </ul>  |

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|  | <ul style="list-style-type: none"><li>• Weighing the lotus paste filling and mixing the lemon cheese lotus paste flavor with the strawberry yogurt filling to prepare for the production of the beauty series and regular snow skin mooncakes</li><li>• Wrapping and shaping the beauty series and regular snow skin mooncakes, then storing them in the chiller</li><li>• Making flower ornaments from snow skin dough to decorate the beauty series mooncakes</li><li>• Writing the daily mooncake production quantities on the production form</li><li>• Assisting with kitchen closing by transferring dirty dishes to the steward, ensuring that all food items are properly wrapped and labeled and cleaning the mooncake's work area</li></ul> |
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