

## BIBLIOGRAPHY

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## APPENDIX

Appendix 1. Picture With BRAUD Staff



## Appendix 2. Sertifikat Magang

**BRAUD® GENERAL STORE**  
#36 SENOPATI, SOUTH JAKARTA,  
12110

+62 8212  
432 8172

# CERTIFICATE OF APPRECIATION

TO WHOM IT MAY CONCERN,

THIS IS TO CERTIFY THAT :

**FILDZAH FARAH NAJAH**

HAS SUCCESSFULLY COMPLETED TRAINING IN THE **KITCHEN DEPARTMENTS**  
AT BRAUD® GENERAL STORE FROM **FEB 14<sup>TH</sup>, 2024** UNTIL **AUG 14<sup>TH</sup>, 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.

JAKARTA, AUGUST 20<sup>TH</sup>, 2024




YOEL NATANAEL WIJAYA  
CHIEF EXECUTIVE OFFICER

**BRAUD®**

### Appendix 3. Appraisal Form

## Internship Appraisal Form



AKADEMI KULINER & PATISERI  
**OTTIMMO**<sup>®</sup>  
INTERNASIONAL  
CULINARY ARTS, CATERING & BAKERY & PASTRY ARTS

**INTERNSHIP**  
 PLACE : Braud General Store

First Name : Fildzah Farah Last Name Najah

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

Intern's Position : Intern Department : Kitchen

REVIEW DATE : 14/8/2024 Direct Supervisor : Chef Beion Suliyanto x

**GRADING FACTORS**

**1. ORGANIZATIONAL & COMMUNICATION**

**Staffs Relations** ■ 4

Consistently demonstrates: attentiveness, courtesy and efficient service to other staff.  
Creates friendly environment.

**Team Player** ■ 3.5

Cooperates and works well with others. Enthusiastic, portrays a positive manner and  
Works toward the Company's goal/s.

**Follow -Through** ■ 3.5

Sees tasks through completion. Finishes work so that next shift is prepared.

**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

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;**

In the past 6 months, Farah has improved a lot with her work tasks, attitude and skills, but she needs more time to learn more on basic knife skills, speed and knowledge in regards to the kitchen environment. Her Attitude towards FNB has improved and gave a

positive vibes to team member compare to her first months. She completed all work tasks that are given to her.

Notes for Farah, Never stop to learn more and be more attentive to ask more questions. Better knife skills and Basic knowledge to basic Food & Beverages.

Goodluck on your Next Journey Farah. We are glad to have you in our Team!!!

**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:  Brian Suliyanto Dated 14/8/2024


**The Intern**

Signature:  Fildzah Farah Dated 19/9/2024

**OTTIMMO International Master Gourmet Academy**





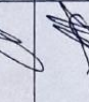


Signature & Stamp:   Dobby Dated 27/08/2024  
Dept. Head Student Affairs

**Appendix 4. Consultation Form**



**OTTIMO**  
 INTERNASIONAL  
2011 SINCE 2011    2011 SINCE 2011    2011 SINCE 2011




Akademi Kuliner & Pastry  
**OTTIMO**  
 INTERNASIONAL  
**CONSULTATION FORM**  
**INDUSTRIAL TRAINING /**  
**FOODPRENEURSHIP**

No	Date	Topic Consultation	Name/ Signature
1	31/7	konultasi Event	
2	2/8	konultasi Produk	
3	4/8	konultasi Shift	
4	9/8	konultasi hygiene	
5	9/8	konultasi hygiene	
6	12/8	konultasi problem & solution	
7	14/8	konultasi jobdesc	

**Name** : Fildzah Farah Najah

**Student Number** : 2174130010048

**Advisor** : Ryan Jeremiah Iskandar, S.S

8	17/8	konultasi jobdesc	
9	23/8	konultasi file & format	
10	26/8	Approval 1	



## Appendix 5. Correction List

5 September 2024 / 13.30-14.00



Student Name : Fildzah Farah Najah  
Student Number : 2174130010048  
Exam Day & Date : Thursday, 5 September 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



Akademi Kuliner &amp; Patiseri

**OTTIMMO**  
**INTERNASIONAL**
ELLENBURY ARTS & CULINARY MARKS & PATENT RIGHTS

Student Name : Fildzah Farah Najah  
 Student Number : 2174130010048  
 Exam Day & Date : Thursday, 5 September 2024  
 Lecture : Heni Adhianata, S.TP., M.Sc.  
 (19900613 1402 016)

No	Correction List	Page	Approval
1.	Judul Gambar diperbaiki.		
2.	Foto event diganti dan foto asli bukan hasil screenshot + is.		
3.	Perbaiki urutan Pathography.		
4.	Deskripsi Gambar produk harus jelas & di deskripsikan dan baik bukan hasil copy. (Sesuaikan dan subtitle)		
5.	Perbaiki semua format penulisan. Sesuaikan dan subtitle.		
6.	Tambahkan Dokumentasi Kegiatan di Appendix.		
7.	Tambahkan foto (45 or PPT) pada slide 6-6 beserta & Screenshot.		
8.	Kitchen Photo diperbesar.		

 Acknowledge.  
 Advisor

(Rvan Yermia Iskandar, S.S.)  
 19821218 1601 023



Student Name : Fildzah Farah Najah  
Student Number : 2174130010048  
Exam Day & Date : Thursday, 5 September 2024  
Lecture : Jessica Hartan, A.Md. Par.  
(19940923 2201 084)

No	Correction List	Page	Approval
1	Check all notes in the report	All	
2	check font & spacing	All	

Acknowledged  
Advisor

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