

BIBLIOGRAPHY

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APPENDIX

Appendix 1. VOCO Dubai The Palm Kitchen Staff



Appendix 2. Appraisal Form

Internship Appraisal Form



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

INTERNSHIP PLACE: VOCO THE PALM JUMEIRAH

First Name HANY Last Name NAZIIHA HERMAWAN

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

Intern's Position : PASTRY Department : CULINARY

REVIEW DATE : 7 JULY 2024 Direct Supervisor : KORAGO TOFFOLI x

GRADING FACTORS

1. ORGANIZATIONAL & COMMUNICATION

Staffs Relations

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

Team Player

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

Follow -Through

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



Uniforms

Always wear the proper and designated uniform.



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



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



Work Quantity

Complete the expected amount of work in relation to Company's standards



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;

HANY JOINED VOCO THE PRAM JUMEIRAH AS AN INTERN 1 DECEMBER 2023. HANY WORKED IN THE PAstry KITCHEN UNDER THE SUPERVISION OF THE CHEF DE PARTIE. HANY HAS PERFORMED WELL, CARRY ALL HER WORK & DUTIES TO MEET THE EXPECTATIONS OF THE HOTEL. HANY WAS WELL LIKED BY HER COLLEAGUES AND NEEDS LITTLE SUPERVISION. WISHING HANY ALL THE BEST FOR HER FUTURE AHEAD.

PERFORMANCE SUMMARY * to be filled by OTTIMMO International

TOTAL POINTS _____

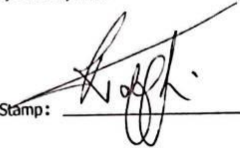
RATING _____

ACTION PLANS FOR DEVELOPMENT NEEDS


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

III. SIGNATURES



On-Site Manager/Owner/Chef

Signature & Stamp:  Dated 7 July 24

The Intern

Signature:  Hany Hermawan Dated 7 July 2024

OTTIMMO International MasterGourmet Academy

 Signature & Stamp:  Rahy Dated 18/10/2024
Dept. Head Student Affairs

Appendix 3. Internship Certificate



Appendix 4. Consultation Form



Akademi Kuliner & Pastry
OTTIMO
 INTERNATIONAL
CREATING THE FUTURE OF FOOD AND BEVERAGE

CONSULTATION FORM
INDUSTRIAL TRAINING /
FOODPRENEURSHIP

Name : Hanry Nazilina H.
 Student Number : 2174130010013
 Advisor : Heni Adhianata, S.T.P., M.Sc

No	Date	Topic Consultation	Name/ Signature
1.	10/24/8	Abstract	<i>Stacy</i>
2.	12/24/8	Introduction	<i>Stacy</i>
3.	16/24/8	Benefit of Internship	<i>Stacy</i>
4.	17/24/8	Kitchen structure	<i>Stacy</i>
5.	18/24/8	Internship Activities	<i>Stacy</i>
6.	20/24/8	Table Activities	<i>Stacy</i>

No	Date	Topic Consultation	Name/ Signature
7.	22/24/8	Product of Internship	<i>Stacy</i>
8.	26/24/8	Chapter 3: Storage System	<i>Stacy</i>
9.	27/24/8	Events Experiences	<i>Stacy</i>
10.	3/24/9	Hygiene and Sanitation.	<i>Stacy</i>

Appendix 5. Correction List

18 September 2024 / 17.00-17.30



Student Name : Hany Naziiha Hermawan
Student Number : 2174130010061
Exam Day & Date : Rabu, 18 September 2024
Lecture : Heni Adhianata, S.TP., M.Sc.
(19900613 1402 016)

No	Correction List	Page	Approval
	Ali good		

Acknowledge,
Advisor

(Heni Adhianata, S.TP., M.Sc.)
19900613 1402 016



Student Name : Hany Naziiha Hermawan
Student Number : 2174130010061
Exam Day & Date : Rabu, 18 September 2024
Lecture : Arya Putra Sundjaja, S.E.
(19801017 1703 001)

No	Correction List	Page	Approval
	No Revisi		

Acknowledge,
Advisor

(Heni Adhianata, S.TP., M.Sc.)
19900613 1402 016



Akademi Kuliner & Patiseri

OTTIMMO
INTERNASIONAL

CUISINARY ARTS | GASTRONOMY | BAKING & PASTRY ARTS

Student Name : Hany Naziha Hermawan
Student Number : 2174130010061
Exam Day & Date : Rabu, 18 September 2024
Lecture : Filias Kusuma, S.E., M.M.
(19871203 2403 023)

No	Correction List	Page	Approval
	No revision		

Acknowledge,
Advisor

(Heni Adhianata, S.TP., M.Sc.)
19900613 1402 016