

BIBLIOGRAPHY

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APPENDIX

Appendix 1. Al Maha Luxury Collection Staff








Coffee break setup



Christmas PDR

Appendix 2. Appraisal form



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

Internship Appraisal Form

INTERNSHIP
 PLACE: AL MAHA , LUXURY COLLECTION DESERT RESORT AND SPA, DUBAI
 First Name FERNANADO Last Name STEVANUS LIWANTO

Review Period/s : Monthly Quarterly Bi-annually Annually Date Joining 02.02.2024
 :

Intern's Position : KITCHEN INTERN Department : MAIN KITCHEN

REVIEW DATE : 28.01.2025 Direct Supervisor : PIOTR KAMIENICZNY

GRADING FACTORS

1. ORGANIZATIONAL & COMMUNICATION

Staffs Relations

Consistently demonstrates: attentiveness, courtesy and efficient service to other staff.
Creates friendly environment. 4

Team Player

Cooperates and works well with others. Enthusiastic, portrays positive manner and
Works toward the Company's goal/s. 4

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 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

3.5

Uniforms

Always wear the proper and designated uniform.

3.5

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

4

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

4

Work Quantity

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

4

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;

Fernando has consistently demonstrated exceptional performance and exceeded expectations in all areas evaluated. As a team player, he has actively contributed to group projects and supported their colleagues effectively. His exceptional follow-through on tasks showcases his dedication and commitment to excellence. In customer relations, Fernando has shown a high level of professionalism and skill in interacting with guests.

Moreover, his impeccable grooming standards reflect his respect for the workplace environment and commitment to portraying a positive image. His outstanding dependability can be seen in his consistent attendance and willingness to take on additional responsibilities when needed.

When it comes to work quality, Fernando consistently produces output of superior standards, showcasing attention to detail and a strong work ethic. His ability to maintain high work quantity without compromising quality demonstrates great efficiency and productivity in the kitchen.

Overall, Fernando has not only met but exceeded expectations in all key performance areas, making a significant and positive impact within the 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



Dated 28/01/2025

The Intern

Signature: _____

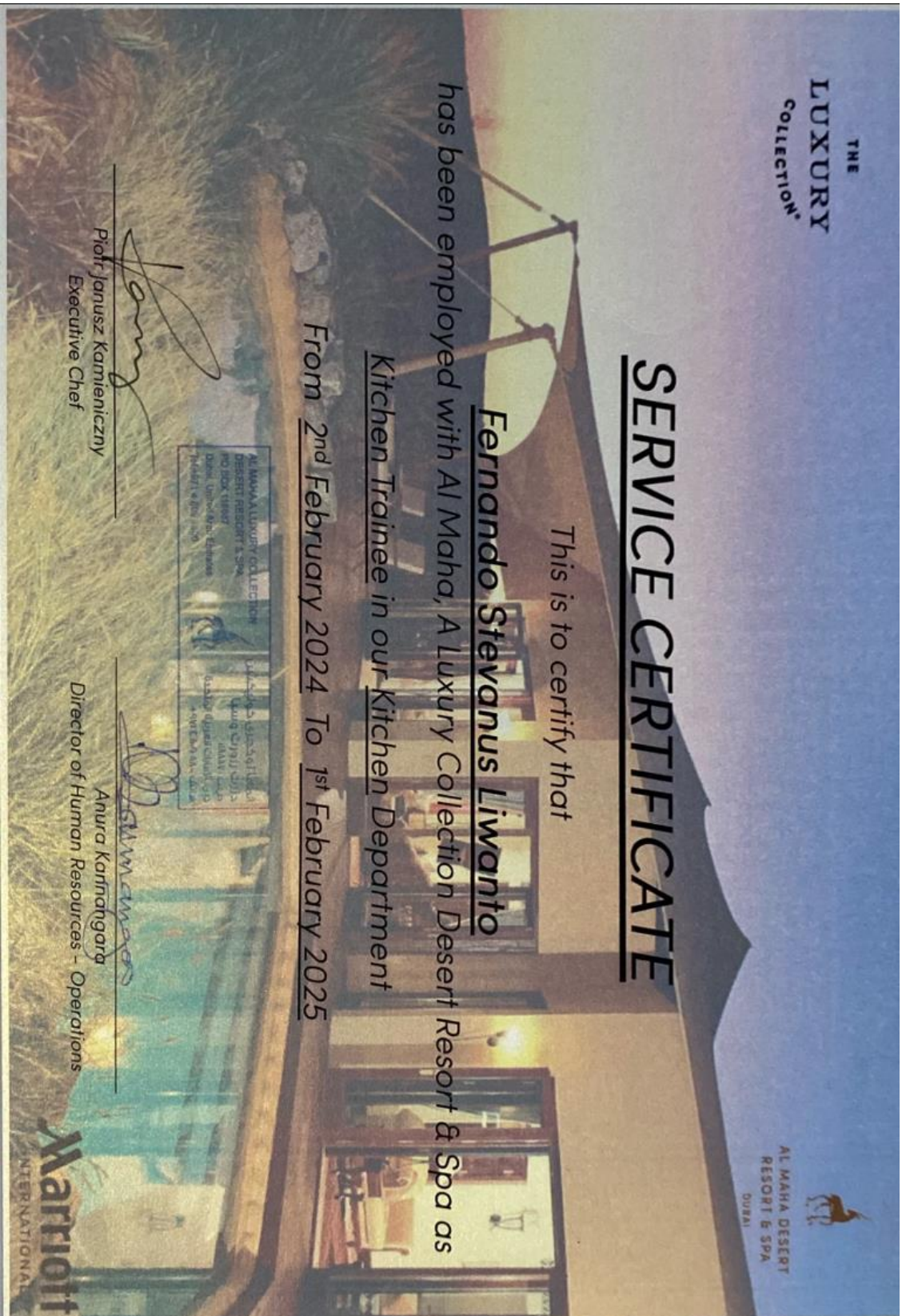
Dated _____

OTTIMMO International MasterGourmet Academy

Signature & Stamp: _____
Dept. Head Student Affairs

Dated _____

Appendix 3. Certificate



Appendix 4. Consultation form



Akademi Kuliner & Pastry
OTTIMO
 INTERNATIONAL
CENTRAL AFRICA CUISINE

CONSULTATION FORM
INDUSTRIAL TRAINING /
FOODPRENEURSHIP

No	Date	Topic Consultation	Name/ Signature
1	20/2	Chapter 1	
2	20/2	Chapter 2	
3	20/2	Organizational structure and job task	
4	20/2	Hygiene & Sanitation Protocols	
5	20/2	Chapter 3.	
6	20/2	Pictures & description	

Name : **Fernando Stevanus Liwanto**
 Student Number : 2174130010009
 Advisor : Michael Valant, A md. Par,

No	Date	Topic Consultation	Name/ Signature
7	20/2	event	
8	20/2	Chapter 4 include Problem and solution	

Appendix 5. Recapitulation of industrial training activities

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Fernando Stevanus Liwanto
Study Program : Culinary arts and baking pastry
Placement of *Industrial Training* : Al Maha Luxury Collection Desert Resort and spa
Field of Work : Main Kitchen
Activity Notes :Month
I/II/III/IV/V/VI/VII/VIII/IX/X/XI/XII

Week	Description of activities
Week 1-3	Working in cold kitchen: <ul style="list-style-type: none">• Taking breakfast ala carte order• Refilling buffet and clearing buffet• Preparing coffee station items• <i>Mise en place</i>• Picnic preparation• Cleaning chillers and walk in chiller• Setup coffee station items
Week 4	Working in pastry : <ul style="list-style-type: none">• Taking breakfast ala carte order• Refilling buffet and clearing buffet• Preparing coffee station items• <i>Mise en place</i>• Picnic preparation

	<ul style="list-style-type: none">• Cleaning chillers and walk in chiller• Setup coffee station items• Frying papadam and crispy bread
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RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

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 Study Program : Culinary arts and baking pastry
 Placement of *Industrial Training* : Al Maha Luxury Collection Desert Resort and spa
 Field of Work : Main Kitchen
 Activity Notes :Month
 I/II/III/IV/V/VI/VII/VIII/IX/X/XI/XII

Week	Description of activities
Week 1-4	Working in pastry : <ul style="list-style-type: none"> • Taking breakfast ala carte order • Refilling buffet and clearing buffet • Preparing coffee station items • <i>Mise en place</i> • Picnic preparation • Cleaning chillers and walk in chiller • Cleaning and arranging dry store • Setup coffee station items • Placing orders for dry store • Frying papadam and crispy bread

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Fernando Stevanus Liwanto
 Study Program : Culinary arts and baking pastry
 Placement of *Industrial Training* : Al Maha Luxury Collection Desert Resort and spa
 Field of Work : Main Kitchen
 Activity Notes :Month
 I/II/III/IV/V/VI/VII/VIII/IX/X/XI/XII

Week	Description of activities
Week 1-2	Working in pastry : <ul style="list-style-type: none"> • Taking breakfast ala carte order • Refilling buffet and clearing buffet • Preparing coffee station items • <i>Mise en place</i> • Picnic preparation • Cleaning chillers and walk in chiller • Cleaning and arranging dry store • Setup coffee station items • Placing orders for dry store • Frying papadam and crispy bread
Week 3-4	Working in cold kitchen: <ul style="list-style-type: none"> • Taking breakfast ala carte order • Refilling buffet and clearing buffet • Preparing coffee station items

	<ul style="list-style-type: none"> • <i>Mise en place</i> • Picnic preparation • Cleaning chillers and walk in chiller • Setup coffee station items • DDS preparation <p>Working in pastry :</p> <ul style="list-style-type: none"> • Taking breakfast ala carte order • Refilling buffet and clearing buffet • Preparing coffee station items • <i>Mise en place</i> • Picnic preparation • Cleaning chillers and walk in chiller • Cleaning and arranging dry store • Setup coffee station items • Placing orders for dry store • DDS preparation • Frying papadam and crispy bread
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 Placement of *Industrial Training* : Al Maha Luxury Collection Desert Resort and spa
 Field of Work : Main Kitchen
 Activity Notes :Month
 I/II/III/IV/V/VI/VII/VIII/IX/X/XI/XII

Week	Description of activities
Week 1-4	Working in pastry : <ul style="list-style-type: none"> • Taking breakfast ala carte order • Refilling buffet and clearing buffet • Preparing coffee station items • <i>Mise en place</i> • Picnic preparation • Setup coffee station items • Placing orders for dry store • Placing orders for fruits, veg, bread, ice creams and sorbets. • Deep cleaning dry store, walk in chillers and freezers • Making chef specials • Frying papadam and crispy bread

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Fernando Stevanus Liwanto
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 Placement of *Industrial Training* : Al Maha Luxury Collection Desert Resort and spa
 Field of Work : Main Kitchen
 Activity Notes :Month
 I/II/III/IV/V/VI/VII/VIII/IX/X/XI/XII

Week	Description of activities
Week 1-4	Working in pastry : <ul style="list-style-type: none"> • Making focaccia, brioche before breakfast start. • Taking breakfast ala carte order • Refilling buffet and clearing buffet • Preparing coffee station items • <i>Mise en place</i> • Picnic preparation • Cleaning chillers and walk in chiller • Setup coffee station items • Placing orders for dry store • Making chef specials • Frying papadam and crispy bread

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 Field of Work : Main Kitchen
 Activity Notes :Month
 I/II/III/IV/V/VI/VII/VIII/IX/X/XI/XII

Week	Description of activities
Week 1	Working in pastry : <ul style="list-style-type: none"> • Making focaccia, brioche before breakfast start. • Taking breakfast ala carte order • Refilling buffet and clearing buffet • Preparing coffee station items • <i>Mise en place</i> • Picnic preparation • Cleaning chillers and walk in chiller • Setup coffee station items • Placing orders for dry store • Frying papadam and crispy bread
Week 2-4	Working in pastry : <ul style="list-style-type: none"> • Making focaccia, brioche before breakfast start.

- Taking breakfast ala carte order
- Refilling buffet and clearing buffet
- Preparing coffee station items
- *Mise en place*
- Cleaning chillers and walk in chiller
- Setup coffee station items
- Placing orders for dry store
- Frying papadam and crispy bread

Working in hot kitchen :

- Portioning rice
- Taking breakfast dessert order
- Refilling and clearing buffet
- Arranging and cleaning walk in chillers
- Taking ala carte lunch order
- Arranging the sauces in the *bain marie*
- Mise en place for lunch service
- Preparing side dishes for dinner

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

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 Field of Work : Main Kitchen
 Activity Notes :Month
 I/II/III/IV/V/VI/**VII**/VIII/IX/X/XI/XII

Week	Description of activities
Week 1-3	Working in pastry: <ul style="list-style-type: none"> • Making focaccia, brioche before breakfast start. • Taking breakfast ala carte order • Refilling buffet and clearing buffet • Preparing coffee station items • <i>Mise en place</i> • Cleaning chillers and walk in chiller • Setup coffee station items • Placing orders for dry store • Frying papadam and crispy bread
Week 4	Working in cold kitchen: <ul style="list-style-type: none"> • Taking breakfast ala carte order • Refilling buffet and clearing buffet • Preparing coffee station items

	<ul style="list-style-type: none">• <i>Mise en place</i>• Picnic preparation• Cleaning chillers and walk in chiller• Setup coffee station items• Making starter of the day <p>Working in live kitchen:</p> <ul style="list-style-type: none">• Setup live kitchen• <i>Mise en place</i> for other sections• Taking order from guest• Buffet refilling• Buffet clearance
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 Activity Notes :Month
 I/II/III/IV/V/VI/VII/VIII/IX/X/XI/XII

Week	Description of activities
Week 1-4	<p>Working in hot kitchen :</p> <ul style="list-style-type: none"> • Portioning rice • Taking breakfast dessert order • Refilling and clearing buffet • Arranging and cleaning walk in chillers • Taking ala carte lunch order • Arranging the sauces in the <i>bain marie</i> • Mise en place for lunch service • Preparing side dishes for dinner • Making pizza dough <p>Working in live kitchen:</p> <ul style="list-style-type: none"> • Setup live kitchen • <i>Mise en place</i> for other sections • Taking order from guest • Buffet refilling

	<ul style="list-style-type: none">• Buffet clearance
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 Activity Notes :Month
 I/II/III/IV/V/VI/VII/VIII/IX/X/XI/XII

Week	Description of activities
Week 1	Working in live kitchen: <ul style="list-style-type: none"> • Setup live kitchen • <i>Mise en place</i> for other sections • Taking order from guest • Buffet refilling • Buffet clearance Working in cold kitchen: <ul style="list-style-type: none"> • Taking breakfast ala carte order • Refilling buffet and clearing buffet • Preparing coffee station items • <i>Mise en place</i> • Picnic preparation • Cleaning chillers and walk in chiller • Setup coffee station items
Week 2-4	Working in pastry:

	<ul style="list-style-type: none">• Taking breakfast ala carte order• Refilling buffet and clearing buffet• Preparing coffee station items• <i>Mise en place</i>• Cleaning chillers and walk in chiller• Setup coffee station items• Placing orders for dry store• Frying papadam and crispy bread
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Week	Description of activities
Week 1-3	Working in pastry: <ul style="list-style-type: none"> • Taking breakfast ala carte order • Refilling buffet and clearing buffet • Preparing coffee station items • <i>Mise en place</i> • Cleaning chillers and walk in chiller • Setup coffee station items • Placing orders for dry store • Frying papadam and crispy bread • DDS Preparation
Week 4	Working in live kitchen: <ul style="list-style-type: none"> • Setup live kitchen • <i>Mise en place</i> for other sections • Taking order from guest • Buffet refilling

	<ul style="list-style-type: none">• Buffet clearance <p>Working in cold kitchen:</p> <ul style="list-style-type: none">• Taking breakfast ala carte order• Refilling buffet and clearing buffet• Preparing coffee station items• <i>Mise en place</i>• Picnic preparation• Cleaning chillers and walk in chiller• Setup coffee station items• DDS preparation
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 Activity Notes :Month
 I/II/III/IV/V/VI/VII/VIII/IX/X/XI/XII

Week	Description of activities
Week 1	<p>Working in live kitchen:</p> <ul style="list-style-type: none"> • Setup live kitchen • <i>Mise en place</i> for other sections • Taking order from guest • Buffet refilling • Buffet clearance <p>Working in cold kitchen:</p> <ul style="list-style-type: none"> • Taking breakfast ala carte order • Refilling buffet and clearing buffet • Preparing coffee station items • <i>Mise en place</i> • Picnic preparation • Cleaning chillers and walk in chiller • Setup coffee station items • DDS preparation

<p>Week 2-4</p>	<p>Working in live kitchen:</p> <ul style="list-style-type: none"> • Setup live kitchen • <i>Mise en place</i> for other sections • Taking order from guest • Buffet refilling • Buffet clearance <p>Working in pastry:</p> <ul style="list-style-type: none"> • Taking breakfast ala carte order • Refilling buffet and clearing buffet • Preparing coffee station items • <i>Mise en place</i> • Cleaning chillers and walk in chiller • Setup coffee station items • Placing orders for dry store • Frying papadam and crispy bread • Christmas and new year gala dinner and PDR selection preparation
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 I/II/III/IV/V/VI/VII/VIII/IX/X/XI/XII

Week	Description of activities
Week 1-4	<p>Working in live kitchen:</p> <ul style="list-style-type: none"> • Setup live kitchen • <i>Mise en place</i> for other sections • Taking order from guest • Buffet refilling • Buffet clearance <p>Working in pastry:</p> <ul style="list-style-type: none"> • Taking breakfast ala carte order • Refilling buffet and clearing buffet • Preparing coffee station items • <i>Mise en place</i> • Cleaning chillers and walk in chiller • Setup coffee station items • Placing orders for dry store • Frying papadam and crispy bread

	<ul style="list-style-type: none">• DDS and picnic preparation• Chinese New Year buffet preparation
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