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## APPENDIX

### Appendix 1. Picture of working








**Appendix 2.** Picture with workers



### Appendix 3. Internship Appraisal Form

## Internship Appraisal Form



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

INTERNSHIP  
PLACE: Centara Grand Beach Resort Phuket

First Name Jefanny Last Name Vercelli

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

Intern's Position : Intern Department : Kitchen

REVIEW DATE : 22 May 2017 Direct Supervisor : Nureehan Bahen x

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**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 4

### 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.

3.5

### 4. ON THE JOB & KNOWLEDGE

#### Dependability

Can be counted upon to do what is expected and required

3.5

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

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

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;

Strong. willingness to learn and grow professionally. Good Communication and interpersonal Skills and Ability to work well in a team and independently.

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 22/05/25

The Intern

Signature:  Dated 20/06/2025

OTTIMMO International Master Gourmet Academy

Signature & Stamp:  Dated 19/06/2025.  
Dept. Head Student Affairs



Appendix 4. Certificate



## Appendix 5. Correction List

25 Juni 2025 / 14.00-14.45



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

Student Name : Jefanny Vercelli  
Student Number : 2274130010016  
Exam Day & Date : Selasa, 25 Juni 2025  
Lecture : Michael Valent, A.Md. Par  
(19950219 2001 074)

No	Correction List	Page	Approval

Acknowledge,  
Advisor

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



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 CULINARY ARTS | GASTRONOMY | BAKING & PASTRY ARTS

Student Name : Jefanny Vercelli  
 Student Number : 2274130010016  
 Exam Day & Date : Selasa, 25 Juni 2025  
 Lecture : Elma Sulistiya, S.TP., M.Sc  
 (19970916 2302 087)

No	Correction List	Page	Approval
1.	Organizational Structure		28.


Acknowledge,  
 Advisor

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



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

Student Name : Jefanny Vercelli  
 Student Number : 2274130010016  
 Exam Day & Date : Selasa, 25 Juni 2025  
 Lecture : Heni Adhianata, S.TP., M.Sc  
 (19900613 1402 016)


No	Correction List	Page	Approval
	All good 😊		 2/7 2015

Acknowledge,  
 Advisor



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

## Appendix 6. Consultation Form









**Akademi Kuliner & Pastry**  
**OTTIMO**  
INTERNASIONAL

**CONSULTATION FORM**  
**INDUSTRIAL TRAINING /**  
**FOODPRENEURSHIP**



**Name** : Jifanny Verrelli

**Student Number** : 22143001016

**Advisor** : Heni Adhianata, S.TP., M.Sc.

No	Date	Topic Consultation	Name/ Signature
1.	10/ 6	Chapter I	
2.	11/ 6	Chapter II	
3.	12/ 6	Chapter III	
4.	13/ 6	Chapter IV	
5.	16/ 6	Abstract	
6.	17/ 6	Picture + Bibliography	

No	Date	Topic Consultation	Name/ Signature
7.	18/ 6	Chapter V (Add explanation)	
8.	19/ 6	Chapter III (Add explanation)	
9.	26/ 6	Revisi	

## RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Jefanny Vercelli  
 Study Program : D3  
 Placement of *Industrial Training* : Centara Grand Beach Resort Phuket  
 Field of Work : Breakfast (Des-Feb), Afternoon (Mar-May)  
 Activity Notes : Month I/II/III/IV/V/VI

Week	Description of activities
Months 1-3 (December- February)	<ul style="list-style-type: none"> <li>- Preparing sunny side up for breakfast buffet</li> <li>- Making Roti (traditional Thailand pancakes), Omelets, Scramble eggs, Pouch eggs at egg station</li> <li>- Preparing noodle soup for costumer at noodle station</li> <li>- Checking all buffet foods and doing refill if needed</li> <li>- Cleaning and closing breakfast buffet</li> <li>- Mise en place for egg and noodle station, such as cut omelet ingredients, defrost fish ball for noodle, refilling ingredients</li> <li>- Marinade red chicken for noodle soup condiments</li> <li>- Taking care of storing ingredients (wrapping, storing)</li> </ul>
Month 4-6 (March-Mei) THAI KITCHEN AND WESTERN	<ul style="list-style-type: none"> <li>- Mise en Place ingredients for ala carte, including decorations</li> <li>- Make foods by orders</li> <li>- Doing cleaning and closing after the shift end</li> <li>- Doing regular scheduled all kitchen cleaning (two times in week, Wednesday and Saturday)</li> <li>- Mise en place sushi ingredients, such as cutting cucumber, carrots, asparagus, slice fishes.</li> <li>- Making maki, nigiri, and sashimi by order</li> <li>- Mise en place for dinner buffet for next day</li> <li>- Prepare fries for frying station at dinner buffet</li> <li>- Taking part of grill station on dinner buffet</li> <li>- Cleaning and closing dinner buffet</li> </ul>
COLD KITCHEN (March-May)	<ul style="list-style-type: none"> <li>- Preparing canapés for club lounge (VIP room)</li> <li>- Preparing fruit for dinner buffet</li> <li>- Preparing salad for dinner buffet</li> <li>- Mise en place ingredients for order such as grating cheese, cut fruits</li> </ul>