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APPENDIX

Appendix 1. Head Chef, Staff, and trainees



Appendix 2. Appraisal Form

Internship Appraisal Form			AKADEMI KULINER & PATISERI OTTIMMO [®] INTERNASIONAL CULINARY ARTS GASTRONOMY BAKING & PASTRY ARTS
INTERNSHIP PLACE: <u>Jw Marriott Surabaya</u>			
First Name <u>Yeni</u>		Last Name <u>Souisa</u>	
Review Period/s : ☒ Monthly : <u>6 Month</u>		☐ Quarterly ☐ Bi-annually ☐ Annually Date Joining	
Intern's Position : <u>Trainee</u>		Department : <u>Pastry</u>	
REVIEW DATE : <u>15 . June . 2025</u>		Direct Supervisor : <u>Dodik Hermanto</u> x	
<u>GRADING FACTORS</u>			
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 s positive manner and Works toward the Company's goal/s.			3
Follow -Through			
Sees tasks through completion. Finishes work so that next shift is prepared.			3,5
2. CUSTOMERS INTERACTIONS			
Customer Relations (*if any)			
Consistently demonstrates: attentive, courtesy and efficient service to customers. Treat customers with Considerations and Respects			3

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.

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

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

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;

Keep practicing , see more of the current party development.
Good Luck .

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 15 . June . 2025

The Intern

Signature:  _____ yeni . souisa

Dated 16 . June . 2025

OTTIMMO International MasterGourmet Academy

Signature & Stamp:  _____ Robby
Dept. Head Student Affairs

Dated 25/06 /2025

Intern's Name: Yeni Souisa

Job Title: Intern

Supervisor's Name: Dodik Hermanto

Review Period: 16 Dec 24 – 15 Jun 25

Type of Review: ☒ Annual Review

☐ Quarter Review

☐ Others

EID Number: Intern

Department/Section: Culinary Pastry

Date: 09 June 2025

COMPETENCY SUCCESS RATINGS

Competency	Rating 40 – Key Contributor (K) 30 – Strong Performer (SP) 20 – Solid Performer (P) 10 – Sub-performer (U)	Supporting Comments
1. Technical Expertise ➤ Knows and understands the nature, details, and demands of the job. ➤ Performs all technical / procedural requirements of the job. ➤ Willing to further learn and improve on the job.	30	Yeni has a good understanding of the job and she is willing to learn.
2. Focusing on Customers ➤ Pleasant, courteous, cordial relations with guests and other associates. ➤ Actively listens and asks questions of customers to assess the level of satisfaction with the service being provided. ➤ Proactively demonstrates hospitality, good manners, and right conduct in all customer interactions. ➤ Follow through on customer inquiries, requests, and complaints.	29	She provides good service for the guest, both at the pavilion, banquet and SBCo.
3. Promoting Teamwork and Relationships ➤ Works well and maintains pleasant relationship with associates and superiors. ➤ Deals with conflict objectively. ➤ Responsive and takes part in group effort. ➤ Willing to assist or offer services. ➤ Cooperates and works well with other departments.	31	She can work well with all pastry team
4. Accomplishing Work (Quality & Quantity) ➤ Meets output requirements of the job. ➤ Work done is accurate and thorough. ➤ Tries new approaches to overcome obstacles or to accomplish challenging objectives. ➤ Takes on additional work positively. ➤ Comes to work on time every time. ➤ Promotes safety and protects company assets.	28	Always arrive on time willing to work over time and good work result
5. Dealing with Change ➤ Seeks understanding of new procedures or methods resulting from change. ➤ Shows willingness to learn new methods, procedures, techniques, or systems resulting from departmental change. ➤ Adaptable and takes action to make changes work. ➤ Sees change as an opportunity rather than a problem. ➤ Submits ideas for improvement.	29	She adapts quickly and want to learn new methode
6. Communicating Openly ➤ Asks questions as necessary to clarify the message. ➤ Openly and accurately reports errors, mistakes, and unintended outcomes without rationalizing them. ➤ Actively listens and responds to fellow associates. ➤ Shares relevant information in a timely manner. ➤ Participates in group discussions / meetings.	30	Good comunication with others to avoid mistakes
7. Responsibility & Dependability ➤ Completes tasks, able to work without detailed supervision. ➤ Resourceful and reliable. ➤ Demonstrates empowerment.	30	Good responsible

OVERALL PERFORMANCE RATING

At the end of the performance period, enter the key competencies average.

Key Competencies Average:

Add 7 Key Competencies points and divide by 7

207 / 7 : 29.57

Round:

36.67 – 40.00 = K
27.17 – 36.66 = SP
17.67 – 27.16 = P
10.00 – 17.67 = U

Overall Rating:

29.57 / SP

OVERALL PERFORMANCE RATING

Supervisor's Comments:

Keep spirit, hopefully in the future she can continue to develop well and become succesful

Department Head's Comments:

Intern's Signature / Date



Yeni Souisa

Supervisor's Signature / Date



(Reddy, H.)

Dodik Hermanto

Department Head's Signature / Date



Rio Abednego

Additional level of approval for an overall performance rating of "K"
(Key Contributor)



Nawati Latip

Appendix 3. Certificate





Akademi Kuliner & Pastry
OTTIMO
 INTERNASIONAL
CEPATLAH ARTS, CATERING, MANAGEMENT ARTS

**CONSULTATION FORM
 INDUSTRIAL TRAINING /
 FOODPRENEURSHIP**

Name : Yoni Souisa
 Student Number : 22141130010040
 Advisor : Heni Adhianata

No	Date	Topic Consultation	Name/ Signature
1.	20-6-25	Chapter I	<i>[Signature]</i>
2.	20-6-25	Chapter II	<i>[Signature]</i>
3.	20-6-25	Chapter III	<i>[Signature]</i>
4.	20-6-25	Revisi storage system (Chiller, freezer, dry storage)	<i>[Signature]</i>
5.	23-6-25	Revisi penempatan picture	<i>[Signature]</i>
6.	26-6-25	Revisi deskripsi events	<i>[Signature]</i>

No	Date	Topic Consultation	Name/ Signature
7.	2-7-25	Chapter V	<i>[Signature]</i>
8.	4-7-25	Final report	<i>[Signature]</i>
9.	9-7-25	Revisi report	<i>[Signature]</i>
10.	9-7-25	Final Report	<i>[Signature]</i>
11.	9-7-25	Revisi report	<i>[Signature]</i>

Appendix 4. Consultaion Form

Appendix 5. Correction List

8 Juli 2025 / 14.15-15.00



Student Name : Yeni Souisa
Student Number : 2274130010040
Exam Day & Date : Selasa, 8 Juli 2025
Lecture : Heni Adhianata, S.TP., M.Sc
(19900613 1402 016)

No	Correction List	Page	Approval
	<u>All good</u> .		<i>Ha</i>

Acknowledge,
Advisor

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



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

Student Name : Yeni Souisa
 Student Number : 2274130010040
 Exam Day & Date : Selasa, 8 Juli 2025
 Lecture : Elma Sulistiya, S.TP., M.Sc.
 (19970916 2302 087)

No	Correction List	Page	Approval
	lihat proposal.		32.

Acknowledge,
 Advisor

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



Student Name : Yeni Souisa
 Student Number : 2274130010040
 Exam Day & Date : Selasa, 8 Juli 2025
 Lecture : Anthony Sucipto, A.Md.Par
 (19960325 2201 085)

No	Correction List	Page	Approval
			

Acknowledge,
Advisor



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

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Yeni Souisa

Study Program : D3

Placement of *Industrial Training* : JW Marriott Surabaya

Field of Work : Outlet, Pavilion, Ala Carte (Des – Apr), SBCo (Apr – May), Breakfast (Mei – Jun)

Activity Notes : Month I/II/III/IV/V/VI

Week	Description of Activities
I (16 Dec – 22 Dec)	During the orientation week, we were told about the history of the hotel, the layout, and the location of the rooms and restaurants. We were also taught the etiquette of how to interact with guests. From the second day to the fifth day, we worked on cookie hampers and helped the outlets that were busy approaching Christmas.
II (23 Dec – 29 Dec)	In the second week, we still have a Christmas event. The tasks given are the same as the first week, namely making cake parcels and helping the outlet serve guests at the buffet, set up and closing.
III (30 Dec – 5 Jan)	in the third week, we were transferred to help the outlet starting from preparing amenities, products for the buffet, decorating cakes and puddings that will be used, ice cream and its condiments, mixed ice, live cooking, market snacks or Madura porridge if there is a reservation. then we started setting up according to the specified hours, serving guests in a friendly manner, and closing.
IV (6 Jan – 12 Jan)	In the fourth week, we were moved back to SBCo to help produce the popular hamper cookies and help produce several products such as opera cakes and several mousses.
V (13 Jan – 19 Jan)	in the fifth week, we were fully transferred to el+upc+imari+pavilion+SBCo+(alacarte Map) in this section I got a lot of work starting from preparing

	products to set up the Executive lounge, set up, making any products needed, making ala carte orders from several outlets and helping with the buffet serving guests until closing.
VI (20 Jan – 26 Jan)	In the sixth week, I got the morning shift where the work I did was preparing amenities, decorating cakes, preparing trolleys for set up, setting up, serving guests, after the afternoon shift came in I returned to the kitchen to start producing the products needed.
VII (27 Jan – 2 Feb)	In the seventh week, there was Chinese New Year where I was given the task of making fondant decorations for Chinese New Year, helping with the set up, producing out-of-stock products, preparing the products needed, serving guests, making a la carte orders if there were any, and closing.
VIII (3 Feb – 9 Feb)	In the eighth week, I got the morning shift, where my job was to prepare amenities, decorate cakes, prepare trolleys for preparation, arrange, serve guests. After the afternoon shift, I returned to the kitchen to start producing the products needed.
IX (10 Feb – 16 Feb)	In the ninth week there was a Valentine's event. I got the morning and afternoon shifts, where my duties were to prepare amenities, decorate cakes, prepare trolleys, set up, serve guests, start producing the products needed, set up the executive lounge, closing and prepare.
X (17 Feb -23 Feb)	• Take Executive lounge trolley, set up • Buffet • Closing and prepare at pastry kitchen
XI (24 Feb – 2 Mar)	• Iftar event • Take Pavilion trolley, set up • Service time • Take Executive lounge trolley, set up • Closing Executive lounge • Production • Closing Pavilion
XII (3 Mar – 9 Mar)	• Iftar event • Service time • Take Executive lounge trolley, set up

	• Closing Executive lounge • Production • Closing Pavilion
XIII (10 Mar – 16 Mar)	• Iftar event • Prepare amenities • Decorating cakes, puddings and mousses • Take Pavilion trolley, set up • Service time • Production • Ala carte order if there is an order
XIV (17 Mar – 23 Mar)	• Iftar event • Prepare amenities • Decorating cakes, puddings and mousses • Prepare live cooking • Take Pavilion trolley, set up • Service time • Production • Ala carte order if there is an order
XV (24 Mar – 30 Mar)	• Iftar event • Ramadan event • Prepare amenities • Decorating cakes, puddings and mousses • Prepare live cooking • Take Pavilion trolley, set up • Service time • Production • Ala carte order if there is an order
XVI (31 Mar – 6 Apr)	• Ramadan event • Prepare amenities • Decorating cakes, puddings and mousses • Prepare live cooking • Take Pavilion trolley, set up • Service time • Production • Ala carte order if there is an order • Take Executive lounge trolley, set up • Closing Executive lounge and Pavilion
XVII (7 Apr – 13 Apr)	• Set up ice cream

	• Decorating several whole cakes, set up • Prepare order according to date • Production • Closing SBCo
XVIII (14 Apr – 20 Apr)	• Easter event • Set up ice cream • Decorating several whole cakes, set up • Prepare order according to date • Production • Closing SBCo
XIIX (21 Apr – 27 Apr)	• Prepare amenities • Decorating cakes, puddings and mousses • Take Pavilion trolley, set up • Service time • Set up ice cream • Decorating several whole cakes, set up • Prepare order according to date • Production
XX (28 Apr – 4 May)	• Set up ice cream • Decorating several whole cakes, set up • Prepare order according to date • Production • Closing SBCo • Applying chocolate spray to mousse cake
XXI (5 May – 11 May)	• Prepare a backup set up for breakfast • Serve guests in a friendly manner • Closing and prepare at pastry kitchen • Production • Take store and purchasinh
XXII (12 May – 18 May)	• Prepare a backup set up for breakfast • Serve guests in a friendly manner • Closing and prepare at pastry kitchen • Production • Take store and purchasing
XXIII (19 May – 25 May)	• Prepare a backup set up for breakfast • Serve guests in a friendly manner • Closing and prepare at pastry kitchen

	• Production • Take store and purchasing
XXIV (26 May – 1 Jun)	• Prepare a backup set up for breakfast • Serve guests in a friendly manner • Closing and prepare at pastry kitchen • Production • Take store and purchasing
XXV (2 Jun – 8 Jun)	• Prepare a backup set up for breakfast • Serve guests in a friendly manner • Closing and prepare at pastry kitchen • Production • Take store and purchasing
XXVI (9 Jun – 15 Jun)	• Prepare a backup set up for breakfast • Serve guests in a friendly manner • Closing and prepare at pastry kitchen • Production • Take store and purchasing