

BIBLIOGRAPHY

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APPENDIX

Appendix 1. Kitchen and Pastry Team



Appendix 2. Executive chef and Pastry chef



Appendix 3. Certificate



Appendix 4. Appraisal Form

Internship Appraisal Form

INTERNSHIP: PLACE: OTTAWA NAME: Supervisor

Job Title: Shift Job Name: Assistant

Review Period: ☐ Monthly ☒ Quarterly ☐ Bi-monthly ☐ Annually Date Ending: _____

Review Position: Food Mgr Department: Baking

Review Date: 09/10/2025 Direct Supervisor: PESA

IMAGING FACTORS

1. ORGANIZATIONAL & COMMUNICATION

Staff Relations

Consistently demonstrates attentiveness, courteous and efficient service to other staff.
Creates friendly environment. 3.5

Team Player

Cooperates and works well with others. Follows, practices a positive attitude and works toward the Company's goals. 3.5

Follow Through

Does tasks through completion. Priorities work so that next shift is prepared. 3.5

2. CUSTOMER INTERACTIONS

Customer Relations (If any)

Consistently demonstrates attentive, courteous and efficient service to customers.
Treat customers with consideration and respect. 3.5

3. PERSONAL PRESENTATION

Grooming Standards

Practices and displays proper grooming, personal hygiene and attire. 4

Uniforms

Washes and wears the proper and designated uniform. 4

4. ON THE JOB KNOWLEDGE

Dependability

Can be counted upon to do what is expected and required.
Follows instructions and completes work on time with minimum supervision. 3.5

Work Quality

Work performed according to Chef's standard and on-site work requirements.
All job description specifications are met. Consistency in work. All rules are followed. 3.5

Work Quantity

Completes 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 - Satisfactory 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

Observations/Notes:

1 - need to learn about food safety policy baking

2 - need to learn about communication

5 - need to learn about activity & planning, action with team

PERFORMANCE SUMMARY - as set by OTTIMMO International

TOTAL POINTS: _____

RATING: _____

ACTION PLANS FOR DEVELOPMENT NEEDS

1. Learning about communication

2. Learning about product policy & baking

3. Learning about staff & product

4. Learning about HSE

OTTIMMO International MasterChef Academy

Co-Site Manager/Owner/Chef

Signature & Stamp:  Date: 7/5/2025

The Intern

Signature:  Date: 09/10/2025

Signature & Stamp: _____ Date: _____
Dept. Head/Student Affairs

Internship Appraisal Form

ACADEMIC ACHIEVEMENTS & POTENTIAL
OTTIMMO
INTERNATIONAL

INTERNSHIP PLACE: Saudi Dairi NAME: Somayeh
First Name: Som Last Name: Hartanto
Review Period: ☐ Monthly ☒ Quarterly ☐ Bi-annually ☐ Annually Date Setting: _____
Intern Position: Trainer Experience: not known
INTERVIEW DATE: 28/05/2015 Interviewer: Sher Hartanto

GRADING FACTORS

1. ORGANIZATIONAL & COMMUNICATION

Staff's Behavior [3.5]
Consistently demonstrates: attendance, courtesy and efficient service to other staff.
Creates friendly environment.

Team Player [3.5]
Cooperates and works well with others. Enthusiastic, performs a positive manner and works toward the Company's goals.

Follow-through [3]
Sees tasks through completion. Finishes work so that next shift is prepared.

2. CUSTOMER INTERACTIONS

Customer Relations ("F" and) [3.5]
Consistently demonstrates: attentive, courteous and efficient service to customers.
Treat customers with Consideration and Respect.

3. PERSONAL PRESENTATIONS

Grooming Standards [4]
Fratric and always proper grooming, personal hygiene and care.
Maintains hair and facial hair ("F" and) per proper F&B industrial standards.

Uniforms [4]
Always wear the proper and designated uniform.

4. ON THE JOB KNOWLEDGE

Dependability [3.5]
Can be counted upon to do what is expected and required.
Follows instructions and completes work on time with minimum supervision.

Work Quality [3.5]
Work performed according to Chef's standard and service work requirements.
All job assignments specifications are met. Consistency in work. All reports are followed.

Work Quantity [3.5]
Completes 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 - Slightly exceeds expectations
+ 3 - Meets expectations
+ 2.5 - Slightly below expectations
+ 2 - Less than expectations
+ 1.5 - Somewhat less than expectations
+ 1 - Slightly below expectations

Discussions/Notes

1. Need to improve communication between staff
2. Need to improve and increase speed in working

PERFORMANCE SUMMARY - as per form by OTTIMMO International

TOTAL POINTS: _____
RATING: _____

ACTION PLANS FOR DEVELOPMENT NEEDS

Learn to communicate well
Learn more about cooking
make cooking a hobby

OTTIMMO International Master Gourmet Academy

OTI SIGNATURES

On-Site Manager/Owner/Chef
Sher Hartanto Amir 28/05/2015
Signature & Stamp: _____ Dated: _____

The Intern
Sher Hartanto Amir 28/05/2015
Signature: _____ Dated: _____

Signature & Stamp: _____ Dated: _____
Dept. Head Student Affairs

Appendix 5. Consultation Form



AKADEMI KAFIR & PARTNER
OTTIMMO
INTERNATIONAL

CONSULTATION FORM
INDUSTRIAL TRAINING /
FOODPRENEURSHIP

Name : S-05 Haidmah

Student Number : 2274130010045

Advisor : Elena Sulichya, S.Pd, M. Sc.

No	Date	Topic Consultation	Name/Signature
1.	18/06/25	Konsultasi proposal	Zmr2
2.	24/06/25	Konsultasi proposal	Zmr2
3.	26/06/25	Konsultasi proposal dan revisi	Zmr2
4.	26/06/25	Konsultasi proposal dan revisi	Zmr2

No	Date	Topic Consultation	Name/Signature

Appendix 6. Correction List



AKADEMI KAFIR & PARTNER
OTTIMMO
INTERNATIONAL

Student Name : S-05 Haidmah
 Student Number : 2274130010045
 Exam Day & Date : 08 June, 11 July 2023
 Location : Elana Sulichya, S.Pd, M.Sc.
(19030010-2202-087)

No	Correction List	Page	Approval
1.	Membaca ulang: pada materi: cara, dan apa saja yang harus dilakukan saat ini.	34	31
2.	Membaca 2 bagian: 1. bagian atas dan bagian bawah dari masing-masing bagian.	35	

Authorship:
Advisor

31

(Elana Sulichya, S.Pd, M.Sc.)
(19030010-2202-087)

11 July 2021 / 14:39:12


OTTIMMO[®]
 INTERNATIONAL
PROFESSOR OF ENGLISH - TEACHER OF ENGLISH

Student Name : Sami Halimah
 Student Number : 22794388-0045
 Exam Day & Date : Sat Jan, 11 July 2021
 Location : Room Adjunda, S.T.P., M.S.
 (0950019 2301 087)

No	Correction List	Page	Approval
1	pena keta alijugan		h.
2	gapanan anan na anan		h.
	Wangulanda Professor no. 12		

Acknowledges,
 Advisor

 (Sam Halimah, S.T.P., M.S.)
 (0950019 2301 087)

11 July 2021 / 14:39:12


OTTIMMO[®]
 INTERNATIONAL
PROFESSOR OF ENGLISH - TEACHER OF ENGLISH

Student Name : Sami Halimah
 Student Number : 22794388-0045
 Exam Day & Date : Sat Jan, 11 July 2021
 Location : Room Adjunda, S.T.P., M.S.
 (0950019 2301 087)

No	Correction List	Page	Approval
1	Penulisan di bagian Silakan buat paragraf menggunakan kata-kata yang benar		h.
2	Penulisan bagian paragraf menggunakan kata-kata yang benar		h.

Acknowledges,
 Advisor

 (Sam Halimah, S.T.P., M.S.)
 (0950019 2301 087)

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Sitti Halimah
 Study Program : D3
 Placement of *Industrial Training* : Mercure Hotel Samarinda
 Field of Work : Cold Kitchen
 Activity Notes : Month I/II/III/IV/V/VI

Week	Description of activities
I Morning Shift (07.00-17.00).	- Introduction. - Checking breakfast buffet. - Manning the egg stall. - Closing breakfast. - Fill the empty cereal. - Prepare salad bar condiments for breakfast tomorrow. - Prepare chicken porridge condiments for breakfast tomorrow. - Reading the Ivory Restaurant menu and learn to make a la carte orders at Ivory Restaurants.
II	- Checking breakfast buffet - Manning the pasta stall. - Closing breakfast. - Fill the empty cereal. - Prepare salad bar condiments for breakfast tomorrow. - Prepare omelette condiments (Onion, Paprika and Sausage). - Prepare chicken porridge condiments for breakfast tomorrow. - Prepare welcome snacks. - Cleaning cold kitchen.
III	- Checking breakfast buffet. - Be ready to always go around checking the breakfast buffet and guarding the area round the breakfast buffet. - Fill the empty breakfast buffet. - Closing breakfast. - Fill the empty cereal. - Prepare salad bar condiments for breakfast tomorrow. - Prepare chicken porridge condiments for breakfast tomorrow.

	- Prepare omelette condiments (Onion, Paprika and Sausage). - Make herbal medicine for breakfast. (Turmeric and Tamarind, Galangal and Ginger).
IV	- Checking breakfast buffet. - Closing breakfast. - Fill the empty cereal. - Prepare for breakfast. - Seasoning chicken for shawarma. - Prepare for newyear event. - Set up for newyear event.

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Sitti Halimah
 Study Program : D3
 Placement of *Industrial Training* : Mercure Hotel Samarinda
 Field of Work : Cold Kitchen
 Activity Notes : Month I/II/III/IV/V/VI

Week	Description of activities
I Morning Shift (07.00- 17.00)	- Checking breakfast buffet. - Closing breakfast. - Prepare welcome snacks. - Cleaning fruit chiller. - Wash fruits and put in chiller. - Prepare whole fruits for breakfast. - Prepare individual salads.
II	- Checking breakfast buffet. - Prepare for business lunch. - Make a Shawarma. - Check a la carte condiments. - Peeling boiled eggs. - Crack the eggs and strain the eggs for breakfast (egg station). - Prepare welcome snacks. - Make a la carte orders.
III	- Checking breakfast buffet. - Closing breakfast. - Take a buffet food at Banquet. - Set up business lunch. - Prepare for noodle station condiments for breakfast. - Prepare yogurt.
IV	- Checking breakfast buffet. - Prepare ingredients and cook for business lunch. - Set up business lunch. - Be ready to always go around checking the business lunch buffet and guarding the area round the business lunch buffet. - Prepare canape. - Cleaning the chiller in cold kitchen.

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Sitti Halimah
Study Program : D3
Placement of *Industrial Training* : Mercure Hotel Samarinda
Field of Work : Cold Kitchen
Activity Notes : Month I/II/III/IV/V/VI

Week	Description of activities
I Morning Shift (07.00- 17.00).	- Checking breakfast buffet. - Closing breakfast. - Cleaning the chiller and food label. - Prepare whole fruits and put in a tray. - Make a dressing salad. - Make a la carte orders.
II	- Checking breakfast buffet. - Closing breakfast. - Make a shrimp paste chili. - Wrap fish and store in the freezer. - Prepare a la carte condiments. - Make a tuille for stock a la carte.
III	- Checking breakfast buffet. - Closing breakfast. - Deliver fruit to events. - Make a muesli. - Cleaning butcher.
IV	- Checking breakfast buffet. - Closing breakfast. - Guard the soto stall at wedding event. - Cleaning a la carte chiller.

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Sitti Halimah
 Study Program : D3
 Placement of *Industrial Training* : Mercure Hotel Samarinda
 Field of Work : Pastry
 Activity Notes : Month I/II/III/IV/V/VI

Week	Description of activities
I Morning Shift (07.00-17.00).	- Check the pastry section breakfast regularly. - Prepare Nusantara Ice condiments for business lunch (if there is). - Breaking eggs to make products. - Learn to mix using a mixer and make various cakes. - Learn cake finishing and cake decorating. - Stir the cream cheese. - Deliver coffee break.
II	- Check the pastry section breakfast regularly. - Breaking eggs to make products. - Making and decorating VIP cakes (VIP guests staying overnight). - Make bread butter pudding. - Make assorted cakes. - Finishing cake and decorating cakes.
III	- Check the pastry section breakfast regularly. - Prepare Nusantara Ice condiments for Iftar. - Breaking eggs to make products. - Making and decorating VIP cakes (VIP guests staying overnight). - Make assorted cakes. - Finishing cake and decorating cakes. - Make umm ali for Iftar. - Move Jajanan Pasar to a plate. - Prepare set up for Iftar.
IV	- Check the pastry section breakfast regularly. - Refill buffet breakfast. - Breaking eggs to make products. - Make assorted cakes. - Finishing cake and decorating cakes. - Make umm ali for Iftar. - Making cookies for Eid hampers. - Move Jajanan Pasar to a plate. - Garnished the cakes and put it on a plate. - Prepare set up for Iftar.

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Sitti Halimah
 Study Program : D3
 Placement of *Industrial Training* : Mercure Hotel Samarinda
 Field of Work : Pastry
 Activity Notes : Month I/II/III/IV/V/VI

Week	Description of activities
I Morning Shift (07.00-17.00).	- Check the pastry section breakfast regularly. - Prepare Nusantara Ice condiments for business lunch (if there is). - Breaking eggs to make products. - Make bread butter pudding. - Make assorted cakes. - Make jajanan pasar. - Make garnish chocolate.
II	- Check the pastry section breakfast regularly. - Prepare Nusantara Ice condiments for business lunch (if there is). - Prepare Ice Cream condiments for business lunch (if there is). - Breaking eggs to make products. - Make bread butter pudding. - Make assorted cakes. - Make dubai chocolate.
III	- Check the pastry section breakfast regularly. - Refill buffet breakfast. - Closing. - Throw away leftover breakfast food except for bread and croissants. - Prepare ingredient and product a la carte. - Make a egg tart and bake egg tart. - Prepare products for tomorrow's event. - Rolling croissants for breakfast tomorrow. - Make sweet bread for breakfast. - Cleaning the chiller.
IV	- Check the pastry section breakfast regularly. - Refill buffet breakfast. - Closing. - Throw away leftover breakfast food except for bread and croissants. - Deliver coffee break. - Weighing ingredients to make a various cakes.

	- Prepare tools for mixing cakes. - Mix the cake ingredients and bake in the oven. - Finishing cake. - Store the cake in the chiller. - Make a sugardough and bake sugardough. - Cleaning station.
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RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Sitti Halimah
 Study Program : D3
 Placement of *Industrial Training* : Mercure Hotel Samarinda
 Field of Work : Pastry
 Activity Notes : Month I/II/III/IV/V/VI

Week	Description of activities
I Morning Shift (07.00-17.00).	- Check the pastry section breakfast regularly. - Make bread butter pudding. - Maintain sales booth at the event. - Prepare product for tomorrow's event.
II	- Check the pastry section breakfast regularly. - Deliver cakes and set up a Beryl Lounge for sale. - Making and decorating VIP cakes (VIP guests staying overnight). - Make bread butter pudding. - Cutting bread and giving jam and toasting the bread for special treatment. - Make brownies. - Make a ladyfingers and tiramisu filling. - Cleaning dry store.
III	- Check the pastry section breakfast regularly. - Refill buffet breakfast. - Prepare Nusantara Ice condiments for business lunch (if there is). - Prepare Ice Cream condiments for business lunch (if there is). - Cutting pudding for event. - Closing. - Set up for business lunch. - Make chocolate ganache. - Make bread butter pudding. - Make jajanan pasar. - Make a la carte products. - Cleaning station.
IV	- Check the pastry section breakfast regularly. - Refill buffet breakfast. - Closing. - Throw away leftover breakfast food except for bread and croissants. - Make a test food. - Cleaning chiller and station.

