

BIBLIOGRAPHY

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APPENDIX

Appendix 1. Internship Appraisal Form

Internship Appraisal Form			AKADEMI KULINER & PATISERI OTTIMMO [®] INTERNASIONAL CULINARY ARTS GASTRONOMY BAKING & PASTRY ARTS
INTERNSHIP PLACE: <u>Centara Karon Resort Phuket</u>			
First Name <u>Caylin</u>		Last Name <u>Lew</u>	
Review Period/s : ☐ Monthly ☐ Quarterly ☒ Bi-annually ☐ Annually		Date Joining	
: <u>3 December 2024</u>			
Intern's Position : <u>Trainee</u>		Department : <u>Kitchen</u>	
REVIEW DATE : <u>8/5/25</u>		Direct Supervisor : <u>M. Teerapant Arinta</u> x	
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 s 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.			3.5
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.

4

4. ON THE JOB & KNOWLEDGE

Dependability

Can be counted upon to do what is expected and required

4

Follow instructions and completes work on time with minimum supervision

Work Quality

Work performed according to Chef's standard and on-site work requirements

3.5

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

3.5

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;

She is always working with a proactive, good attitude, willing to learn and respect to others.

PERFORMANCE SUMMARY * to be filled by OTTIMO International	
TOTAL POINTS	34
RATING	
ACTION PLANS FOR DEVELOPMENT NEEDS	
1.	
2.	
3.	
4.	
5.	

III. SIGNATURES

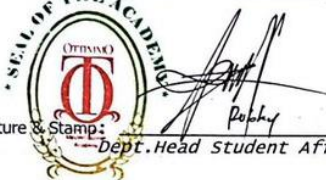
On-Site Manager/Owner/Chef

Signature & Stamp:  Dated 8/6/25

The Intern

Signature:  Dated 16/7/2025

OTTIMMO International MasterGourmet Academy

Signature & Stamp:  Dated 16/7/2025
Dept. Head Student Affairs

Appendix 2. Internship Certificate of Completion



Appendix 3. Correction List

11 July 2025 / 13.00-13.45



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

Student Name : Caylin Aurelia Leuw
Student Number : 2274130010048
Exam Day & Date : Selasa, 11 July 2025
Lecture : Heni Adhianata, S.TP., M.Sc
(19900613 1402 016)

No	Correction List	Page	Approval
	All good !		<i>He</i>

Acknowledge,
Advisor

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

11 July 2025 / 13.00-13.41



Student Name : Caylin Aurelia Leuw
Student Number : 2274130010048
Exam Day & Date : Selasa, 11 July 2025
Lecture : Jessica Hartan, A.Md.Par.
(19940923 2201 084)

No	Correction List	Page	Approval
1	Check all notes in the report	All	

Acknowledge,
Advisor

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

11 July 2025 / 13.00-13.4.



Student Name : Caylin Aurelia Leuw
Student Number : 2274130010048
Exam Day & Date : Selasa, 11 July 2025
Lecture : Kiky Navy S., S.E., M.M
(19920325 1401 018)

No	Correction List	Page	Approval
1.	Part Vision & Mission : Please add the prolog : the grand center Vision is ? Mission are ? ...	5	

Acknowledge,
Advisor

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

Appendix 4. Consultation Form



Akademi Kuliner & Pastry
OTTIMO
INTERNASIONAL

CONSULTATION FORM
INDUSTRIAL TRAINING /
FOODPRENEURSHIP

No	Date	Topic Consultation	Name/ Signature
1	24/06/2025	Chapter III : Events	<i>[Signature]</i>
2	24/06/2025	Recapitulation of Individual Training	<i>[Signature]</i>
3	26/06/2025	Chapter I : Introduction	<i>[Signature]</i>
4	26/06/2025	Chapter II : Entrepreneur Background	<i>[Signature]</i>
5	27/06/2025	Chapter III : 3.3 Storage System	<i>[Signature]</i>
6	28/06/2025	CHAPTER III : Job description	<i>[Signature]</i>

Name : *Caglan Ayrelia Dewi*
Student Number : *2214130010048*
Advisor : *Heni Aswagata, S.TP, M.Sc.*

No	Date	Topic Consultation	Name/ Signature
7	27/06/2025	Bibliography	<i>[Signature]</i>
8	27/06/2025	Interim Assessment Form	<i>[Signature]</i>
9	16/07/2025	Chapter II : 2.2 Vision and Mission	<i>[Signature]</i>
10	16/07/2025	List of table list of figure	
11	16/07/2025	Chapter II : 2.4.2 Food and Beverage Outlet	
12	16/07/2025	Chapter II : 2.5 Hygiene and Sanitation	

Appendix 5. Centara Karon Kitchen Team



RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Caylin Aurelia Leuw
 Study Program : Culinary Arts
 Placement of *Industrial Training* : Centara Karon Resort Phuket
 Field of Work : Hot Kitchen (Thai & Western)
 Activity Notes : Month I/II/III/IV/V/VI

Week	Description of activities
1	- Check breakfast setup equipment and adjust based on the daily menu. - Take trolley and place rice soup & noodle condiment plates and bowls along with prepared condiments from chiller and cabinets. - Support kitchen prep work: make 2 types of Thai salad, prepare steamed rice for buffet, and assist with ingredient preparation. - Set up cooked food at buffet area while ensuring all equipment is working properly. - Stand by at noodle soup live station to cook guest orders and prepare 6 ready-to-take noodle bowls with full ingredients. - Refill ingredients and condiments at noodle soup station and other buffet areas (Thai, Western, Cold kitchen). - Clear buffet and live station area after breakfast closing. - Discard leftover cooked food and check food warmers for remaining items. - Prepare noodle soup condiments for the next day and store them properly (wet and dry condiments separated and covered). - Prepare next day's ingredients for noodle soup station (meatballs, tofu, noodles, vegetables). - Assist with Thai dish prep: wash and cut vegetables. - Label and store all prepared ingredients in the walk-in chiller. - Clean kitchen area including work station, stove, fridge, and food warmers.

	- Wash cutting boards and knives, and place dirty cookware in the steward room.
2	- Check breakfast setup equipment and adjust based on the daily menu. - Take trolley and place rice soup & noodle condiment plates and bowls along with prepared condiments from chiller and cabinets. - Support kitchen prep work: make 2 types of Thai salad, prepare steamed rice for buffet, and assist with ingredient preparation. - Set up cooked food at buffet area while ensuring all equipment is working properly. - Stand by at noodle soup live station to cook guest orders and prepare 6 ready-to-take noodle bowls with full ingredients. - Refill ingredients and condiments at noodle soup station and other buffet areas (Thai, Western, Cold kitchen). - Clear buffet and live station area after breakfast closing. - Discard leftover cooked food and check food warmers for remaining items. - Prepare noodle soup condiments for the next day and store them properly (wet and dry condiments separated and covered). - Prepare next day's ingredients for noodle soup station (meatballs, tofu, noodles, vegetables). - Assist with Thai dish prep: wash and cut vegetables. - Label and store all prepared ingredients in the walk-in chiller. - Clean kitchen area including work station, stove, fridge, and food warmers. - Wash cutting boards and knives, and place dirty cookware in the steward room.
3	- Check breakfast setup equipment and adjust based on the daily menu. - Take trolley and place rice soup & noodle condiment plates and bowls along with

	prepared condiments from chiller and cabinets. - Support kitchen prep work: make 2 types of Thai salad, prepare steamed rice for buffet, and assist with ingredient preparation. - Set up cooked food at buffet area while ensuring all equipment is working properly. - Stand by at noodle soup live station to cook guest orders and prepare 6 ready-to-take noodle bowls with full ingredients. - Refill ingredients and condiments at noodle soup station and other buffet areas (Thai, Western, Cold kitchen). - Clear buffet and live station area after breakfast closing. - Discard leftover cooked food and check food warmers for remaining items. - Prepare noodle soup condiments for the next day and store them properly (wet and dry condiments separated and covered). - Prepare next day's ingredients for noodle soup station (meatballs, tofu, noodles, vegetables). - Assist with Thai dish prep: wash and cut vegetables. - Label and store all prepared ingredients in the walk-in chiller. - Clean kitchen area including work station, stove, fridge, and food warmers. - Wash cutting boards and knives, and place dirty cookware in the steward room.
4	- Check breakfast setup equipment and adjust based on the daily menu. - Take trolley and place rice soup & noodle condiment plates and bowls along with prepared condiments from chiller and cabinets. - Support kitchen prep work: make 2 types of Thai salad, prepare steamed rice for buffet, and assist with ingredient preparation.

	- Set up cooked food at buffet area while ensuring all equipment is working properly. - Stand by at noodle soup live station to cook guest orders and prepare 6 ready-to-take noodle bowls with full ingredients. - Refill ingredients and condiments at noodle soup station and other buffet areas (Thai, Western, Cold kitchen). - Clear buffet and live station area after breakfast closing. - Discard leftover cooked food and check food warmers for remaining items. - Prepare noodle soup condiments for the next day and store them properly (wet and dry condiments separated and covered). - Prepare next day's ingredients for noodle soup station (meatballs, tofu, noodles, vegetables). - Assist with Thai dish prep: wash and cut vegetables. - Label and store all prepared ingredients in the walk-in chiller. - Clean kitchen area including work station, stove, fridge, and food warmers. - Wash cutting boards and knives, and place dirty cookware in the steward room.
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Activity Notes

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

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Activity Notes

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

1	- Check and adjust breakfast setup equipment (food pan, water pan, hot plate warmer, lights warmer). - Prepare and place condiment bowls for egg and pancake stations. - Set up egg station equipment and ingredients. - Assist with cooking in the kitchen: prepare spare plates of fried eggs, French toast, hollandaise sauce, and steam sausages. - Prepare pancake and waffle batter (vanilla and chocolate), and gather all required live station tools. - Heat pancake pan and waffle machine; cook and display pancakes and waffles in the display plate. - Place cooked food in buffet area and ensure all equipment is working properly. - Stand by at egg station to cook live orders: omelettes, Thai omelettes, scrambled eggs; assist with poached/boiled/egg benedict orders. - Stand by at pancake & waffle station to monitor display and refill with fresh items; make custom pancake designs when requested. - Refill ingredients and condiments for egg, pancake, and all other buffet areas. - Clear buffet and live stations after breakfast service, discard leftover food and check food warmers for any remaining items.
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	- Refill and wrap condiments for next day (e.g., maple syrup, chocolate/vanilla sauce, chili sauce). - Prepare and store two trays of nine chopped egg station condiments (e.g., tomato, onion, cheese, spinach, ham). - Roast 20–30 kg of bacon in multiple oven rounds; arrange and bake on trays. - Prepare large egg mixture (approx. 16 packs of eggs) for omelettes/scrambled eggs, season, strain, and label. - Clean and sanitize kitchen area (stations, stoves, salamander, microwave, fridge, food warmers, sink, smart oven). - Wash cutting boards and knives; send dirty pans, trays, and other equipment to the steward room.
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	- Clear buffet and live stations after breakfast service, discard leftover food and check food warmers for any remaining items. - Refill and wrap condiments for next day (e.g., maple syrup, chocolate/vanilla sauce, chili sauce). - Prepare and store two trays of nine chopped egg station condiments (e.g., tomato, onion, cheese, spinach, ham). - Roast 20–30 kg of bacon in multiple oven rounds; arrange and bake on trays. - Prepare large egg mixture (approx. 16 packs of eggs) for omelettes/scrambled eggs, season, strain, and label. - Clean and sanitize kitchen area (stations, stoves, salamander, microwave, fridge, food warmers, sink, smart oven). - Wash cutting boards and knives; send dirty pans, trays, and other equipment to the steward room.
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