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APPENDIX

Appendix 1. Head Chef, Staff, and Trainee





Appendix 2. Appraisal Form

Internship Appraisal Form

INTERNSHIP
PLACE: Direkt Baitry

First Name: Micenna **Last Name:** Bugistrie

Review Period/s: ☐ Monthly ☐ Quarterly ☐ Bi-annualy ☐ Annually **Date Joining:** 6 January 2025

Intern's Position: Trainee **Department:** Pottery & Baitry

REVIEW DATE: _____ **Direct Supervisor:** _____



AKADEMI KULINER & PATISERI
OTTIMMO[®]
ILLUSTRASI ARTIS - KATINGSURATI - BAKULI & PASTRY ARTS

GRADING FACTORS

1. ORGANIZATIONAL & COMMUNICATION

Staffs Relations

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

9

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.

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. 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.

1

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;

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: 

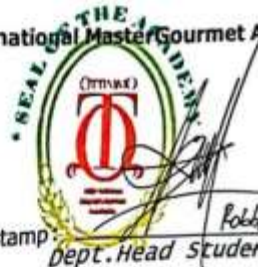
Dated 24/07/25

The Intern

Signature: 

Dated 7/07/25

OTTIMMO International Master Gourmet Academy



Signature & Stamp: 
Dept. Head Student Affairs

Dated 07 July 2025

Appendix 3. Certificate

Certificate

Proudly Given to:

Michella Augustine Setyawan

As:

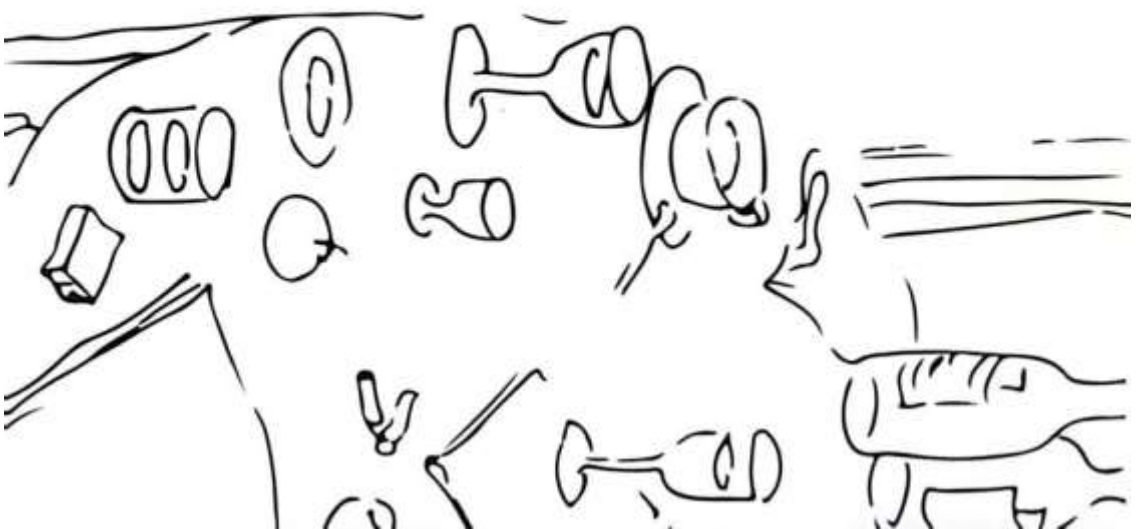
Pastry & Bakery Intern

For Participating Internship at **Drooli**
Between January 6th - July 6th 2025

Michael Hazel Tugan Borasima

Human Resource Department

CS Scanned with CamScanner
TINULISAT No.35 Dining Club Komanda 1000
Drooli College



Appendix 4. Consultation Form



Academi Kuliner & Pariwisata
OTTIMO
INTERNASIONAL

CONSULTATION FORM
INDUSTRIAL TRAINING /
FOODPRENEURSHIP

No	Date	Topic Consultation	Name/ Signature
1	5 July	Consultation Bab 1	
2	5 July	Consultation Bab 1 & Revisi	
3	6 July	Consultation Bab II	
4	6 July	Consultation & Revisi Bab II	
5	7 July	Consultation Bab 1 - iii	
6	7 July	Revisi Bab 1 - ii	

No	Date	Topic Consultation	Name/ Signature
7	8 July	Revisi history of resto	
8	8 July	Revisi Bab 1 - iv	
9	18/7	Background of study	
10			

Name : Michella Puqutina Setaawan

Student Number : 2214130010030

Advisor : Rupa Teremia Istantador, S.S

Appendix 5. Correction List

18 July 2025 / 11.15-12.00



Student Name : Michella Augustine Setyawan
Student Number : 2274130010030
Exam Day & Date : Selasa, 18 July 2025
Lecture : Ryan Yeremia Iskandar, S.S.
(19821218 1601 023)

No	Correction List	Page	Approval

Acknowledge,
Advisor


(Ryan Yeremia Iskandar, S.S.)
19821218 1601 023



AKADEMI KULINER & PATISERI
OTTIMMO[®]
 INTERNASIONAL
CUISINARY ARTS : GASTRONOMY BAKING & PASTRY ARTS

Student Name : Michella Augustine Setyawan
 Student Number : 2274130010030
 Exam Day & Date : Selasa, 18 July 2025
 Lecture : Windi Habsari, S.T., M.Sc
 (19960830 2303 019)

No	Correction List	Page	Approval
	Abstract Chapter 1 Objective Figure format		

Acknowledge,
 Advisor


 (Ryan Yereimia Iskandar, S.S.)
 19821218 1601 023

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Michella Augustine Setyawan
 Study Program : D3
 Placement of Industrial Training : DROOL Bakery
 Field of Work : Pastry and Bakery
 Activity Notes : Month I/II/III/IV/V/VI

Week	Description of Activities
I (6 Jan - 12 Jan)	In the first week of my internship, I started my activities with an introduction to the work environment in the kitchen, especially the pastry and bakery sections. The staff explained the differences between the two, where the pastry section focuses on products such as cakes, tarts, and desserts, while the bakery processes more bread and croissants. In addition, I was also introduced to various tools commonly used in the kitchen, such as mixers, ovens, ice cream machines, and other equipment that is important in the production process. On the second to sixth days, I started helping directly in the cookies production section, such as weighing ingredients and helping to shape cereal croissants for outlet orders.
II (13 Jan - 19 Jan)	In the second week of my internship, I started to learn the finishing process for pastry and bakery products. I also learned about product finishing, such as decorating cakes and adding toppings according to the specified standards. In addition, I also helped with various staff needs in the kitchen, such as weighing ingredients according to the recipe, cutting butter for making salt bread, and cutting fruits used as toppings.
III (20 Jan - 27 Jan)	- Help prepare ingredients. - Make a kaya, coffee, almond cream path. - Helps shape the danish and croissant.
IV (28 Jan - 3 Feb)	- Making croissant dough. - Learn to cut danish and croissants. - Finishing.
V (4 Feb - 10 Feb)	- Making butter sheets. - Laminate the dough. - Cut croissants and danish.
VI	- Cutting and toasting bread for bagel.

(11 Feb - 18 Feb)	- Make cereal croissant stock. - Learn to fold sourdough dough. - Make starter.
VII (19 Feb - 26 Feb)	- Making sourdough dough. - Prepare the banana ingredients for the croquenading filling. - Learn sourdough scoring.
VIII (27 Feb - 5 March)	- Making pain au choco dough. - Making puff pastry. - Laminate dough. - Finishing pain au choco.
IX (6 March - 12 March)	- Making cheese sticks from puff pastry dough. - Seasoning the cheese stick and packing. - Making choco chip cookies and red velvet cookies. - Packing various cookies in jars.
X (13 March - 19 March)	Production - Soft serve. - Gelato and molding it on styrofoam. - Mochi dough. - Choco blocks.
XI (20 March - 27 March)	Production - Hazelnut and strawberry thumbprints. - Pistachio cookies. - Cereal croissants.
X (28 March - 3 April)	- Finishing products. - Set up. Production - Panacotta. - Flan. - Brownies.
XI (4 April - 10 April)	Production - Ubee cheesecake. - Pistachio filling. - Double milk filling.
XII (11 April - 18 April)	- Finishing products. - Set up. Production - Vla. - Matcha basque. - Tiramisu basque.

XIII (19 April - 25 April)	Production - Black forest filling. - Choco diplo. - Sourcream.
XIV (26 April - 2 May)	Production - Strawberry jam. - Kaya jam. - Finishing cream path.
XV (3 May - 9 May)	Production - Donut ori and pumpkin donut. - Salt bread dough. - Chocolate pudding.
XVI (10 May - 17 May)	- Wash and cut fruit. Production - Tiramisu basque cheesecake. - Chantilly tiramisu. - Lemon ginger.
XVII (18 May - 24 May)	Production - Churn aren gelato. - Cheese dome. - Vla. - Pudding Chocolate.
XVIII (25 May - 31 May)	Production - Es serut bandung. - Canelle. - Pistachio Filling.
XIX (1 June - 7 June)	Restock - Symple syrup. - Neutral glaze. - Fruit for topping. - Marinated chicken. - Pickles.
XX (8 June - 14 June)	Production - Chicken Betutu. - Sambal Luat. - Fried Onion.
XXI (15 June - 21 June)	- Finishing bread and cake. Production - Mango Infuse.

	- Coconut cream. - Pie.
XXII (22 June - 28 June)	Production - Salt bread. - Pumpkin donut. - Ori donut.
XXIII (29 June - 4 July)	Finishing - Salt bread betutu. - Milo, snicker, blackforest donut. - Fruit danish. - Canelle. - Savory danish.