

BIBLIOGRAPHY

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APPENDIX

Appendix 1. Staff, Daily Workers, and Trainees





Appendix 2. Appraisal Form

Internship Appraisal Form			AKADEMI KULINER & PATISERI OTTIMMO® INTERNASIONAL CULINARY ARTS GASTRONOMY BAKING & PASTRY ARTS
INTERNSHIP PLACE: <u>KANYAZ PATISSERIE</u>			
First Name <u>JESSICA</u>		Last Name <u>GILDA</u>	
Review Period/s : ☐ Monthly ☐ Quarterly ☒ Bi-annually ☐ Annually Date Joining _____			
Intern's Position : <u>TRAINEE</u>		Department : <u>PASTRY</u>	
REVIEW DATE : <u>1 JULY 2025</u>		Direct Supervisor : <u>WIDIANA SEMAYA</u> x	
<u>GRADING FACTORS</u>			
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.			4
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			3.5

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

4

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:

Jessica has demonstrated an excellent performance throughout the training period. She consistently shows a strong work ethic, attention to detail, and willingness to learn and improve. In addition to her professional qualities, Jessica maintains a well-groomed and polished appearance at all times, reflecting pride in her role. Overall, Jessica has been an outstanding trainee, dependable, respected, and genuinely enjoyable to be around.

PERFORMANCE SUMMARY * to be filled by OTTIMMO International

TOTAL POINTS _____

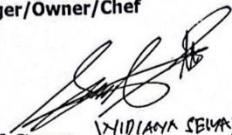
RATING _____

ACTION PLANS FOR DEVELOPMENT NEEDS

1. _____
2. _____
3. _____
4. _____
5. _____

III. SIGNATURES

On-Site Manager/Owner/Chef

Signature & Stamp:  WIDIYANA SEMA'YA

Dated 1 JULY 2025

The Intern

Signature: 

Dated 1 JULY 2025

OTTIMMO International Master Gourmet Academy

Signature & Stamp:  Polby
Dept. Head Student Affairs

Dated 21/8/2025

Appendix 3. Certificate



PERFORMANCE EVALUATION

Evaluation Subject	Average score
1. Job Knowledge	4.00
2. Quantity & Quality of Work	4.00
3. Character & Personality	3.85
4. Courtesy, Personal Appearance & Attendant	3.93
SCORE TOTAL	3.94 (A)

(A) : 3.51 – 4.00: Excellent
(B) : 3.00 – 3.50: Good
(C) : 2.50 – 2.99: Enough
(D) : 1.00 – 2.49: Poor


EVELYN WIJAYA
Chef De Partie

KANVAZ
PÂTISSERIE

by VINCENT NIGITA



GUSTI AYU DINA PUSPITASARI
Human Resources Manager

Appendix 4. Consultation Form



Akademi Kuliner & Pastry
OTTIMO
INTERNASIONAL

CONSULTATION FORM
INDUSTRIAL TRAINING /
FOODPRENEURSHIP

No	Date	Topic Consultation	Name/ Signature
1	24/7/25	Chapter I	<i>[Signature]</i>
2	24/7/25	Chapter II	<i>[Signature]</i>
3	24/7/25	Chapter III	<i>[Signature]</i>
4	24/7/25	Chapter IV	<i>[Signature]</i>
5	24/7/25	Chapter V	<i>[Signature]</i>
6	24/7/25	Storage System	<i>[Signature]</i>

No	Date	Topic Consultation	Name/ Signature
7	24/7/25	Revisi Laporan	<i>[Signature]</i>
8	20/8/25	PPT ujian	<i>[Signature]</i>
9	24/8/25	Final Report	<i>[Signature]</i>
10	26/8/25	Revisi hasil ujian	<i>[Signature]</i>

Name : ..Jessica..G..ldh.....
Student Number : ..2274130010036.....
Advisor : ..Heri..Adhyanata..S..TP..M..Sc

Appendix 5. Correction List

21 Agustus 2025 / 16.00-16.45



Student Name : Jessica Gilda
Student Number : 2274130010036
Exam Day & Date : Kamis, 21 Agustus 2025
Lecture : Heni Adhianata, S.TP., M.Sc
(19900613 1402 016)

No	Correction List	Page	Approval
	abstrak		Ace

Acknowledge,
Advisor

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

21 Agustus 2025 / 16.00-16.45



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

Student Name : Jessica Gilda
Student Number : 2274130010036
Exam Day & Date : Kamis, 21 Agustus 2025
Lecture : Novi Indah Permata Sari, S.T., M.Sc
(19951109 2202 083)

No	Correction List	Page	Approval

Acknowledge,
Advisor

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



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

Student Name : Jessica Gilda
 Student Number : 2274130010036
 Exam Day & Date : Kamis, 21 Agustus 2025
 Lecture : Jessica Hartan, A.Md.Par.
 (19940923 2201 084)

No	Correction List	Page	Approval
1	For chapter 2.5, you just need to place it into several sub-chapter	8	

Acknowledge,
 Advisor

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

Appendix 6. Recapitulation of Industrial Training Activities

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Jessica Gilda
Study Program : Internship
Placement of *Industrial Training* : Kanvaz Patisserie by Vincent Nigita
Field of Work : Pastry Kitchen
Activity Notes : Month I/II/III/IV/V/VI

Week	Description of activities
1-2	- Take out cakes and condiments from the walk-in chiller and freezer - Prepared all necessary tools and equipment - Finished eclair au chocolat and mango cheese cake - Baked madelines - Learned chocolate tempering techniques for coating madeleines - Cut choux pastry for hazelnut paris-brest individual cakes - Sifted almond powder for macaron production - Assembled blackcurrant and strawberry macarons - Performed general cleaning and workstation sanitization
3-4	- Take out cakes and condiments from the walk-in chiller and freezer - Prepares all necessary tools and equipment - Finished eclair au chocolat and lemon & cucumber tart - Baked madelines - Tempered chocolate for coating madeleines and sablé breton - Weighed cookies for purchase order requirements - Assembled dark chocolate and cappuccino macarons - Sifted almond powder for macaron production - Organized the condiments in the walk-in freezer - Performed general cleaning and workstation sanitization

Activity Notes

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

Week	Description of activities
1-2	- Take out cakes and condiments from the walk-in chiller and freezer - Prepares all necessary tools and equipment - Finished mango cheese cake & peanut tart cake - Coated peanut tart individual cakes with milk coating - Baked madelines - Tempered chocolate for coating madeleines and sablé breton - Weighed cookies for purchase order requirements - Assembled salted caramel and tahiti vanilla macarons - Performed general cleaning and workstation sanitization
3-4	- Take out cakes and condiments from the walk-in chiller and freezer - Prepares all necessary tools and equipment - Finished peanut tart cake and lemon & cucumber tart - Coated peanut tart individual cakes with milk coating - Weighed cookies for purchase order requirements - Baked madelines - Tempered chocolate for coating madeleines and sablé breton - Sifted almond powder for macaron production - Assembled raspberry and dark chocolate macarons - Organized the condiments in the walk-in freezer - Performed general cleaning and workstation sanitization

Activity Notes

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

Week	Description of activities
1-2	- Take out cakes and condiments from the walk-in chiller and freezer - Prepares all necessary tools and equipment - Finished pear japanese fan and saint honore - Whipped mascarpone chantilly using a stand mixer - Weighed cookies for purchase order requirements - Baked madelines - Tempered chocolate for coating madeleines and sablé breton - Coated peanut tart individual cakes with milk coating - Assembled pistachio and tahiti vanilla macarons - Churned gelato

	- Performed general cleaning and workstation sanitization
3- 4	- Take out cakes and condiments from the walk-in chiller and freezer - Prepares all necessary tools and equipment - Finished pear japanese fan and saint honore - Whipped mascarpone chantilly using a stand mixer - Weighed cookies for purchase order requirements - Baked madelines - Tempered chocolate for coating madeleines and sablé breton - Churned gelato - Assembled peanut & caramel and strawberry macarons - Piped mascarpone chantilly onto the mango cheese cake - Organized the condiments in the walk-in freezer - Performed general cleaning and workstation sanitization

Activity Notes

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

Week	Description of activities
1 - 2	- Take out cakes and condiments from the walk-in chiller and freezer - Prepares all necessary tools and equipment - Finished pear Japanese fan, cocoa 2.0, and tiramisu cake - Whipped mascarpone chantilly using a stand mixer - Baked madelines - Tempered chocolate for coating madeleines and sablé breton - Cut choux pastry for hazelnut paris-brest individual cakes - Coated peanut tart individual cakes with milk coating - Piped mascarpone chantilly onto the mango cheese cake - Weighed cookies for purchase order requirements - Performed general cleaning and workstation sanitization
3- 4	- Take out cakes and condiments from the walk-in chiller and freezer - Prepares all necessary tools and equipment - Finished pineapple passion pavlova and vanilla rice cake - Coated pineapple passion pavlova with white coating and mascarpone chantilly - Baked madelines - Tempered chocolate for coating madeleines and sablé Breton - Churned gelato

	- Coated peanut tart individual cakes with milk coating - Weighed cookies for purchase order requirements - Organized the condiments in the walk-in freezer - Performed general cleaning and workstation sanitization
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Activity Notes

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

Week	Description of activities
1 - 2	- Take out cakes and condiments from the walk-in chiller and freezer - Prepares all necessary tools and equipment - Finished pear Japanese fan and peanut tart cake - Whipped mascarpone chantilly using a stand mixer - Coated peanut tart individual cakes with milk coating - Assembled chocolate kunafa and pistachio kunafa macarons - Baked madelines - Tempered chocolate for coating madeleines and sablé breton - Weighed cookies for purchase order requirements - Piped mascarpone chantilly onto the mango cheese cake - Performed general cleaning and workstation sanitization
3- 4	- Take out cakes and condiments from the walk-in chiller and freezer - Prepares all necessary tools and equipment - Finished saint honore and lemon & cucumber tart - Coated pineapple passion pavlova with white coating and mascarpone chantilly - Baked madelines - Tempered chocolate for coating madeleines and sablé breton - Weighed cookies for purchase order requirements - Learned how to make macarons - Organized the condiments in the walk-in freezer - Performed general cleaning and workstation sanitization

Activity Notes

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

Week	Description of activities
1 - 2	- Take out cake and condiments from walk-in chiller and freezer - Prepares all necessary tools and equipment - Finished Pear Japanese fan and hazelnut paris-brest - Whipped mascarpone chantilly using a stand mixer - Baked madelines - Tempered chocolate for coating madeleines and sablé breton - Assembled chocolate kunafa and strawberry macarons - Coated peanut tart individual cakes with milk coating - Weighed cookies for purchase order requirements - Sifted almond powder for macaron production - Performed general cleaning and workstation sanitization
3- 4	- Take out cakes and condiments from the walk-in chiller and freezer - Prepares all necessary tools and equipment - Finished hazelnut paris-brest, pear Japanese fan, and saint honore - Whipped mascarpone chantilly using a stand mixer - Baked madelines - Tempered chocolate for coating madeleines and sablé breton - Coated pineapple passion pavlova with white coating and mascarpone chantilly - Weighed cookies for purchase order requirements - Piped mascarpone chantilly onto the mango cheese cake - Organized the condiments in the walk-in freezer - Performed general cleaning and workstation sanitization