

## **BIBLIOGRAPHY**

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## APPENDIX

### Appendix 1. Staff and trainees



## Appendix 2. Appraisal form

### Internship Appraisal Form



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

INTERNSHIP  
PLACE: Drooi Bakery

First Name Claudia Last Name Angerica

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

Intern's Position : Trainee Department : Pastry Bakery

REVIEW DATE : \_\_\_\_\_ Direct Supervisor : \_\_\_\_\_ x

#### GRADING FACTORS

#### 1. ORGANIZATIONAL & COMMUNICATION

**Staffs Relations**

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

3

**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

#### 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.

3.4

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

3.5

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;**

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**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 29/06/25

The Intern

Signature:   
Claudia Angelica

Dated 28/07/2025

OTTIMMO International Master Gourmet Academy

Signature & Stamp:   
Debby Lio P  
Dept Head Student Affairs

Dated 28/07/2025

### Appendix 3. Certificate

# Certificate

Proudly Given to:

**Claudia Angelica**

As:

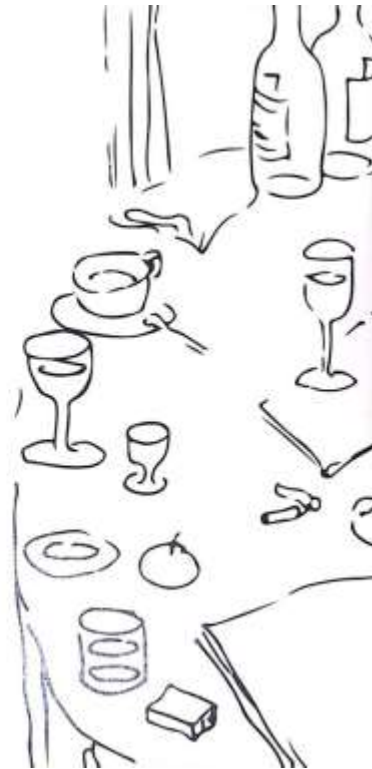
**Pastry & Bakery Intern**

For Participating Internship at **prodi**  
Between January 6<sup>th</sup> - July 6<sup>th</sup> 2025

 Nur Hafid Zuhdan Darsono

Human Resource Department

TUNJUNGAN No.39 *Dining Club* *komma puku* **prodi** *Let's go*



## Appendix 4. Consultation form

| No | Date | Topic Consultation     | Name/<br>Signature |
|----|------|------------------------|--------------------|
| 1  | 7/7  | internship report btlc | <i>Ready</i>       |
| 2  | 9/7  | Abstract               | <i>Ready</i>       |
| 3  | 15/7 | Back ground of study   | <i>Ready</i>       |
| 4  | 16/7 | Kitchen brigade        | <i>Ready</i>       |
| 5  | 18/7 | Picture revision       | <i>Ready</i>       |
| 6  | 19/7 | table revision         | <i>Ready</i>       |



Akademi Kuliner & Pastry  
**OTTIMO**  
 INTERNATIONAL

### CONSULTATION FORM INDUSTRIAL TRAINING / FOODPRENEURSHIP

Name : Claudia Angelica  
 Student Number : 2219130010028  
 Advisor : Heni Achyandika

| No | Date | Topic Consultation     | Name/<br>Signature |
|----|------|------------------------|--------------------|
| 7  | 21/7 | Hygiene and Sanitation | <i>Ready</i>       |
| 8  | 24/7 | Chapter 1-4            | <i>Ready</i>       |
| 9  | 26/7 | Conclusion (revisi)    | <i>Ready</i>       |
| 10 | 14/8 | Final Consultation     | <i>Ready</i>       |
|    |      |                        |                    |

## Appendix 5. Correction list

14 Agustus 2025 / 10.00-10.45



Student Name : Claudia Angelica  
Student Number : 2274130010028  
Exam Day & Date : Kamis, 14 Agustus 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



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

Student Name : Claudia Angelica  
 Student Number : 2274130010028  
 Exam Day & Date : Kamis, 14 Agustus 2025  
 Lecture : Heni Adhianata, S.TP., M.Sc  
 (19900613 1402 016)

| No | Correction List                     | Page | Approval                           |
|----|-------------------------------------|------|------------------------------------|
|    | <p>good job 😊</p> <p>+ Appendix</p> |      | <p><i>Hec</i></p> <p><i>HP</i></p> |

Acknowledge,  
 Advisor

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



AKADEMI KULINER & PATISERI  
**OTTIMMO®**  
INTERNASIONAL  
FELICITY ARTS / GASTRONOMY / BAKERY & PASTRY ARTS

Student Name : Claudia Angelica  
Student Number : 2274130010028  
Exam Day & Date : Kamis, 14 Agustus 2025  
Lecture : Nursita Firdiana, D.A., S.H., M.H.  
(19960716 2401 003)

| No | Correction List | Page | Approval |
|----|-----------------|------|----------|
|    | lihat di notes. |      |          |

Acknowledge,  
Advisor

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

## RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Claudia Angelica  
 Study Program : D3  
 Placement of *Industrial Training* : Drool Bakery Surabaya  
 Field of Work : Pastry & Bakery  
 Activity Notes : Month I/II/III/IV/V/VI

| Week      | Description of activities                                                                                                                                                                                                                                                      |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Week 1-2  | introduced to pastry product (croisant, puff, danish)<br>prepare to make croisant, puff, danish<br>Prepare butter for laminate<br>Shaping croisant, danish, mini croisant<br>Make filling for croissant and danish                                                             |
| Week 3- 4 | prepare production croisant, danish, puff pastry<br>Introduction product cookies<br>Prepare butter for laminate<br>Shaping croisant, danish, mini croissants<br>Make filling for croissant and danish                                                                          |
| Week 5-6  | Prepare filling, creampad for danish and croissants<br>Prepare product croissants , danish, puff pastry<br>Assorted cookies production<br>Thumbprint cookies production<br>Pistachio cookies production<br>Mini croissant production<br>Prepare butter for laminate            |
| Week 7-8  | Prepare filling, creampad for danish and croissants<br>Prepare product croissants , danish, puff pastry<br>Assorted cookies production<br>Thumbprint cookies production<br>Mini croissant production<br>Prepare butter for laminate<br>Shaping mini croissant and cheese stick |
| Week 9-10 | Make croffle<br>Prepare butter for laminate<br>Shaping mini croissant and cheese stick<br>Finishing product<br>Mini croissant production<br>Prepare filling, creampad for danish and croissants<br>Cern gelato                                                                 |

|            |                                                                                                                                                                                                                                                                                   |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Week 10-11 | Prepare butter for laminate<br>Shaping mini croissant and cheese stick<br>Finishing product<br>Mini croissant production<br>Prepare filling, creampad for danish and croissants<br>Cern gelato<br>Prepare production gelato<br>Canele production                                  |
| Week 12-13 | Finishing product<br>Canele production<br>Cern gelato<br>Panna cotta production<br>Creampad production (double milk, choco diplo)<br>Gelato production<br>Spikoe pudding preparation<br>Donut preparation                                                                         |
| Week 14-15 | Finishing product<br>Canele production<br>making <i>mutiara</i> for the Tunjungan outlet<br>Fla production for Tunjungan outlet<br>Creampad production (double milk, choco diplo, pistachio, sour cream)<br>Panna cotta production<br>Basque production<br>Salt bread preparation |
| Week 16-17 | Finishing product<br>Making strawberry coulis<br>Panna Cotta production<br>Canele production<br>Making <i>mutiara</i> for the Tunjungan outlet<br>Fla production for Tunjungan outlet<br>Basque preparation<br>Spikoe pudding preparation                                         |
| Week 18-19 | Finishing product<br>Making <i>mutiara</i> for the Tunjungan outlet<br>Fla production for Tunjungan outlet<br>Panna cotta production<br>Spikoe pudding preparation<br>Souffle production<br>Flan production                                                                       |

|            |                                                                                                                                                                                                                                                                                  |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Week 20-21 | Finishing product<br>Making <i>mutiara</i> for the Tunjungan outlet<br>Fla production for Tunjungan outlet<br>Creampad production<br>Cookies production<br>Canele production<br>Basque production<br>Brownies praline production                                                 |
| Week 22-23 | Finishing product<br>Prepare finishing condiment<br>Preparation condiments of betutu salt bread<br>Making <i>mutiara</i> for the Tunjungan outlet<br>Creampad production<br>Fla production for Tunjungan outlet<br>Shaping donut<br>Finishing Basque<br>Making mascarpone Basque |
| Week 24-25 | Finishing product<br>Preparation condiments of betutu salt bread<br>Making <i>mutiara</i> for the Tunjungan outlet<br>Fla production for Tunjungan outlet<br>Shaping donut<br>Panna cotta production<br>Flan production<br>Making salted caramel<br>Bakery preparation           |
| Week 26    | Finishing product<br>Prepare finishing condiment<br>Coconut cream production<br>Preparation condiments of betutu salt bread<br>Making <i>mutiara</i> for the Tunjungan outlet<br>Fla production for Tunjungan outlet<br>Shaping donut                                            |