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## APPENDIX

### Appendix 1. Certificate



# THE WESTIN JAKARTA

## INTERNSHIP EVALUATION FORM

Name	Melissa Rebecca Vania		
School Name	Otimmo International Master Gourmet Academy		
Trained as	F&B Production Trainee	Join	21st January 2025
Department	Pastry	End	20th July 2025

### TO BE COMPLETED BY LEADER / DEPARTMENT HEAD

5 = Excellent      4 = Very Good      3 = Good      2 = Fair      1 = Poor

Competencies	Key Competencies	Rating
Appearance	Personal grooming, the ability to project a pleasant, positive, and professional image and grooming to others	4.6
Attendance	Punctuality, record of attendance and tardiness. Adheres to proper procedures	4.5
Initiative	The ability to take action to meet work-related objectives without being asked or required to do so.	4.6
Attitude	Behavior, enthusiasm, interest, commitment, motivation	4.5
Communication	The ability to listen effectively, clarify information and express thoughts clearly, coherently and concisely	4.5
Teamwork	The ability and willingness to work cooperatively with others	4.4
Quality of Work	The ability and willingness to ensure that the output of all work is accurate and meets or exceeds internal standards and the needs of both internal and external customers	4.4
Total Rating		4.5

Leader's Comment	Melissa was great team player, she able to manage her task to be done in daily basis. Able to adapt with new things and easy to delegate. She has hard worker mind set and good initiative. She is quite but able to communicate when he require to. However she need to sharpen his habit in cleanliness and tidiness.
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Trainee	Leader/Manager	Human Resources
		 <b>THE WESTIN</b> JAKARTA HUMAN RESOURCES DEPARTMENT

RETURN TO HUMAN RESOURCES DEPARTMENT ONCE COMPLETED

## Appendix 2. Appraisal Form

### Internship Appraisal Form



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

INTERNSHIP  
PLACE: THE WESTIN JAKARTA

First Name HESSA Last Name VANIA

Review Period/s : ☐ Monthly ☐ Quarterly ☒ Bi-annually ☐ Annually Date Joining  
: 21 - 01 - 2025

Intern's Position : Trainee Department : Pastry Kitchen

REVIEW DATE : 29 July 2025 Direct Supervisor : Eragie A. Kusumah x

#### GRADING FACTORS

##### 1. ORGANIZATIONAL & COMMUNICATION

###### Staffs Relations

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

**3.8**

###### Team Player

Cooperates and works well with others. Enthusiastic, portrays a positive manner and  
Works toward the Company's goal/s.

**3.7**

###### Follow -Through

Sees tasks through completion. Finishes work so that next shift is prepared.

**3.8**

##### 2. CUSTOMERS INTERACTIONS

###### Customer Relations (\*if any)

Consistently demonstrates: attentive, courtesy and efficient service to customers.  
Treat customers with Considerations and Respects

**3.6**

### 3. PERSONAL PRESENTATIONS

#### Grooming Standards

Practices and displays proper grooming, personal hygiene and care.

3.9

Maintains hair and facial hair (\*if any) per proper F&B Industrial standards

#### Uniforms

Always wear the proper and designated uniform.

3.9

### 4. ON THE JOB & KNOWLEDGE

#### Dependability

Can be counted upon to do what is expected and required

3.9

Follow instructions and completes work on time with minimum supervision

#### Work Quality

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

3.8

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

3.6

#### 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;

Throughout her training period, Melissa consistently demonstrated a great personality - approachable, positive and eager to learn. She showcased significant improvement in her skills and overall performance, reflecting her dedication and adaptability. She completed the trainee program with commendable confidence and professionalisation, making her a valuable asset to any team she joins.

PERFORMANCE SUMMARY \* to be filled by OTTIMO International

TOTAL POINTS \_\_\_\_\_


RATING \_\_\_\_\_

ACTION PLANS FOR DEVELOPMENT NEEDS

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### III. SIGNATURES


On-Site Manager/Owner/Chef

Signature & Stamp:  Dated 28<sup>th</sup> July 2025


The Intern

Signature:  Dated 19/8 / 2025

OTTIMMO International MasterGourmet Academy







Signature & Stamp:  Dated 19/8 / 2025  
Dept. Head Student Affairs

### Appendix 3. Consultation Form



**OTTIMO**  
INTERNASIONAL

**CONSULTATION FORM**  
**INDUSTRIAL TRAINING /**  
**FOODPRENEURSHIP**

No	Date	Topic Consultation	Name/ Signature
1	24/07	Chapter I and II	
2	28/07	Chapter I - III	
3	31/07	Chapter IV	
4	12/08	conclusion	
5	13/08	Numberings	
6	14/08	events pictures	

Scanned with CamScanner

**Name** : Melisa Eberca Vania





**Student Number** : 2279134010058

**Advisor** : Noli Inoh Peltandra Sati

**Name** : Melisa Eberca Vania

**Student Number** : 2279134010058

**Advisor** : Noli Inoh Peltandra Sati

No	Date	Topic Consultation	Name/ Signature
7	15/08	Bibliography	
8	16/08	Table of duty task	
9	18/08	Spacing and Abstract	
10	19/08		



## Appendix 4. Correction List

9 September 2025 / 14.00-14.45



Student Name : Melissa Rebecca Vania  
 Student Number : 2274130010055  
 Exam Day & Date : Selasa, 9 September 2025  
 Lecture : Heni Adhianata, S.TP., M.Sc  
 (19900613 1402 016)

No	Correction List	Page	Approval
	good job 😊		

Acknowledge,  
 Advisor

Novi Indah Permata Sari, S.T., M.Sc  
 19951109 2202 083



AKADEMI KULINER & PATISERI  
**OTTIMMO®**  
INTERNASIONAL  
FOODPASH ARTS | CULINARYPLANNING | BAKERY & PASTRY ARTS

Student Name : Melissa Rebecca Vania  
Student Number : 2274130010055  
Exam Day & Date : Selasa, 9 September 2025  
Lecture : Anthony Sucipto, A.Md.Par  
(19960325 2201 085)

No	Correction List	Page	Approval

Acknowledge,  
Advisor

Novi Indah Permata Sari, S.T., M.Sc)  
19951109 2202 083



AKADEMI KULINER & PATISERI  
**OTTIMO®**  
INTERNASIONAL  
CELESTIAL ARTS | GASTRONOMY | BAKED & PAstry ARTS

Student Name : Melissa Rebecca Vania  
Student Number : 2274130010055  
Exam Day & Date : Selasa, 9 September 2025  
Lecture : Novi Indah Permata Sari, S.T., M.Sc  
(19951109 2202 083)

No	Correction List	Page	Approval

Acknowledge,  
Advisor

Novi Indah Permata Sari, S.T., M.Sc)  
19951109 2202 083

## Appendix 5. Pictures





## RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Melissa Rebecca Vania  
Program : Culinary Arts  
Placement of Industrial Training : The Westin Jakarta  
Field of Work : Pastry Bakery  
Activity Notes : Month I/II/III/IV/V/VI

Week	Description of Activities
1	<ul style="list-style-type: none"><li>– Change into uniform, store belongings, and head to Level 51 to assist with breakfast setup at The Seasonal Taste.</li><li>– Operate live cooking station (pancakes, waffles, French toast, fried bananas) and handle custom/à la carte orders.</li><li>– Refill bread, butter, condiments, and assist guests during breakfast service.</li><li>– Maintain cleanliness, dismantle live station, and return ingredients/equipment to B1 kitchen.</li><li>– Produce out-of-stock items for next day's service (bread, pastries, spreads).</li><li>– If on rotation, cover stall for lunch service.</li><li>– Pour/thaw bakery items for next morning, then store in proofing room or chiller.</li><li>– Lunch break.</li><li>– Continue with stock refills and bakery prep for next day's breakfast.</li><li>– Assist bakery section if free, help with general kitchen cleaning, and clock out.</li></ul>
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4	<ul style="list-style-type: none"> <li>– Prepare utensils and ingredients; start focaccia production.</li> <li>– Produce bakery items for Daily Treats and send to pastry for Level 52.</li> <li>– Fulfill requests from other sections (pizza dough, brioche, pita bread).</li> <li>– Prepare backup items for the breakfast buffet (Level 51).</li> <li>– Continue production tasks, handle requests, and assist with events or special orders.</li> <li>– Set up bread for lunch buffet (Level 51) and prepare Afternoon Tea items.</li> <li>– Set up Afternoon Tea at Executive Lounge (Level 65).</li> <li>– Break time.</li> <li>– Set up bread for dinner buffet (Level 51) and prepare next day's bakery needs.</li> <li>– Complete remaining tasks, clean workstation, and clock out.</li> </ul>

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

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1	<ul style="list-style-type: none"> <li>– Prepare utensils and ingredients; start focaccia production.</li> <li>– Produce bakery items for Daily Treats and send to pastry for Level 52.</li> <li>– Fulfill requests from other sections (pizza dough, brioche, pita bread).</li> <li>– Prepare backup items for the breakfast buffet (Level 51).</li> <li>– Continue production tasks, handle requests, and assist with events or special orders.</li> </ul>

	<ul style="list-style-type: none"> <li>– Set up bread for lunch buffet (Level 51) and prepare Afternoon Tea items.</li> <li>– Set up Afternoon Tea at Executive Lounge (Level 65).</li> <li>– Break time.</li> <li>– Set up bread for dinner buffet (Level 51) and prepare next day's bakery needs.</li> <li>– Complete remaining tasks, clean workstation, and clock out.</li> </ul>
2	<ul style="list-style-type: none"> <li>– Prepare utensils and ingredients; start focaccia production.</li> <li>– Produce bakery items for Daily Treats and send to pastry for Level 52.</li> <li>– Fulfill requests from other sections (pizza dough, brioche, pita bread).</li> <li>– Prepare backup items for the breakfast buffet (Level 51).</li> <li>– Continue production tasks, handle requests, and assist with events or special orders.</li> <li>– Set up bread for lunch buffet (Level 51) and prepare Afternoon Tea items.</li> <li>– Set up Afternoon Tea at Executive Lounge (Level 65).</li> <li>– Break time.</li> <li>– Set up bread for dinner buffet (Level 51) and prepare next day's bakery needs.</li> <li>– Complete remaining tasks, clean workstation, and clock out.</li> </ul>
3	<ul style="list-style-type: none"> <li>– Prepare utensils and ingredients; start focaccia production.</li> <li>– Produce bakery items for Daily Treats and send to pastry for Level 52.</li> <li>– Fulfill requests from other sections (pizza dough, brioche, pita bread).</li> <li>– Prepare backup items for the breakfast buffet (Level 51).</li> <li>– Continue production tasks, handle requests, and assist with events or special orders.</li> <li>– Set up bread for lunch buffet (Level 51) and prepare Afternoon Tea items.</li> <li>– Set up Afternoon Tea at Executive Lounge (Level 65).</li> <li>– Break time.</li> <li>– Set up bread for dinner buffet (Level 51) and prepare next day's bakery needs.</li> <li>– Complete remaining tasks, clean workstation, and clock out.</li> </ul>
4	<ul style="list-style-type: none"> <li>– Prepare utensils and ingredients; start focaccia production.</li> <li>– Produce bakery items for Daily Treats and send to pastry for Level 52.</li> </ul>

	<ul style="list-style-type: none"> <li>– Fulfill requests from other sections (pizza dough, brioche, pita bread).</li> <li>– Prepare backup items for the breakfast buffet (Level 51).</li> <li>– Continue production tasks, handle requests, and assist with events or special orders.</li> <li>– Set up bread for lunch buffet (Level 51) and prepare Afternoon Tea items.</li> <li>– Set up Afternoon Tea at Executive Lounge (Level 65).</li> <li>– Break time.</li> <li>– Set up bread for dinner buffet (Level 51) and prepare next day's bakery needs.</li> <li>– Complete remaining tasks, clean workstation, and clock out.</li> </ul>
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