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APPENDIX

Appendix 1. Certificate



THEWESTIN

JAKARTA

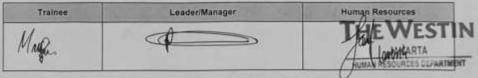
INTERNSHIP EVALUATION FORM

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

T	O BE COMPLETED BY	LEADER / DEPAR	TMENT 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
Athitude	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

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 intiative. She is quite but able to communicate when he require to. However she need to sharpen his habit in cleanliness and tydiness.



RETURN TO HUMAN RESOURCES DEPARTMENT ONCE COMPLETED

INTERNSHIP PLACE: THE WESTIN JAKARTA		R N A S I O N A L
First Name Helissa	Last Name_VATIO	
Review Period/s : Monthly Q	uarterly 19/8i-annualy 🗆 Annually Date Joining	
Intern's Position : Traince	Department : Pastry Kitchen	
REVIEW DATE : 19 July 2025	Direct Supervisor : Engage A. Kusumah	x
	GRADING FACTORS	
1. ORGANIZATIONAL & COM	MUNICATION	
Staffs Relations		
Consistently demonstrates:	attentiveness, courtesy and efficient service to other staff.	3.8
Creates friendly environment		
Team Player		
Connerator and works well u	with others. Enthusiastic, portrays s positive manner and	3.7
Works toward the Company's	사용을 가게 되었다.	
Follow -Through		
Sees tasks through completic	on. Finishes work so that next shift is prepared.	3.8
2. CUSTOMERS INTERACTIO	INS	
Customer Relations (*if any)		
Consistantly demonstrates a	ttentive, courtesy and efficient service to customers.	3.6

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e

3. PERSONAL PRESENTATIONS

Grooming Standards

Pratices and displays proper grooming, personal hygiene and care.

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

Uniforms

3.9

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 Follow instructions and completes work on time with minimum supervision 3,9

Work Quality

Work performed according to Chef's standard and on-site work requirements All job descriptions specification are met. Consistency in work. All recipes are followed 3,8

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

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Discussions/Notes	Dis	cuss	ions	/Not	tes
-------------------	-----	------	------	------	-----

throughout her fraining period, Melissa consistently demonstrated a great personality - approachable, positive and eager to learn. She showcased significant improvement in her stills and overall performance, reflecting her dedication and adaptability. She completed the trainer program with commondable coupledence and professionalises, making her a valuable asset to any team she joins.

	PERFORMANCE SUMMARY * to be filled by OTTIMMO International
OTAL POINTS_	
EATING	
	ACTION PLANS FOR DEVELOPMENT NEEDS

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III. SIGNATURES

On-Site Manager/Owner/Chef

Signature & Stamp: Dated 29th July 2015

The Intern

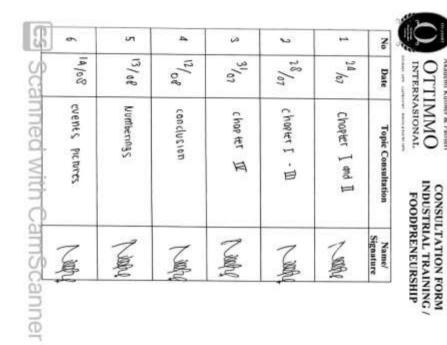
Signature: Muy.

OTTIMMO International, MasterGourmet Academy

Signature & States - Poble Poble Affairs

19/8/2025

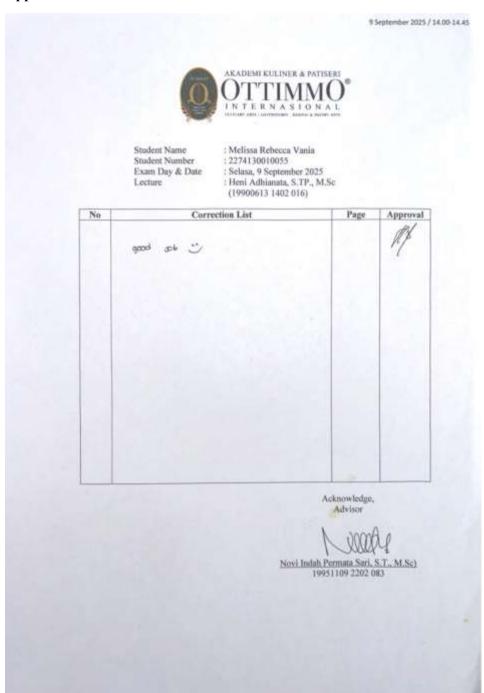
Appendix 3. Consultation Form



Akademi Kuliner & Patiseri

10 19	9 16	9		S.	Name Student Advisor
39/61	18/81	39/91	25	Date	Name Student Number Advisor
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7	Tuling.	て配え	て意	Name/ Signature	Yanıs Ya sası,

Appendix 4. Correction List





Student Name Student Number Exam Day & Date Lecture

: Melissa Rebecca Vania : 2274130010055 : Selasa, 9 September 2025 : Anthony Sucipto, A.Md.Par (19960325 2201 085)

No	Correction List	Page	Approval
			Approval
			99
			100
			1
			1

Acknowledge, Advisor

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



Student Name Student Number

Exam Day & Date Lecture

: Melissa Rebecca Vania : 2274130010055 : Sclasa, 9 September 2025 : Novi Indah Permata Sari, S.T., M.Sc (19951109 2202 083)

9 September 2025 / 14.00-14.45

No	Correction List	Page	Approva
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	/	f	1
	N		
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Acknowledge, Advisor

Novi Indah Perniata 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

**7 *	D 1 (1 0 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Week	Description of Activities
1	 Change into uniform, store belongings, and head to Level 51 to assist with breakfast setup at The Seasonal Taste.
	 Operate live cooking station (pancakes, waffles, French toast, fried bananas) and handle custom/à la carte orders.
	 Refill bread, butter, condiments, and assist guests during breakfast service.
	 Maintain cleanliness, dismantle live station, and return ingredients/equipment to B1 kitchen.
	 Produce out-of-stock items for next day's service (bread, pastries, spreads).
	 If on rotation, cover stall for lunch service.
	 Pour/thaw bakery items for next morning, then store in proofing room or chiller.
	Lunch break.
	 Continue with stock refills and bakery prep for next day's breakfast.
	 Assist bakery section if free, help with general kitchen cleaning, and clock out.
2	 Change into uniform, store belongings, and head to Level 51 to assist with breakfast setup at The Seasonal Taste.
	 Operate live cooking station (pancakes, waffles, French toast, fried bananas) and handle custom/à la carte orders.
	 Refill bread, butter, condiments, and assist guests during breakfast service.
	 Maintain cleanliness, dismantle live station, and return ingredients/equipment to B1 kitchen.
	 Produce out-of-stock items for next day's service (bread, pastries, spreads).
	 If on rotation, cover stall for lunch service.
	 Pour/thaw bakery items for next morning, then store in proofing room or chiller.
	room or chiller. – Lunch break.

Continue with stock refills and bakery prep for next day's breakfast. Assist bakery section if free, help with general kitchen cleaning, and clock out. 3 Change into uniform, store belongings, and head to Level 51 to assist with breakfast setup at The Seasonal Taste. Operate live cooking station (pancakes, waffles, French toast, fried bananas) and handle custom/à la carte orders. Refill bread, butter, condiments, and assist guests during breakfast service. Maintain cleanliness, dismantle live station, and return ingredients/equipment to B1 kitchen. Produce out-of-stock items for next day's service (bread, pastries, spreads). If on rotation, cover stall for lunch service. Pour/thaw bakery items for next morning, then store in proofing room or chiller. Lunch break. Continue with stock refills and bakery prep for next day's breakfast. Assist bakery section if free, help with general kitchen cleaning, and clock out. 4 Change into uniform, store belongings, and head to Level 51 to assist with breakfast setup at The Seasonal Taste. Operate live cooking station (pancakes, waffles, French toast, fried bananas) and handle custom/à la carte orders. Refill bread, butter, condiments, and assist guests during breakfast service. Maintain cleanliness, dismantle live station, and return ingredients/equipment to B1 kitchen. Produce out-of-stock items for next day's service (bread, pastries, spreads). If on rotation, cover stall for lunch service. Pour/thaw bakery items for next morning, then store in proofing room or chiller. Lunch break. Continue with stock refills and bakery prep for next day's breakfast. Assist bakery section if free, help with general kitchen cleaning, and clock out.

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	 Operate live cooking station (pancakes, waffles, French toast, fried bananas) and handle custom/à la carte orders.
	- Refill bread, butter, condiments, and assist guests during
	breakfast service.
	- Maintain cleanliness, dismantle live station, and return
	ingredients/equipment to B1 kitchen.Produce out-of-stock items for next day's service (bread, pastries,
	spreads).
	 If on rotation, cover stall for lunch service.
	 Pour/thaw bakery items for next morning, then store in proofing
	room or chiller.
	Lunch break.Continue with stock refills and bakery prep for next day's
	breakfast.
	 Assist bakery section if free, help with general kitchen cleaning,
	and clock out.
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	- Refill bread, butter, condiments, and assist guests during
	breakfast service.Maintain cleanliness, dismantle live station, and return
	ingredients/equipment to B1 kitchen.
	 Produce out-of-stock items for next day's service (bread, pastries,
	spreads).
	If on rotation, cover stall for lunch service. Provide and laboration of the service of th
	 Pour/thaw bakery items for next morning, then store in proofing room or chiller.
	Lunch break.
	- Continue with stock refills and bakery prep for next day's
	breakfast.
	 Assist bakery section if free, help with general kitchen cleaning, and clock out.
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	assist with breakfast setup at The Seasonal Taste.

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		 Pour/thaw bakery items for next morning, then store in proofing room or chiller. Lunch break. Continue with stock refills and bakery prep for next day's breakfast. Assist bakery section if free, help with general kitchen cleaning,
Level 52. - Fulfill requests from other sections (pizza dough, brioche, pibread). - Prepare backup items for the breakfast buffet (Level 51). - Continue production tasks, handle requests, and assist wievents or special orders. - Set up bread for lunch buffet (Level 51) and prepare Afternoon Tea items. - Set up Afternoon Tea at Executive Lounge (Level 65). - Break time.	4	 Produce bakery items for Daily Treats and send to pastry for Level 52. Fulfill requests from other sections (pizza dough, brioche, pita bread). Prepare backup items for the breakfast buffet (Level 51). Continue production tasks, handle requests, and assist with events or special orders. Set up bread for lunch buffet (Level 51) and prepare Afternoon Tea items. Set up Afternoon Tea at Executive Lounge (Level 65). Break time. Set up bread for dinner buffet (Level 51) and prepare next day's bakery needs.

Week		Description of Activities
1	_	Prepare utensils and ingredients; start focaccia production.
	_	Produce bakery items for Daily Treats and send to pastry for
		Level 52.
	_	Fulfill requests from other sections (pizza dough, brioche, pita
		bread).
	_	Prepare backup items for the breakfast buffet (Level 51).
	_	Continue production tasks, handle requests, and assist with
		events or special orders.
	_	Set up bread for lunch buffet (Level 51) and prepare Afternoon
		Tea items.
	_	Set up Afternoon Tea at Executive Lounge (Level 65).
	_	Break time.
	_	Set up bread for dinner buffet (Level 51) and prepare next day's
		bakery needs.

	 Complete remaining tasks, clean workstation, and clock out.
2	 Prepare utensils and ingredients; start focaccia production.
	 Produce bakery items for Daily Treats and send to pastry for
	Level 52.
	 Fulfill requests from other sections (pizza dough, brioche, pita bread).
	 Prepare backup items for the breakfast buffet (Level 51).
	 Continue production tasks, handle requests, and assist with events or special orders.
	 Set up bread for lunch buffet (Level 51) and prepare Afternoon Tea items.
	 Set up Afternoon Tea at Executive Lounge (Level 65).
	- Break time.
	 Set up bread for dinner buffet (Level 51) and prepare next day's bakery needs.
	 Complete remaining tasks, clean workstation, and clock out.
3	Prepare utensils and ingredients; start focaccia production.
	 Produce bakery items for Daily Treats and send to pastry for
	Level 52.
	- Fulfill requests from other sections (pizza dough, brioche, pita
	bread).Prepare backup items for the breakfast buffet (Level 51).
	 Prepare backup items for the breakfast buffet (Level 31). Continue production tasks, handle requests, and assist with events or special orders.
	 Set up bread for lunch buffet (Level 51) and prepare Afternoon
	Tea items.
	 Set up Afternoon Tea at Executive Lounge (Level 65).
	 Break time.
	 Set up bread for dinner buffet (Level 51) and prepare next day's
	bakery needs.
	 Complete remaining tasks, clean workstation, and clock out.
4	 Prepare utensils and ingredients; start focaccia production.
	 Produce bakery items for Daily Treats and send to pastry for
	Level 52.
	 Fulfill requests from other sections (pizza dough, brioche, pita bread).
	 Prepare backup items for the breakfast buffet (Level 51).
	- Continue production tasks, handle requests, and assist with
	events or special orders.
	 Set up bread for lunch buffet (Level 51) and prepare Afternoon Tea items.
	i ca items.

_	Set up Afternoon Tea at Executive Lounge (Level 65).
_	Break time.
_	Set up bread for dinner buffet (Level 51) and prepare next day's bakery needs.
_	Complete remaining tasks, clean workstation, and clock out.

Week	Description of Activities
1	 Prepare utensils and ingredients; start focaccia production.
	 Produce bakery items for Daily Treats and send to pastry for Level 52.
	 Fulfill requests from other sections (pizza dough, brioche, pita
	bread).
	 Prepare backup items for the breakfast buffet (Level 51).
	 Continue production tasks, handle requests, and assist with events or special orders.
	 Set up bread for lunch buffet (Level 51) and prepare Afternoon Tea items.
	 Set up Afternoon Tea at Executive Lounge (Level 65).
	- Break time.
	 Set up bread for dinner buffet (Level 51) and prepare next day's bakery needs.
	outery needs.
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	 Set up Afternoon Tea at Executive Lounge (Level 65).
	- Break time.
	 Set up bread for dinner buffet (Level 51) and prepare next day's
	bakery needs.
	 Complete remaining tasks, clean workstation, and clock out.
3	 Prepare utensils and ingredients; start focaccia production.

	 Produce bakery items for Daily Treats and send to pastry for Level 52. Fulfill requests from other sections (pizza dough, brioche, pita bread). Prepare backup items for the breakfast buffet (Level 51). Continue production tasks, handle requests, and assist with events or special orders. Set up bread for lunch buffet (Level 51) and prepare Afternoon Tea items. Set up Afternoon Tea at Executive Lounge (Level 65). Break time. Set up bread for dinner buffet (Level 51) and prepare next day's bakery needs. Complete remaining tasks, clean workstation, and clock out.
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1	 Prepare utensils and ingredients; start focaccia production.
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	Level 52.
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	bread).
	 Prepare backup items for the breakfast buffet (Level 51).
	 Continue production tasks, handle requests, and assist with events
	or special orders.

-	
	 Set up bread for lunch buffet (Level 51) and prepare Afternoon Tea items.
	 Set up Afternoon Tea at Executive Lounge (Level 65).
	Break time.
	 Set up bread for dinner buffet (Level 51) and prepare next day's
	bakery needs.
	 Complete remaining tasks, clean workstation, and clock out.
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	 Fulfill requests from other sections (pizza dough, brioche, pita bread).
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	 Break time.
	 Set up bread for dinner buffet (Level 51) and prepare next day's bakery needs.
	 Complete remaining tasks, clean workstation, and clock out.
4	 Prepare utensils and ingredients; start focaccia production.
	 Produce bakery items for Daily Treats and send to pastry for Level 52.

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- Break time.
- Set up bread for dinner buffet (Level 51) and prepare next day's bakery needs.
- Complete remaining tasks, clean workstation, and clock out.