

BIBLIOGRAPHY

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- Rizki, N., Priyambodo, V. K., Kartikasari, N., Agustiningsih, W., & Hanani, T. (2025). Pembekalan Mahasiswa Magang Hotel Area Khusus Pariwisata di Pulau Lombok. *Jurnal Zentrum Mengabdi*, 2(1), 14-19.

APPENDIX

Appendix 1. Staff and Trainees



Appendix 2. Internship Appraisal Form

Internship Appraisal Form			AKADEMI KULINER & PATISERI OTTIMMO [®] INTERNASIONAL CELLINARY ARTS GASTRONOMY BAKING & PASTRY ARTS
INTERNSHIP			
PLACE: <u>Mandarin Oriental Jakarta</u>			
First Name <u>Aurelia Audrey</u> Last Name <u>Rushi</u>			
Review Period/s : ☒ Monthly ☐ Quarterly ☐ Bi-annualy ☐ Annually Date Joining _____			
Intern's Position : <u>Kitchen Departemen</u> Department : <u>Banquet</u>			
REVIEW DATE : <u>10 July 2025</u> Direct Supervisor : <u>Novian S</u> _____			
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 s 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

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.

3.5

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 _____

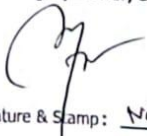
RATING _____

ACTION PLANS FOR DEVELOPMENT NEEDS

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

III. SIGNATURES

On-Site Manager/Owner/Chef


Signature & Stamp: NORMAN Dated 10 July 2025

The Intern


Signature: Aurelia Audrey Rusli Dated 10 July 2025

OTTIMMO International Master Gourmet Academy


Signature & Stamp: Depe Head Student Affairs Dated 10 / 9 / 2025

Internship Appraisal Form



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

INTERNSHIP

PLACE: Mandarin Oriental Jakarta

First Name Aurelia Audrey Last Name Rusti

Review Period/s : ☒ Monthly ☐ Quarterly ☐ Bi-annualy ☐ Annually Date Joining
:

Intern's Position : Kitchen Departmen Department : In Room Dining

REVIEW DATE : 10 July 2025 Direct Supervisor : Mohardika Tri Yoga 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 s positive manner and
Works toward the Company's goal/s.

3

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

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Follow instructions and completes work on time with minimum supervision

Work Quality

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

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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

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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;

- Continue practicing knife skills & food preparation techniques to improve speed & precision
- Take more initiative during busy hours & learn to anticipate kitchen needs.
- Build confidence in handling different cooking methods & tools.

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 10 July 2025
MHAIPINA T.A

The Intern

Signature:  Dated 10 July 2025
Aurelia Audrey Rusli

OTTIMMO International Master Gourmet Academy

Signature & Stamp:  Dated 10 / 9 / 2025
Dept. Head Student Affairs



This is to certify that,

Aurelia Audrey Rusli
Ottimo International Surabaya

has successfully completed her internship programme
in Kitchen Department from 06 January 2025 - 05 July 2025
at Mandarin Oriental, Jakarta

Jakarta, 05 July 2025

A handwritten signature in black ink, appearing to read "Anike".

Anike Widiyani
Director of People & Culture

A handwritten signature in black ink, appearing to read "Dominik Hengge".

Dominik Hengge
Hotel Manager



Appendix 4. Consultation Form



OTIMMO
INTERNASIONAL

Akademik Kuliner & Pastry
OTIMMO
INTERNASIONAL
 CONSULTATION FORM
 INDUSTRIAL TRAINING /
 FOODPRENEURSHIP

No	Date	Topic Consultation	Name/ Signature
1.	15/09/25	Chapter 1 Introduction	
2.	16/09/25	Chapter 11 Establishment Background	
3.	18/09/25	Occupancy Rate	
4.	19/09/25	Dining Capacity	
5.	22/09/25	Chapter 111 Internship Activity	
6.	23/09/25	Kitchen Brigade	

Name : Aurelia Ardyia Rudi
 Student Number : 221910020061
 Advisor : Titas Karyana, S.E., M.M.

: Aurelia Ardyia Rudi
 : 221910020061
 : Titas Karyana, S.E., M.M.

No	Date	Topic Consultation	Name/ Signature
7.	29/9/25	Formal Penulisan (revisi)	38. 
8.	29/9/25	Product Description.	
9.	29/9/25	Problem and Solution	
10.	29/9/25	Final Conclusion	

Appendix 5. Correction List

22 September 2025 / 16.00-16.45



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

Student Name : Aurelia Audrey Rusly
Student Number : 2274130010061
Exam Day & Date : Senin, 22 September 2025
Lecture : Filias Kusuma, S.E., M.M
(19871203 2403 023)

No	Correction List	Page	Approval

Acknowledge,
Advisor

Filias Kusuma, S.E., M.M)
19871203 2403 023



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

Student Name : Aurelia Audrey Rusly
 Student Number : 2274130010061
 Exam Day & Date : Senin, 22 September 2025
 Lecture : Michael Valent, A.Md.Par.
 (19950219 2001 074)

No	Correction List	Page	Approval

Acknowledge,
 Advisor

Filias Kusuma, S.E., M.M)
 19871203 2403 023