

BIBLIOGRAPHY

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- Ningsih, V. A. (2022). Kinerja Engineering Department pada Vasa Hotel Surabaya. Repository Universitas Jember, 102.
- Vokasi. (2024, April 11). Direktori Vokasi Unair. Retrieved from Vasa Hotel Surabaya: <https://direktori.vokasi.unair.ac.id/2024/04/11/vasa-hotelsurabaya/17381/hotel/editor/>
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APPENDIX

Appendix 1. Documentation



Appendix 2. Appraisal Form



AKADEMI KULINER & PATISERI
OTTIMMO®
INTERNASIONAL
ETTERWARE ARTS · GASTRONOMY · BAKING & PASTRY ARTS

Internship Appraisal Form

INTERNSHIP
PLACE: Vasa Hotel Surabaya

First Name Lawrence Last Name Lorenzo

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

Intern's Position : _____ Department : kitchen

REVIEW DATE : 29 June 2025 Direct Supervisor : Lim Kim Loong x

GRADING FACTORS

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 a 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

Appendix 2. Appraisal Form

3. PERSONAL PRESENTATIONS

Grooming Standards

Practices and displays proper grooming, personal hygiene and care.
Maintains hair and facial hair (*if any) per proper F&B Industrial standards

4

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
Follow instructions and completes work on time with minimum supervision

3.5

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

4

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;

Larrea is amazing good worker and staff, disciplined and hard working. Hopefully in the future he will move advanced and successful ... Good Luck

PERFORMANCE SUMMARY * to be filled by OTTIMMO International

TOTAL POINTS _____

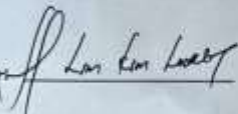
RATING _____

ACTION PLANS FOR DEVELOPMENT NEEDS

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

III. SIGNATURES

On-Site Manager/Owner/Chef

Signature & Stamp:  Dated: 29/6/2025

The Intern

Signature:  Lamiena Dated: 29/6/2025

OTTIMMO International MasterGourmet Academy

Signature & Stamp:  Phibby Dated: 29/9/2025
Dept. Head Student Affairs

Appendix 3. Certificate



Appendix 5. Correction List



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

Student Name : Lawrence Lorenzo
 Student Number : 2274130010011
 Exam Day & Date : Selasa, 1 Agustus 2025
 Lecture : Elma Sulistiya, S.TP., M.Sc.
 (19970916 2302 087)

No	Correction List	Page	Approval
	lihat laporan		32

Acknowledge,
 Advisor



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



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

Student Name : Lawrence Lorenzo
Student Number : 2274130010011
Exam Day & Date : Selasa, 1 Agustus 2025
Lecture : Heni Adhianata, S.TP., M.Sc
(19900613 1402 016)

No	Correction List	Page	Approval
	<i>Hygiene sanitasi</i>		<i>See</i> <i>13/8/25</i> <i>HA</i>

Acknowledge,
Advisor

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



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

Student Name : Lawrence Lorenzo
Student Number : 2274130010011
Exam Day & Date : Selasa, 1 Agustus 2025
Lecture : Gilbert Yanuar Hadiwirawan, A.Md.Par.
(19900101 1701 041)

No	Correction List	Page	Approval
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Acknowledge,
Advisor

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



Academic Kufner & Partner
OTTIMO
 INTERNATIONAL

CONSULTATION FORM
INDUSTRIAL TRAINING /
FOODPRENEURSHIP

Name : Laurine Lorenz
 Student Number : 2244130010011
 Advisor : Heni Kakinaky, S.T.P., M.Sc

No	Date	Topic Consultation	Name/ Signature
1	23/6 2025	Chapter 1	<i>[Signature]</i>
2	24/6 2025	Chapter 2	<i>[Signature]</i>
3	25/6 2025	Chapter 3	<i>[Signature]</i>
4	26/6 2025	Storage system & general cleaning	<i>[Signature]</i>
5	27/6 2025	Chapter 4	<i>[Signature]</i>
6	28/6 2025	Chapter 5	<i>[Signature]</i>

No	Date	Topic Consultation	Name/ Signature
7	11/7 2025	Product & events	<i>[Signature]</i>
8	1/8 2025	Abstract	<i>[Signature]</i>
9	1/8 2025	Conclusion	<i>[Signature]</i>
10	1/8	Hygiene and Sanitation	<i>[Signature]</i>

Appendix 5. Consultation Form

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Lawrence lorenzo
Study Program : D3
Placement of *Industrial Training* : Xiang Fu Hai Vasa Hotel Surabaya
Field of Work : Tahoe
Activity Notes : Month I/II/III/IV/V/VI

Week	Description of activities
1-4	- Set up station taho - Refilled garnish - Take request order - Refilled other sauce - Pick up ingredients in drop off - Help the cook - Prepared condiment before cooking - Clean up working station - Write chiller and freezer label

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Lawrence Lorenzo
Study Program : D3
Placement of *Industrial Training* : Xiang Fu Hai Vasa Hotel Surabaya
Field of Work : Tahoe
Activity Notes : Month I/II/III/IV/V/VI

Week	Description of activities
1-4	- Set up station taho - Refilled garnish - Take request order - Refilled other sauce - Pick up ingredients in drop off - Help the cook - Prepared condiment before cooking - Clean up working station - Write chiller and freezer label - Cleaned and cut squid

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Lawrence Lorenzo
Study Program : D3
Placement of *Industrial Training* : Xiang Fu Hai Vasa Hotel Surabaya
Field of Work : Tahoe
Activity Notes : Month I/II/III/IV/V/VI

Week	Description of activities
1-4	- Set up station taho - Refilled garnish - Take request order - Refilled other sauce - Pick up ingredients in drop off - Help the cook - Prepared condiment before cooking - Clean up working station - Write chiller and freezer label - Cleaned and cut squid - Made mayonnaise - Made pickles - Made other

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Lawrence Lorenzo
 Study Program : D3
 Placement of *Industrial Training* : Xiang Fu Hai Vasa Hotel Surabaya
 Field of Work : Taho
 Activity Notes : Month I/II/III/IV/V/VI

Week	Description of activities
1-4	- Set up station taho - Refilled garnish - Take request order - Refilled other sauce - Pick up ingredients in drop off - Help the cook - Prepared condiment before cooking - Clean up working station - Write chiller and freezer label - Cleaned and cutting squid - Made mayonnaise - Made pickles - Standby Chinese station in 209 buffet - Made other sauce - Set up for yum cha

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Lawrence Lorenzo
Study Program : D3
Placement of *Industrial Training* : Xiang Fu Hai Vasa Hotel Surabaya
Field of Work : Tahoe
Activity Notes : Month I/II/III/IV/V/VI

Week	Description of activities
1-4	- Set up station taho - Refilled garnish - Take request order - Refilled other sauce - Pick up ingredients in drop off - Help the cook - Prepare condiment before cooking - Clean up working station - Write chiller and freezer label - Cleaned and cutting squid - Made mayonnaise - Made pickles - Made other sauce - Set up for yum cha - Cleaned chiller and freezer

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Lawrence Lorenzo
Study Program : D3
Placement of *Industrial Training* : Xiang Fu Hai Vasa Hotel Surabaya
Field of Work : Tahoe
Activity Notes : Month I/II/III/IV/V/VI

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