

BIBLIOGRAPHY

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APPENDIX

Appendix 1. Appraisal Form

Internship Appraisal Form			AKADEMI KULINER & PATISERI OTTIMMO[®] INTERNASIONAL ILLUSTRATION ARTS - BAKERY ARTS - BAKING ARTS - BAKERY ARTS
INTERNSHIP			
PLACE: <u>MAPLE AND OAK</u>			
First Name <u>MATTHEW</u> Last Name <u>ALVERO</u>			
Review Period/s : ☒ Monthly ☐ Quarterly ☐ Bi-annually ☐ Annually Date Joining			
: <u>4 MONTHS</u>			
Intern's Position : <u>TRAINEE</u> Department : <u>KITCHEN</u>			
REVIEW DATE : <u>13th JULY 2025</u> Direct Supervisor : <u>ADLAR (CORPORATE CHEF)</u>			
<u>GRADING FACTORS</u>			
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.			3.5
2. CUSTOMERS INTERACTIONS			
Customer Relations (*if any)			
Consistently demonstrates: attentive, courtesy and efficient service to customers. Treat customers with Considerations and Respects			-

Discussions/Notes;

Matthew mampu mengikuti instruksi dengan baik dalam bekerja di dalam tim. Mampu untuk ~~mempertahankan~~ memposisikan diri dalam situasi ramai dan memiliki inisiatif yang baik. Namun, ~~terlalu~~ banyak jumlah absen menjadi permasalahan yang sempat terjadi dalam kurun 4 bulan menjadi trainee di Maple & Oak.

PERFORMANCE SUMMARY - to be filled by OTTIMMO International	
TOTAL POINTS	_____
RATING	_____
ACTION PLANS FOR DEVELOPMENT NEEDS	
1.	_____
2.	_____
3.	_____
4.	_____
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

Dependability

Can be counted upon to do what is expected and required

4

Follow instructions and completes work on time with minimum supervision

Work Quality

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

3.5

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

Internship Appraisal Form



AKADEMI KULINER & PATISERI
OTTIMO[®]
INTERNASIONAL
LESSON 100% - KREATIFITAS - BERKUALITAS & PUNYAI ADIL

INTERNSHIP

PLACE: THE MAPLE BRASSERIE

First Name MATTHEW Last Name ALVERO

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

Intern's Position: TRAINEE Department: KITCHEN

REVIEW DATE: 13th JULY 2015 Direct Supervisor: ADLAR (Corporate CHEF)

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.

25

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.

5

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

Uniforms

Always wear the proper and designated uniform.

3

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

2.5

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;

Ketidakhadiran menjadi hal yang menjadi nilai kurang dalam 2 bulan terakhir berada di Maple Brossier.

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: 
Adlar Prodipta
Corporate

Dated 13th July 2025

The Intern

Signature: 

Dated 13th July 2025

OTTIMMO International MasterGourmet Academy

Signature & Stamp: _____
Dept. Head Student Affairs

Dated _____

Appendix 2. Correction List

9 September 2025 / 14.45-15.1



Student Name : Matthew Alvero Onasis
Student Number : 2274130010060
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



AKADEMI KULINER & PATISERI
OTTIMMO®
INTERNASIONAL
FOOD ARTS / CATERING / BAKING & PAstry ARTS

Student Name : Matthew Alvero Onasis
Student Number : 2274130010060
Exam Day & Date : Selasa, 9 September 2025
Lecture : Heni Adhianata, S.TP., M.Sc.
(19900613 1402 016)

No	Correction List	Page	Approval
1.	Margin penulisan		
2.	Tata letak gambar dirapikan		

Acknowledge,
Advisor

Novi Indah Permata Sari (S.TP., M.Sc)
19951109 2202 183

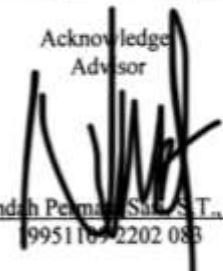


AKADEMI KULINER & PATISERI
OTTIMMO®
INTERNASIONAL
CUISINARY ARTS | GASTRONOMY | BAKING & PASTRY ARTS

Student Name : Matthew Alvero Onasis
Student Number : 2274130010060
Exam Day & Date : Selasa, 9 September 2025
Lecture : Ryan Yeremia Iskandar, S.S.
(19821218 1601 023)

No	Correction List	Page	Approval
			

Acknowledge
Advisor


Novi Indah Permana (S1, S.T., M.Sc)
9951167 2202 083

Appendix 3. Consultation Form



Academi Kaliter & Penguat
OTTIMO
INTERNASIONAL

CONSULTATION FORM
INDUSTRIAL TRAINING /
FOODPRENEURSHIP

No	Date	Topic Consultation	Name/ Signature
1.	25/15 /6	CHAPTER 1	<i>[Signature]</i>
2.	26/15 /6	CHAPTER 1	<i>[Signature]</i>
3.	29/15 /6	CHAPTER 1	<i>[Signature]</i>
4.	30/15 /6	RECAPTULATION	<i>[Signature]</i>
5.	2/16 /9	CHAPTER II	<i>[Signature]</i>
6.	5/16 /9	CHAPTER II & IV	<i>[Signature]</i>

No	Date	Topic Consultation	Name/ Signature
7.	8/16 /9	CHAPTER II (previ)	<i>[Signature]</i>
8.	10/16 /9	CHAPTER II (previ)	<i>[Signature]</i>
9.	20/16 /9	RECAPTULATION	<i>[Signature]</i>
10.	1/17 /6	CHAPTER II (previ)	<i>[Signature]</i>
11.	5/17 /6	DEVELP	<i>[Signature]</i>
12.	8/17 /6	APPROVED	<i>[Signature]</i>

Name: MATTHEW RIVERO OMARIS

Student Number: 1274130010060

Address: 11th floor, 11th floor, 11th, 11th, 11th