

BIBLIOGRAPHY

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APPENDIX

Appendix 1. Consultation Form

[illegible]

Appendix 2. Appraisal Form

Internship Appraisal Form			AKADEMI KULINER & PATISERI OTTIMMO [®] INTERNASIONAL CULINARY ARTS GASTRONOMY BAKING & PASTRY ARTS
INTERNSHIP PLACE:	<u>Bale Sere & Bale arung</u>		
First Name	<u>mohammad DICKO</u>	Last Name	<u>Ramadhan Pulra</u>
Review Period/s : ☐ Monthly ☐ Quarterly ☐ Bi-annually ☐ Annually	Date Joining		
<u>16th March 2025</u>			
Intern's Position :	<u>Trainee</u>	Department :	<u>Culinary</u>
REVIEW DATE :	<u>September 20th 2025</u>	Direct Supervisor :	<u>mohammad Dimas Wicaksono x</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 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.			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.

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

Uniforms

Always wear the proper and designated uniform.

3

3

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

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

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: N. Dimas, W. CEO Dated 24 September 2025

The Intern



Signature: M. Dicko, R.P. Dated 24 September 2025

OTTIMMO International Master Gourmet Academy



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

Appendix 3. Certificate



Appendix 4. Correction List

2 Oktober 2025 / 13.00-13.45



AKADEMI KULINER & PATISERI
OTTIMMO[®]
INTERNASIONAL
PELUJUK ARS : GASTRONOMI - BAKAR & PASTRY ARTS

Student Name : Mochammad Dicko Ramadhani Putra
Student Number : 2274130010069
Exam Day & Date : Kamis, 2 Oktober 2025
Lecture : Heni Adhianata, S.TP., M.Sc
(19900613 1402 016)

No	Correction List	Page	Approval
			<i>ka</i>

Acknowledge,
Advisor

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



AKADEMI KULINER & PATISERI
OTTIMMO[®]
 INTERNATIONAL
ETIQUETTE ARTS | GASTRONOMY | BAKING & PASTRY ARTS

Student Name : Mochammad Dicko Ramadhani Putra
 Student Number : 2274130010069
 Exam Day & Date : Kamis, 2 Oktober 2025
 Lecture : Nursita Fierdiana, D.A., S.H., M.H.
 (19960716 2401 003)

No	Correction List	Page	Approval
			<i>f</i>

Acknowledge,
 Advisor

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



AKADEMI KULINER & PATISERI
OTTIMMO[®]
 INTERNASIONAL
CUISINARY ARTS : PASTRYPOINT : BAKING & PAstry ARTS

Student Name : Mochammad Dicko Ramadhani Putra
 Student Number : 2274130010069
 Exam Day & Date : Kamis, 2 Oktober 2025
 Lecture : Ryan Yeremia Iskandar, S.S.
 (19821218 1601 023)

No	Correction List	Page	Approval

Acknowledge,
 Advisor

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

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Mochammad Dicko Ramadhani P
 Study Program : D3 Culinary Arts
 Placement of *Industrial Training* : Bale sere & Bale apung
 Field of Work : Culinary and Restaurant Management
 Activity Notes : Month I/II/III/IV/V/VI

Week	Description of activities
Week 1	• Introduction to Bale Sere (central kitchen) and Bale Apung (main restaurant) • Introduction to staff, sections, and facilities • Kitchen orientation (hot kitchen, grill station, plating area, storage) • Observation of management operations (stock report, turnover check) • Participation in Ramadhan event preparation (buffet & iftar menu support) • Cleaning and closing routine
Week 2	• Support service for iftar gatherings at Bale Apung • Assisting in mise en place for Ramadhan menu • Receiving and checking goods from supplier • Helping in stock rotation and storage arrangement • End-of-day cleaning and briefing
Week 3 -4	• Assisting in daily preparation (appetizers & side dishes) • Handling seafood prep (scaling fish, cleaning clams, storing prawns/crabs) • Assisting in grill station and seafood mix menu • Observing financial reporting from management side • Cleaning and closing routine

Week 5-8	• Preparation and cooking of traditional menus (Nasi Kebuli, Soto Iga, Asem-Asem Ayam) • Involvement in plating section during peak service hours • Monitoring stock turnover and reporting fast/slow moving menu items • Supporting small private events at VIP room Bale Apung • Cleaning and sanitation routine
Week 9 - 12	• Assisting in managing R&D product (Arabian-style fried chicken) • Observing supply chain issues (seafood shortage due to seasonal changes) • Supporting kitchen staff coordination and learning workflow • Participation in daily kitchen cost calculation • Weekly thorough kitchen cleaning
Week 13- 16	• Involvement in mix seafood menu preparation & sauce variations (Jimbaran sauce, Bale Apung sauce) • Assisting children's play area and duck boat service events (family groups) • Helping with simple beverage preparation at bar station • Preparing desserts and fried snacks (crispy tofu, banana fritters with honey) • Cleaning and storage maintenance
Week 17 - 20	• Involvement in wedding/gathering catering handled by Bale Apung • Assisting in large-scale buffet service • Stock monitoring and helping reorder through supplier coordination • Observing HR issues (turnover, coordination, workflow gaps) • Assisting manager room with simple financial record input
Week 21-23	• Menu development assistance (variation of main course rice dishes)

	• Monitoring quality consistency in seafood menu during service • Helping with private dining at Gazebo & VIP Room • Observing dessert menu gap for future improvements • ☐ Closing and cleaning after service
Week 24-25	• ☐ Reviewing SOP implementation in kitchen workflow • Assisting in final weeks' service and operations • Evaluation of staff coordination improvement compared to early weeks • Documentation of internship report materials (kitchen workflow, events, products) • Farewell and gratitude session with staff