

BIBLIOGRAPHY

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APPENDIX

Appendix 1. Internship Appraisal Form

Internship Appraisal Form

 **AKADEMI KULINER & PATISERI**
OTTIMMO
INTERNASIONAL
CULINARY ARTS - GASTRONOMY - BAKING & PASTRY ARTS

INTERNSHIP
PLACE: LA REGINA MALANG

First Name MICHAEL Last Name ANDRIAN HAFTOND

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

Intern's Position : TRAINEE Department : HOT KITCHEN

REVIEW DATE : 19 / 02 / 2025 Direct Supervisor : ACHMAD PANDU 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 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 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.

4

4. ON THE JOB & KNOWLEDGE

Dependability

Can be counted upon to do what is expected and required

3.5

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;

MICHAEL IS HAVING A GOOD ATTITUDE, FOCUS ON WHAT HE DOES,
HIS TYPICAL IS VERY PRECISION & CLEAN, HE KNOWS WHEN TO DECIDE,
HE IS QUICK TO ADAPT NEW THINGS, AND CAN PRESENT GREAT
RESULT WHEN HE IS REALLY FOCUS ON WHAT HE DOES. GOOD JOB, MICHAEL.
WELL DONE. KEEP IT UP, YOU CAN GET BEYOND THAN THIS, STAY FOCUS.

PERFORMANCE SUMMARY * to be filled by OTTIMMO International

TOTAL POINTS _____

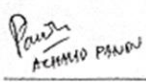
RATING _____

ACTION PLANS FOR DEVELOPMENT NEEDS

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

III. SIGNATURES

On-Site Manager/Owner/Chef

Signature & Stamp:  _____

Dated 19 / 02 / 2025

The Intern

Signature:  _____
Michael

Dated 19 / 2 / 2025

OTTIMMO International MasterGourmet Academy

Signature & Stamp: _____
Dept. Head Student Affairs

Dated _____

Appendix 2. Consultation Form



OTTIMO
INTERNASIONAL

Akademi Kuliner & Pastry

CONSULTATION FORM
INDUSTRIAL TRAINING /
FOODPRENEURSHIP

No	Date	Topic Consultation	Name/ Signature
13 Mar 2025	Approval 1		
15 Mar 2025	Chapter 1		
16 Mar 2025	Chapter 2		
19 Mar 2025	Keseluruhan		
24 Mar 2025	Chapter 1, 2, 3		
7 Apr 2025	Ranai keseluruhan		

No	Date	Topic Consultation	Name/ Signature

Name : Michael Adrian Hartono

Student Number : 2024130055

Advisor : Filias Kusuma, S.E., M.M

Appendix 3. Correction List



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

Student Name : Michael Andrian Hartono
Student Number : 2074130010055
Exam Day & Date : Selasa, 5 Juni 2025
Lecture : Filias Kusuma, S.E., M.M
(19871203 2403 023)

No	Correction List	Page	Approval
1	Tambahkan Appendix		

Acknowledge,
Advisor



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



No	Correction List	Page	Approval
1	Check all notes in the report	All	
2	Appendix jangan lupa		


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



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

Student Name : Michael Andrian Hartono
Student Number : 2074130010055
Exam Day & Date : Selasa, 5 Juni 2025
Lecture : Chef Michael Valent, A.Md. Par
(19950219 2001 074)

No	Correction List	Page	Approval
1	Apprasial form dan penilaian dari La Regina belum dicantumkan.	-	

Acknowledge,
Advisor

(Pilius Kusuma, S.E., M.M)
19871203 2403 023