

BIBLIOGRAPHY


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APPENDIX

Appendix 1. Head Chef, Staff, and Trainees



Appendix 2. Appraisal Form



AKADEMI KULINER & PATISERI
OTTIMMO[®]
INTERNASIONAL
ILLUSTRATION ARTS • CATERING • BAKING & PASTRY ARTS

Internship Appraisal Form

INTERNSHIP
 PLACE: Novotel Samrat Surabaya Tower
 First Name: Unni Last Name: Kenneth
 Review Period: ☒ Monthly ☐ Quarterly ☐ Bi-annually ☐ Annually Date Joining: _____
6 months
 Intern's Position: Trainee Department: F&B Product
 REVIEW DATE: 10-09-2025 Direct Supervisor: Rivalda Sandie Hagan x

GRADING FACTORS

1. ORGANIZATIONAL & COMMUNICATION

Staffs Relations

Consistently demonstrates: attentiveness, courtesy and efficient service to other staff.
Creates friendly environment.

Team Player

Cooperates and works well with others. Enthusiastic, portrays a positive manner and Works toward the Company's goal/s.

Follow -Through

Sees tasks through completion. Finishes work so that next shift is prepared.

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.

3/

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

3.5

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;

- Ken has a good knowledge about the culinary, also. always want to learn if he don't know about something.
- but, ken should improve speed of work, its mean about work quantity. so far so good, but need to be improve.

Overall, meet expectation 😊

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: _____

Dated 10 Sept 2025

The Intern

Signature: Ken

Dated 10 Sept 2025


OTTIMMO International MasterGourmet Academy

Signature & Stamp: _____

Dept. Head Student Affairs







Dated _____

Appendix 3. Consultation Form







OTTIMO
 INTERNASIONAL
CONSTRUYENDO FUTURO

CONSULTATION FORM
INDUSTRIAL TRAINING /
FOODPRENEURSHIP

No	Date	Topic Consultation	Name/ Signature
1	11/9/2025	Proposer	
2	12/9/2025	Introduction	
3.	15/9/2025	Background of Study	
4.	16/9/2025	Establishment Background	
5.	17/9/2025	Internship Activities	
6.	18/9/2025	Conclusion	

Name : BENI KENYA
Student Number : 2024130010069
Advisor : Mrs. Nani Luthi Darmasari

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Student Number : 2024130010069
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No	Date	Topic Consultation	Name/ Signature
7.	22/9/2025	Problem & Solution	
8.	23/9/2025	Bibliography	
9.	24/9/2025	Appendix	
10.	29/9/2025	Revisi	

Appendix 4. Recapitulation of Industrial Training Activities

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : IBNI KENAZ
 Study Program : D3 CULINARY ARTS
 Placement of *Industrial Training* : NOVOTEL SAMATOR SURABAYA TIMUR
 Field of Work : MAIN KITCHEN
 Activity Notes : Month I/II/III/IV/V/VI

Week	Description of activities
07.00 - 10.30	<ul style="list-style-type: none"> • Check leftover products from previous service • Prepare mise en place (vegetables, meat, sauces). • Assist in cooking breakfast items (rice, soup, eggs, sausages). • Prepare condiments for buffet and VIP events. • Maintain hygiene and sanitation checks.
10.30 – 12.00	<ul style="list-style-type: none"> • Support buffet setup at the restaurant. • Prepare side dishes and garnishes. • Assist Chef de Partie in preparing hot dishes. • Organize equipment and tools for lunch service
12.00 – 15.00	<ul style="list-style-type: none"> • Support plating for buffet and à la carte lunch. • Assist in preparing dishes for banquets and coffee breaks. • Refill hot dishes on buffet counters. • Monitor food quality and portion sizes.
15.00 – 16.00	<ul style="list-style-type: none"> • Clean workstation and store prepared items properly. • Replace date labels and discard expired ingredients. • Help restock mise en place for dinner service.
16.00 – 17.00	<ul style="list-style-type: none"> • Join team briefing. • Sanitize kitchen equipment (stoves, ovens, grills). • Prepare ingredients for the next day's breakfast service.

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : IBNI KENAZ
Study Program : D3 CULINARY ARTS
Placement of *Industrial Training* : NOVOTEL SAMATOR SURABAYA TIMUR
Field of Work : MAIN KITCHEN
Activity Notes : Month I/II/III/IV/V/VI

Week	Description of activities
12.00 – 20.00	<ul style="list-style-type: none">• Prepare ingredients for lunch and dinner service.• Assist in making sauces, soups, and grilled items.• Arrange garnish for à la carte dishes.
15.00 – 18.00	<ul style="list-style-type: none">• Support buffet setup for dinner.• Plate dishes during service hours.• Assist in banquet preparation.
18.00 – 20.00	<ul style="list-style-type: none">• Monitor buffet stations and refill hot dishes.• Prepare and cook Indonesian/Western menu items.• Assist Chef de Partie in live cooking stations when needed
20.00 – 22.00	<ul style="list-style-type: none">• Assist with cleaning and sanitizing equipment.• Store leftover ingredients correctly.• Prepare mise en place for the next day.

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : IBNI KENAZ
 Study Program : D3 CULINARY ARTS
 Placement of *Industrial Training* : NOVOTEL SAMATOR SURABAYA TIMUR
 Field of Work : MAIN KITCHEN
 Activity Notes : Month I/II/III/IV/V/VI


Week	Description of activities
14.00 – 15.00	<ul style="list-style-type: none"> • Prepare garnishes, condiments, and sauces for dinner. • Assist in setting up banquet and buffet stations. • Prepare and marinate proteins for grilling
16.00 – 18.00	<ul style="list-style-type: none"> • Support live cooking stations (fried rice, noodles, satay). • Help in plating main courses for banquets. • Arrange hot dishes for restaurant dinner service.
18.00 – 22.00	<ul style="list-style-type: none"> • Monitor buffet line, refill hot dishes. • Assist in serving banquets and VIP events. • Support Chef de Partie in cooking and plating high-volume orders.
22.00 – 24.00	<ul style="list-style-type: none"> • Clean Hot Kitchen area thoroughly. • Wash, sanitize, and store utensils. • Label and store ingredients properly. • Prepare mise en place for the next day's breakfast

Appendix 5. Correction List

10-02-17-19



Student Name : Ibni Kenaz
Student Number : 2074130010064
Exam Day & Date : Senin, 13 Oktober 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



Student Name : Ibni Kenaz
 Student Number : 2074130010064
 Exam Day & Date : Senin, 13 Oktober 2025
 Lecture : Elma Sulistiya, S.TP., M.Sc.
 (19970916 2302 087)

No	Correction List	Page	Approval
	Lihat pd proposal.		22

Acknowledge,
Advisor

Novi Indah Permata Sari, S.T., M.Sc.
 19951109 2202 083



Student Name : Ibni Kenaz
 Student Number : 2074130010064
 Exam Day & Date : Senin, 13 Oktober 2025
 Lecture : Anthony Sucipto, A.Md.Par
 (19960325 2201 085)

No	Correction List	Page	Approval

Acknowledge,
Advisor

Novi Indah Permata Sari, S.T., M.Sc)
 19951109 2202 083