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## APPENDIX



*Picture 73. Pastry Kitchen Team 1*



*Picture 74. Pastry Kitchen Team 2*



*Picture 75. Pastry Kitchen Team 3*



*Picture 76. Trainee's Farewell*



Akademi Kuliner & Patiseri  
**OTTIMMO**  
INTERNASIONAL  
CULINARY ARTS GASTRONOMY BAKING & PASTRY ARTS

Student Name : Jennifer Aurellia Cahyono  
Student Number : 1974130010046  
Exam Day & Date : Kamis, 6 Oktober 2022  
Lecture : Arya Putra Sundjaja, S.E.  
(19801017 1703 001)

No	Correction List	Page	Approval
	penggunaan font yang tidak seragam	28	

Acknowledge,  
Advisor

(Arya Putra Sundjaja, S.E.)  
19801017 1703 001



Akademi Kuliner & Patiseri  
**OTTIMMO**  
 INTERNASIONAL  
CULINARY ARTS · GASTRONOMY · BAKING & PASTRY ARTS

Student Name : Jennifer Aurellia Cahyono  
 Student Number : 1974130010046  
 Exam Day & Date : Kamis, 6 Oktober 2022  
 Lecture : Dahlia Elianarni, S.T.P., M.Sc  
 (19970510 2203 015)

No	Correction List	Page	Approval
1.	Rapikan penulisan background. Jika menjorok tidak perlu spasi	1.	
2.	Chapter II dirapikan	4 dst	
3.	Cek penulisan pm yang benar	9.	
4.	Benikan kalimat pengantar pada tiap gambar	11.	
5.	Alasan mengapa memilih vasa hotel harus ditampilkan	1.	
6.	Benikan penjelasan saat singkat pertama kali muncul: misal standart Operasional Procedur (SOP)	27	
7.	penulisan satuan diberi spasi (0,33 mm).	27	
8.	Kepanjangan FIFO	29	
9.	Benikan keterangan pada setiap gambar	33	

Acknowledge,  
 Advisor

(Arya Putra Sundjaja, S.E.)  
 19801017 1703 001





Akademi Kuliner & Patiseri  
**OTTIMMO**  
 INTERNASIONAL  
CULINARY ARTS GASTRONOMY BAKING & PASTRY ARTS

Student Name : Jennifer Aurellia Cahyono  
 Student Number : 1974130010046  
 Exam Day & Date : Kamis, 6 Oktober 2022  
 Lecture : Novi Indah Permata Sari, S.T., M.Sc  
 (19951109 2202 083)

No	Correction List	Page	Approval
1.	Latar Belakang dirombak ya. Diperbaiki bahasanya.	<del>1</del> <del>1</del>	<del>1</del> <del>1</del>
2.	Penggunaan "I, we, you" tidak disarankan.	<del>1</del>	<del>1</del>
3.	Benefit cukup di bab 3 saja.		

Acknowledge,  
 Advisor

(Arya Putra Sundjaja, S.E.)  
 19801017 1703 001



**VASA**  
HOTEL  
SURABAYA

## **CERTIFICATE OF ACCOMPLISHMENT**

The Management of Vasa Hotel Surabaya is pleased to present this Certificate to

**Jennifer Aurellia Cahyono**  
Ottimmo International

for successful completion of **ON THE JOB TRAINING** in **Food & Beverage Product**  
Department from 24 February 2022 until 23 August 2022.

**Abdul Hakam**  
Cluster Training Manager

**Rita Laksmiwati**  
Cluster Director of Human Resources

# Internship Appraisal Form



**INTERNSHIP**

PLACE: Vaso Hotel Surabaya

First Name Jennifer Last Name Cahyono

Review Period/s :  Monthly  Quarterly  Bi-annualy  Annually Date Joining

: 24 Feb 2022

Intern's Position : F&B Products Department : Pastry and Bakery

REVIEW DATE : 25 Agust 2022 Direct Supervisor : Purbo Wibisono x

## GRADING FACTORS

### 1. ORGANIZATIONAL & COMMUNICATION

#### Staffs Relations

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

2,5

#### Team Player

Cooperates and works well with others. Enthusiastic, portrays s 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.

2,5

### 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.

3.5

**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

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

**Discussions/Notes;**

Janice, her son is very diligent and has high motivation. Very patient and punctuality of work

**PERFORMANCE SUMMARY** \* to be filled by OTTIMMO International

TOTAL POINTS 30

RATING 3.3

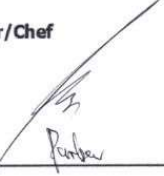
**ACTION PLANS FOR DEVELOPMENT NEEDS**

1. Open your own business
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**III. SIGNATURES**

**On-Site Manager/Owner/Chef**


Signature & Stamp:

  
\_\_\_\_\_

Dated 25 August 2022

**The Intern**

Signature:

  
\_\_\_\_\_ Jennifer

Dated 25 August 2022

**OTTIMMO International MasterGourmet Academy**

Signature & Stamp

  
\_\_\_\_\_ Robby  
Dept. Head Student Affairs

Dated 06/10/2022

### RECAPITULATION TRAINING ACTIVITIES

Name : Jennifer Aurellia Cahyono

Study Program : D3

Placement of Industrial Training : Vasa Hotel Surabaya

Field of work : Pastry and Bakery

Activity Notes : Month I/II/III/IV/V/VI

Week	Description of Activities	Signature
1	Make pastry cream and filling eclairs, Make silky puding Clear up chamas & Set up chamas, Clear up lobby	
2	Prepare ingredients peanut butter cake topping, Prepare marbel cake, quindim , devil sponge/roulante, Make yogurt roll filling, milk pie filling, Prepare dark choco brownies, Make tartlet	
3	Learn how to make tradisional food (jajan pasar) lapis beras and putu mayang. Garnish pudding for banquet buffet, Prepare for lunch buffet in 2o9	
4	Set up and clear up breakfast, lunch , dinner. on duty for breakfast, lunch and dinner.	
5	In charge of the bakery, guarding breakfast, closing breakfast and executive lounge, refill jam, wrap whole bread, white toast, french baquettes, prepare for pao de queijo)	
6	Make cookies. Set up for banquet event (wedding, coffee break, birthday, ect), Collect items from the purchasing and storage department, Do live cooking (waffle, pancake, french toast, lumpur, terang bulan, pukis,cubit, apem, )	
7	Make Eid al-Fitri hampers for phototaking, Display Eid al-Fitri hampers in lobby lounge, chamas ,2o9 , xiang fu hai, Pack cookies, dates, greeting card, ect	
8	Prepare for lunch and dinner for ramadhan buffet, Set up and clear up lunch and dinner for ramadhan buffet	
9	Packing hampers for sales, Packing hamper for lobby lounge order	
10	Make almond cream , Make pinacolada tart, Make milk pie, Make chchoco tart, make strawberry tart, Prepare turkish dilight, Make om ali and puding assura	
11	Set up lobby, Prepare and make waffle, Make lumpur, kulit dadar gulung, Be in charge refilling buffet display	
12	Make birthday cake and happy anniversary cake for amenitis, Make roti kukus	
13	Prepare for chamas (quindim, pudding, pannacotta, cream brulle, choco ball, mouse lime, puding caramel, warm choco), Make mouse lime	



**RECAPITULATION TRAINING ACTIVITIES**  
**RECAPITULATION TRAINING ACTIVITIES**

Name : Jennifer Aurellia Cahyono

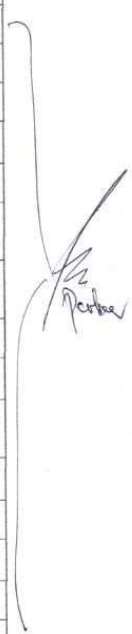
Study Program : D3

Placement of Industrial Training : Vasa Hotel Surabaya

Field of work : Pastry and Bakery

Activity Notes : Month I/II/III/IV/V/VI

Week	Description of Activities	Signature
14	Prepare for asian street food, Make es selendang mayang, Prepare and make kue talam, Make puding gula merah, Prepare and make kulit pastel	
15	Prepare for hi-tea and evening cocktail , Set up hi-tea and evening cocktail	
16	Prepare and make madeline, Prepare and make pannacotta, cream brulle, Prepare peanut butter cake, afgants cookies	
17	Prepare dates and nut cake, Prepare and make choco trine, Prepare and make ceam caramel, clafottis	
18	Prepare and make pukis, kue cubit Make wingko, terang bulan, Make bread butter pudding	
19	Prepare and make choco sauce, manggo sauce and strawberry sauce, Prepare and make choco truffle, Prepare and make italan butter cream, tuile	
20	Prepare and make choux paste, Prepare choco chip cookies, green tea cookies, Prepare and make brownies kukus, Prepare banana cake, basic sponge	
21	Learn new set up for cake shop, Prepare for amenities, Refil macaroon for cake shop, Teach new trainees	
22	Make tropical jelly ball and pinacolada Prepare and make puding lumut, puding jasuke and puding dawet	
23	Prepare and make canelle, Prepare and make granolla, Prepare hot dish for summer, Prepare and make peanut cookies, Prepare and make kue tok , dodol garut	
24	Prepare new hi tea, Prepare evening cocktail, Make puding ronde, make onde onde senyum	
25	Prepare new for amunities, Garnis for cake shop, make pear mousse, lemon mousse, manggo tart.	
26	Make red bean pannacotta, silky puding Make green tea pannacotta, silky puding, Plating cake for chamas	







Akademi Kuliner & Pastry  
**OTTIMMO**  
INTERNASIONAL

**CONSULTATION FORM  
INDUSTRIAL TRAINING /  
FOODPRENEURSHIP**

Name : Jennifer Arellia C.  
Student Number : 1714.1200.100.516  
Advisor : Chef. Arga Putra Sundjaja, S.E.

No	Date	Topic Consultation	Name/ Signature
1	14/22 /09	Back ground of Study	Ja
2	15/22 /09	History of Company	Ja
3	15/22 /09	Features of Voca	Ja
4	17/22 /09	Occupancy Rate	Ja
5	19/22 /09	Kitchen Waste	Ja
6	21/22 /09	Tramee Activities	Ja

No	Date	Topic Consultation	Name/ Signature
7	22/22 /09	Pictures of Products	Ja
8	22/22 /09	Kitchen Description	Ja
9	28/22 /09	Events	Ja
10	28/22 /09	Problem And Solution	Ja
11	28/22 /09	Training Activities	Ja
12	30/22 /09	PPT	Ja