

APPENDIX



Picture 45. Staff at BLANCO



Picture 46. Food Testing New Meu 2019

Month/Year		JUNE			2019			
BLANCO	Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	Date	8	9	10	11	12	13	14
Name	Position							
Mardhika		DO	DO	14	14	14	14	14
Adam Syarif	Chef de Partie	ON	ON	ON	DO	DO	DP	DP
Jeremy Stevanus	Demi-Chef Pastry & Cold	14	DO	14	14	14	14	DO
Wirawan Made	Demi Chef Entrée & Hot	DO	14	14	14	DO	14	14
HOT SECTION								
Nadya Safira	Commis	9	9	9	14	14	DO	DO
Apriansyah	Trainee	DO	DO	9	9	9	14	14
Therry Stanley	Trainee	9	9	14	DO	DO	9	DP
Kevin Leo	Trainee	14	14	DO	12	DO	9	9
Jeffrey	Trainee	14	14	DO	DO	14	14	14
	Trainee							
ENTRÉE SECTION								
Wiranu	Commis	DO	DO	12	14	14	14	14
Greca	Trainee	14	14	DO	9	14	DO	DP
Marisa	Trainee	14	14	DP	DO	DO	9	9
Iqbal	Trainee	DO	DO	12	12-21	9	9	14
Juan	Trainee	9	9	9	12	DO	14	DO
COLD SECTION								
Dikha Chabet	Commis	DP	DO	DO	14	14	14	14
Kevin Wira	Trainee	14	14	14	14	14	DO	DO
Lidya Setiawati	Trainee	14	DO	12	DO	9	9	9
Fadhil Eka	Trainee	9	9	9	9	DO	DO	14
PASTRY SECTION								
Adita Kusuma	Pastry Chef	14	14	14	14	DO	DO	14
Nada Nadifa	Trainee	14	14	14	DO	DO	DP	9
Agung	Trainee	DO	DO	DP	9	9	9	DP
Dedra Abdul	Trainee	9	9	DO	14	14	14	DO
Bagas Hilman	Trainee	DO	DO	9	9	14	14	14
Shifts								
Morning Shift		5	5	6	5	4	6	4
Middle Shift		0	1	3	3	1	1	0
Dinner Shift		9	7	6	7	8	7	9
	Total							
STEWARD								
Ade	Steward	9	9	14	14	DO	DO	14
Ogi	Steward	12	12	12	DO	12	12	DO
Doddy	Steward	DO	DO	14	14	9	9	14
								GC
<i>Total</i>								
12 (MIDDLE SHIFT UNTIL CLOSING)								

Picture 47. Examples of Staff and Trainee work Schedule



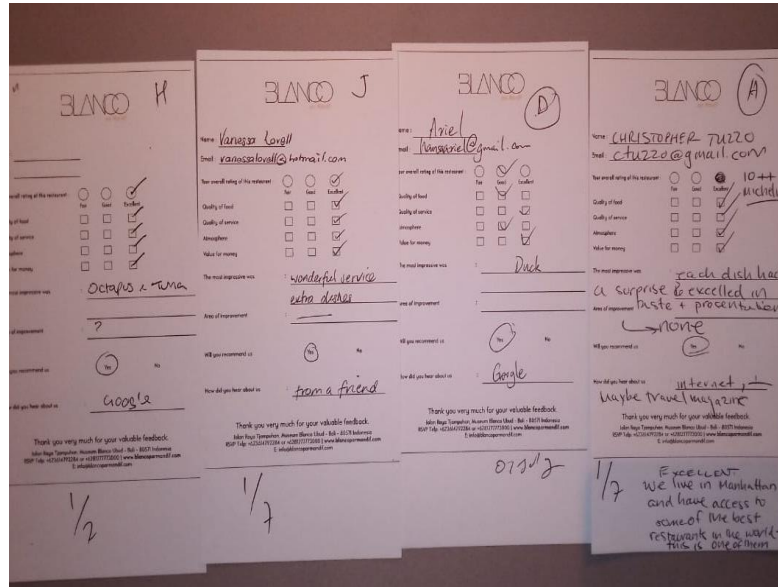
Picture 48. Quality Time with all Staff and Trainee



Picture 49. Service Team



Picture 50. Set Up Table



Picture 51. Guest Comment Card



Picture 52. Make Appetizer for Final Exam



Picture 53. Make Main Course for Final Exam

Internship Appraisal Form



AKADEMI KULINER & PATISERI
OTTIMMO[®]
INTERNASIONAL
CULINARY ARTS | GASTRONOMY | BAKING & PASTRY ARTS

INTERNSHIP

PLACE: BLANCO per Mandi

First Name Marisa Last Name Nikita

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

Intern's Position : TRAINEE Department : SERVICE and KITCHEN

REVIEW DATE : _____ Direct Supervisor : Tan L. Ali Soetrisno 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 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.

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.

~~3,5~~ 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

3,5

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

3,5

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;

Good skills, good attitude, and can be trusted are a good things from Marisa.

She showed her consistency at work, fast learner during in the kitchen / service.

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:  Tan. L. Ali. S.

Dated 14 Juli 2018

The Intern

Signature: _____

Dated _____

OTTIMMO International MasterGourmet Academy

Signature & Stamp: _____
Dept. Head Student Affairs

Dated _____