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APPENDIX







Practical Training Certificate

This is to certify that

Lani Mariana

Has completed the practical training program
at Bandara Suites Silom Bangkok in **Kitchen** Department
Period from **March 24, 2022 until September 24, 2022.**

Signed

Vilaiphan Rattanakratiya
Human Resources Manager
Bandara Suites Silom, Bangkok

Signed

Waraluck Chuttikunakorn
Executive Assistant Manager
Bandara Suites Silom, Bangkok



Internship Appraisal Form



INTERNSHIP
PLACE: Bangkok Suites Silom, Bangkok, Thailand
First Name: Lani Last Name: Masiana
Review Period: Monthly Quarterly Bi-annually Annually Date Joining: _____
End of training
Intern's Position: _____ Department: Kitchen
REVIEW DATE: September 10, 2022 Direct Supervisor: _____

GRADING FACTORS

1. ORGANIZATIONAL & COMMUNICATION

Staffs Relations

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

4

Team Player

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

4

Follow -Through

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

4

2. CUSTOMERS INTERACTIONS

Customer Relations (*if any)

Consistently demonstrates: attentive, courtesy and efficient service to customers.
Treat customers with Considerations and Respects

4

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

4

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
Follow instructions and completes work on time with minimum supervision

4

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

4

Work Quantity

Complete the expected amount of work in relation to Company's standards

4


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;

ทำงานได้ตามเป้าหมายที่วางไว้ ✓
ตั้งใจทำงาน ตั้งใจเรียนรู้อาชีพได้ ✓
เรียนรู้ได้ไว สามารถทำงานแทนพนักงาน/ครูที่ว่างได้ ✓



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 September 10, 2022

The Intern

Signature:  _____ Dated September 10, 2022

OTTIMMO International Master Gourmet Academy



Signature & Stamp: _____ Dated 19 Oct 2022
Dept. head Student Affairs



Academi Kuliner & Pasteri
OTTIMO
 INTERNATIONAL
Member of the International Franchise Association (IFA)

CONSULTATION FORM
INDUSTRIAL TRAINING /
FOODPRENEURSHIP

No	Date	Topic Consultation	Name/ Signature
1	2/8/ 2022	Chapter 1 Introduction	
2	2/8/ 2022	Chapter 2 General descriptions of hotel	
3	2/8/ 2022	Chapter 3 Internship activities	
4	2/8/ 2022	Chapter 4 Conclusion	
5	2/8/ 2022	Bibliography	
6	4/8/ 2022	Executive summary	

Name : Lani Mariana
 Student Number : 1974130010076
 Advisor : Heni Adhianata

No	Date	Topic Consultation	Name/ Signature
7	4/8/ 2022	Background of study	
8	4/8/ 2022	3.3 Product of Internship	
9	4/8/ 2022	Bibliography	
10	4/8/ 2022	Spacing	
11	23/9/ 2022	All chapter	



Akademi Kuliner & Patiseri
OTTIMMO
INTERNASIONAL

Student Name : Lani Mariana
Student Number : 1974130010076
Exam Day & Date : Selasa, 4 Oktober 2022
Lecture : Heni Adhianata, S.T.P., M.Sc
(19900613 1402 016)

No	Correction List	Page	Approval
1.	Halaman cover picture di Organisasi Struktur RICE ^^^	11	

Acknowledge,
Advisor

(Heni Adhianata, S.T.P., M.Sc)
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 Lecture : Novi Indah Permata Sari, S.T., M.Sc
 (19951109 2202 083)

No	Correction List	Page	Approval
1.	Halaman sampul diperbaiki . . . kalimat Baloknya Arts Style . . . huruf besar		
2.	Boleh tambahkan gambar makanan		
3.	Ditambahkan keywords ke executive summary		

Acknowledge,
 Advisor

(Heni Adhianata, S.T.P., M.Sc)
 19900613 1402 016



Akademi Kuliner & Patiseri
OTTIMMO
INTERNASIONAL
CELESTIAL ARTS | CULINARY | BAKING & PASTRY ARTS

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Lecture : Yohanna Prasetyo, S.Sn, A.Md. Par
(19881018 1701 044)

No	Correction List	Page	Approval

Acknowledge,
Advisor

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