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APPENDIX



*picture 1 Dinner Buffet
(Personal Documentation)*





picture 2 Ala Carte menu (personal Documentation)



Picture 17. Training Session (persona Documentation)

*Picture 18. Cleaning Walk in Chiller
(Personal Documentation)*



THE WESTIN

SURABAYA

**FOUR
POINTS**
BY SHERATON

Surabaya
Pakuwon Indah

The Westin Surabaya & Four Points by Sheraton Surabaya, Pakuwon Indah
Takes great pleasure in awarding this

Certificate of Completion

To

Monica Tiono


Ottimmo International Mastergourmet Academy

In recognition of successful completion of
On The Job Training at Kitchen
Period of 12 January 2021 to 11 July 2021



Uci Suciati

Complex Director of Human Resources



Tyo Setyobudi

Complex Director of Learning and Development

Internship Appraisal Form



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

INTERNSHIP

PLACE: The westin / Four points

First Name Monica Tiono Last Name _____

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

Intern's Position : Cook Helper Department : Kitchen Culinary

REVIEW DATE : _____ Direct Supervisor : _____ x

GRADING FACTORS

1. ORGANIZATIONAL & COMMUNICATION

Staffs Relations

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

3,5

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

2,5

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

3

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

3

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;

Monica is good person.
She always active and competitive in sports.
Wish to learn
will be as best chef and success entrepreneur in the
future.
Good job.

PERFORMANCE SUMMARY * to be filled by OTTIMMO International

TOTAL POINTS 30

RATING _____

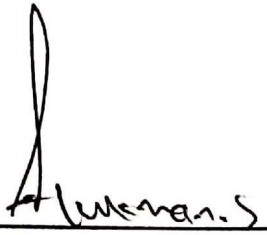
ACTION PLANS FOR DEVELOPMENT NEEDS

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

III. SIGNATURES

On-Site Manager/Owner/Chef

Signature & Stamp: _____



Dated _____

27-06-2021

The Intern

Signature: _____



Dated _____

27-06-2021

OTTIMMO International MasterGourmet Academy

Signature & Stamp: _____

Dept. Head Student Affairs

Dated _____