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### **APPENDIX**



Picture 7 . Kitchen Area (personal documentation. 2021)

## Internship Appraisal Form



INTERNSHIP	CULINARY ARIS GASTRONOMY BAKING & PASTRY A
PLACE: Ciccia Chiatowa	ρΛ
First Name Viella Last Name Chia Town	
Review Period/s : ☐ Monthly ☐ Quarterly ☐ Bi-annualy ☐	Annually Date Joining
:	
Intern's Position : Connis Department : Ki	ITCHEN
REVIEW DATE : 15/9/21 Direct Supervisor :	MATTER MEACCI X
GRADING FACTOR	<u>s</u>
1. ORGANIZATIONAL & COMMUNICATION	
Staffs Relations	
	7.
Consistently demonstrates: attentiveness, courtesy and efficient	cient service to other staff.
Creates friendly environment.	
Team Player	
Cooperates and works well with others. Enthusiastic, portra	avs s positive manner and
Works toward the Company's goal/s.	ijo o positive manner and
and an array of grades	
Follow -Through	
	4
Sees tasks through completion. Finishes work so that next s	shift is prepared.
2. CUSTOMERS INTERACTIONS	
Customer Relations (*if any)	
	3.5
Consistently demonstrates: attentive, courtesy and efficient	service to customers.
Treat customers with Considerations and Respects	

### 3. PERSONAL PRESENTATIONS

Grooming Standards	
	4
Pratices and displays proper grooming, personal hygiene and care.	
Maintains hair and facial hair (*if any) per proper F&B industrial standards 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



### **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

VIEUR IS A PAST LEARNER PERSON, VERY SMART, SERVIOUS AND RESPONSIBLE
HER PERFOR MANCE WAS OUTSTANDING IN EVERY SESSION OF THE
VITCHEN SHE HAS BEEN HELPING. SHE IS RELIABLE AND CAN FOLLOW AND
MANTAIN THE STANDARD. SHE IS A GREAT TEAHWORKER AND SHE BUILT
A'GOOD REVATIONSHIP WITH ALL HER COLLEGUES. ALWAYS HAD A POSITIVE AND
HELPFUL ATTITUDE.
VIELLA HAS A LOT TO GIVE TO THIS INDUSTRY AND I HOPE SHE WILL CONTINUE
ON THIS PATH. WISH HER ALL THE BEST FOR HER CAREER

	PERFORMANCE SUMMARY * to be filled by OTTIMMO International
OTAL POINTS	
RATING	
	ACTION PLANS FOR DEVELOPMENT NEEDS
3,	
,	
5	

### III. SIGNATURES

On-Site Manager/Owner/Chet
Signature & Stamp: Dated 15/9/21  Horse Heneci
The Intern
Signature:
OTTIMMO International MasterGourmet Academy
Signature & Stamp: DatedDept.Head Student Affairs

# CERTIFICATE

OF COMPLETION



THIS CERTIFICATE IS AWARDED TO

# VIELLA CHIAROUVEN

OTTIMMO INTERNATIONAL MASTERGOURMET ACADEMY

In recognition of successful completion of On The Job Training at Ciccia Kitchen Period of 15 March 2021 to 15 September 2021

Matteo Meacci

Executive Chef

### **RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES**

Name

: VIELLA CHIAROUVEN

Study Program

: Cultnary arts

Placement of Industrial Training : CICCIA RESTORANTE

Field of Work

: cold Kitchen, pastry, hot kitchen

**Activity Notes** 

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

Week	Description of Activities	Signature
pastry	learn how to make cria tramis, marie regal thamsu	7/1
	learn how to make tortino chocolava, burnchesserate,	Con
	learn how to make mosaic chai panacota, the cherry	2 4
	learn how to prepare mise en place	4113
	learn how make solad, appetizer menu	01
Pasta	learn how to make pasta dough	411
	learn how to make presh pasta.	
	learn how to prare losogna, risoto, grocichi	a m
	learn how to Store and keep the ingredients	411
	learn how to plating the pasta	and the same
	learn how to make supper artingi	4/1
	learn how to make ravioli, portelini	1 m
Cold kithen	learn how to prepare the ingridients (Mike on place)	d 1/11
color (concert	learn how to make salad	diliv
	learn how to make coprese at burata, mozarella in caroz	4 100
	learn low to make salad aressing	1/1/1/20
	learn how 10 make bruscherts al pomodoro	2m
	learn how to make bruschette fungi	delle
Preza	learn how to make proce day	1 M
	Bother has to strong Moderate	In.
	learn how to prepare ingridants	a m
		don
	learn how to make rendary, detata, veggie pitta	I m
	learn how to make pepperant, burata, 4 harager pitts	Ilm
	lough how to make from accar, mander	13.11
	lear how to make focasta	4
	learn how to make baguette	In
	learn how to make grissini	- Jan