

BIBLIOGRAPHY

*Unknown. 2012. Culinary Arts. https://en.wikipedia.org/wiki/Culinary_arts
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*Unknown.2021. Baking Pastry. <https://en.wikipedia.org/wiki/Baking>. Accessed
on September 10, 2021*

APPENDIX



*Picture 7 . Kitchen Area
(personal documentation. 2021)*

Internship Appraisal Form



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

INTERNSHIP

PLACE: Ciccia

First Name Viella Last Name Chitarouven

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

Intern's Position : Commis Department : KITCHEN

REVIEW DATE : 15/12/21 Direct Supervisor : MATEO MEACCI x

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 s 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

3,5

3. PERSONAL PRESENTATIONS

Grooming Standards

Practices and displays proper grooming, personal hygiene and care.

4

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

4

Follow instructions and completes work on time with minimum supervision

Work Quality

Work performed according to Chef's standard and on-site work requirements

4

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

Discussions/Notes;

Viella is a fast learner person, very smart, serious and responsible. Her performance was outstanding in every session of the kitchen she has been helping. She is reliable and can follow and maintain the standard. She is a great teamworker and she built a good relationship with all her colleagues. 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. I wish her all the best for her career.

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: *Mario Meacci*
MARIO MEACCI

Dated 15/9/21

The Intern

Signature: *Viella Chirouven*

Dated 15/9/2021

OTTIMMO International MasterGourmet Academy

Signature & Stamp: _____
Dept. Head Student Affairs

Dated _____

**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 Ciccìa Kitchen
Period of 15 March 2021 to 15 September 2021

A handwritten signature in blue ink, appearing to read 'Matteo Meacci'.

Matteo Meacci
Executive Chef

