

## BIBLIOGRAPHY

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Anonymous, 2021. Chef De Parties Job Description and Duties

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Anonymous, 2021. Commis Chef Job Description

<https://www.betterteam.com/commis-chef-job-description>

Accessed on August 20<sup>th</sup>, 2021

## APPENDIX



*Picture 36. A la carte with Head Chef*  
(Source : Personal Documentation, 2021)



*Picture 37. Head Chef*  
(Source : Personal Documentation, 2021)



*Picture 38. Kitchen Team*

(Source : Personal Documentation, 2021)



*Picture 39. Kitchen and Server Team*

(Source : Personal Documentation, 2021)



*Picture 40. The Writer*

(Source : Personal Documentation, 2021)



*Picture 41. The Writer*

(Source : Personal Documentation, 2021)



**CERTIFICATE  
OF COMPLETION ON THE JOB TRAINING**

*This is presented to*

**ANGELINA  
SUHERMAN**

for completing her research and training in Food &  
Beverage Product (Pastry) during 4 month.

**MIER DESSERT & PATISSERIE**

A handwritten signature in black ink, appearing to read "Joko Mier", with the word "Mier" in a cursive script. Below the signature, the words "DESSERT & PATISSERIE" are printed in a small, black, sans-serif font.

**MR. JOKO SUDIRO**  
Pastry Chef & Operational Manager

*Picture 41. The Writer*





On The Job Training Evaluation  
ANGELINA SUHERMAN  
Of Completion On The Job Training  
March 4th – July 4h 2021

Please use the following rating scale 1 = Low 4 = High

Any comments you wish to make will be helped.

No	Criteria	1	2	3	4
1	<b>Attitude</b> Maintains a positive attitude, courteous, accept criticism, appears interested				✓
2	<b>Ability to Follow Instructions</b> Responds quickly, completes tasks thoroughly				✓
3	<b>Willingness to Learn</b> Attempts to improve and acquire skills, ask appropriate questions				✓
4	<b>Appearance</b> Personal neatness and cleanliness				✓
5	<b>Self Motivation</b> Willing to learn & show initiative			✓	
6	<b>Interpersonal relations</b> Maintains good relationships with fellow employees and the public				✓
7	<b>Discipline</b> Punctuality, attendance				✓

Approved by :



Joko Sudiro

Pastry Chef & Operational Manager



**LATAR IJEN**  
HANDCRAFTED CULINARY RESTAURANT  
JL. BESAR IJEN, NO.79, MALANG  
☎ 0341-5080651 - 📠 081333828000  
✉ latar.ijen@gmail.com

**THIS IS TO CERTIFY THAT**

**ANGELINA SUHERMAN**

Has successfully completed the required course of the **Internship** as a  
**Pastry Helper** at **Latar Ijen Handcrafted Culinary Restaurant** in the period of  
January 04<sup>th</sup> 2021 to March 04<sup>th</sup> 2021

Therefore awarded this Certificate  
Dated this Day, March 05<sup>th</sup> 2021



**ARRY SURYANTO**  
Operations Manager



# Internship Appraisal Form



AKADEMI KULINER & PATISERI  
**OTTIMMO**<sup>®</sup>  
INTERNASIONAL  
CULINARY ARTS | GASTRONOMY | BAKING & PASTRY ARTS

## INTERNSHIP

PLACE: LATAP IDEN

First Name ANGELINA Last Name SEITERMAN

Review Period/s :  Monthly  Quarterly  Bi-annually  Annually Date Joining  
: JAN 4<sup>th</sup> - MAR 4<sup>th</sup> 2021

Intern's Position : \_\_\_\_\_ Department : PASTRY & BAKERY

REVIEW DATE : 03 - 08 - 2021 Direct Supervisor : APPY SUPYANTO 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

4

**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.

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;**

\* Mempunyai kemauan tinggi utk belajar dan berusaha terutama apabila produk baru

\* excellent performance

**PERFORMANCE SUMMARY** \* to be filled by OTTIMO International

TOTAL POINTS 35,5  
3,94 ~~3,55~~



RATING 3,94

**ACTION PLANS FOR DEVELOPMENT NEEDS**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**III. SIGNATURES**

**On-Site Manager/Owner/Chef**

Signature & Stamp:    
APRIY SUPRIYANTO

Dated 02 Agustus 2021

**The Intern**

Signature:  Angelina Suherman

Dated 03 Agustus 2021

**OTTIMMO International MasterGourmet Academy**

Signature & Stamp: \_\_\_\_\_ Dated \_\_\_\_\_  
*Dept. Head Student Affairs*

# Internship Appraisal Form



AKADEMI KULINER & PATISERI  
**OTTIMMO**<sup>®</sup>  
INTERNASIONAL  
CULINARY ARTS | GASTRONOMY | BAKING & PASTRY ARTS

INTERNSHIP PLACE: ATER. DESSERT AND PATISSERIE

First Name ANGELITA Last Name SHERMAN

Review Period/s :  Monthly  Quarterly  Bi-annually  Annually Date Joining  
: MARCH 1<sup>st</sup> JULY 1<sup>st</sup>

Intern's Position : \_\_\_\_\_ Department : PASTRY AND BAKERY

REVIEW DATE : \_\_\_\_\_ Direct Supervisor : JOFC. SUDIRO x

## GRADING FACTORS

### 1. ORGANIZATIONAL & COMMUNICATION

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4

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- 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;**

---

x RESPECT. PRODUCT

---

x GOOD PERFORMANCE

---

\* GOOD SKILL.

---

↓ SELALU BERUSAHA. DAN BELAJAR UNTUK  
PRODUK BARU

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**PERFORMANCE SUMMARY** \* to be filled by OTTIMMO International

TOTAL POINTS 35.5

RATING 3.9

**ACTION PLANS FOR DEVELOPMENT NEEDS**


1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**III. SIGNATURES**

**On-Site Manager/Owner/Chef**

Signature & Stamp:  DESSERT & PATISSIERIE  
2020.5. Dated Aug 13<sup>th</sup> 2021

**The Intern**

  
Signature: Angelina Suherman Dated 13 Agustus 2021

**OTTIMMO International MasterGourmet Academy**

Signature & Stamp: \_\_\_\_\_ Dated \_\_\_\_\_  
*Dept. Head Student Affairs*