

BIBLIOGRAPHY

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Sintesa,Group. 2021. <https://sintesagroup.com/id/value>. Accessed on 17 Augustth, 2021.

APPENDIX



Picture 34. Kitchen Team (I)



Picture 35. Kitchen Team (II)



Picture 36. Kitchen Team (III)



Picture 37. Kitchen Team (IV)

Internship Appraisal Form



AKADEMI KULINER & PATISERI
OTTIMMO[®]
INTERNASIONAL
KULINARI ARTS | CATERING | BAKING & SALES ARTS

INTERNSHIP

PLACE: _____

First Name Gunoo Last Name Hidayat

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

Intern's Position : FBP Department : Kitchen

REVIEW DATE : 12 August Direct Supervisor : _____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 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.

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.

3.5

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;

Inovasi ini melakukan pengembayan diri
harus memiliki semangat melakukan.

Secara keseluruhan pekerjaan yang dilakukan sangat baik ada beberapa
point yang perlu di tingkatkan.

PERFORMANCE SUMMARY * to be filled by OTTIMMO International

TOTAL POINTS 35
RATING 3.88

ACTION PLANS FOR DEVELOPMENT NEEDS


1. Training tradisional cake.
2. Training HACCP standard
3. _____
4. _____
5. _____

III. SIGNATURES

On-Site Manager/Owner/Chef

Signature & Stamp:  Dated Manado, 23/August/2021

The Intern

Signature:  Enrico Jay Hidayat Dated 23/August/2021

OTTIMMO International MasterGourmet Academy

Signature & Stamp: _____ Dated _____
Dept. Head Student Affairs

TRAINEE EVALUATION FORM

NAME : EURICO JOVI HIDAYAT	Appraiser : ARTHUR KALENDESANG
TRAINING PERIOD : 11 FEBRUARY - 11 AUGUST 2021	Position : EXECUTIVE CHEF
Dept. / Outlet : FBP/ PASTRY	Appraisal Date : 13 JULI 2021

CRITERIA		PERFORMANCE RATING				
		5	4	3	2	1
1	ATTENDANCE AND PUNCTUALITY Kesiapan dan kehadiran di tempat kerja	5	4	3	2	1
2	WORK ATTITUDE / ETIQUETTE Perilaku dalam merespon / menerima tugas dari atasan dan etos kerja secara keseluruhan.	5	4	3	2	1
3	PERSONAL GROOMING Kerapihan diri, cara berpakaian, bersepatu dan menggunakan asesoris.	5	4	3	2	1
4	PERSONALITY Sikap atas profesi yang ditekuni dan berkepribadian yang menyenangkan.	5	4	3	2	1
5	JOB KNOWLEDGE Pengetahuan dasar atas pekerjaan yang dilakukan.	5	4	3	2	1
6	QUALITY & QUANTITY OF WORK Hasil akhir dari tugas-tugas yang diberikan mencapai standar yang ditentukan.	5	4	3	2	1
7	INITIATIVE Ketekunan dan kemampuan menyampaikan ide-ide baru.	5	4	3	2	1
8	DEPANDABILITY Kemandirian dan kemampuan kerja dengan atau tanpa pengawasan.	5	4	3	2	1
9	RESPONSIBILITY Kemampuan menerima tanggung jawab atas tugas - tugas yang diberikan.	5	4	3	2	1
10	COURTESY Tata krama, kesopansantunan, respek terhadap orang lain.	5	4	3	2	1
11	MOTIVATION & COMMUNICATION Antusiasme personal dalam bekerja, kemampuan belajar.	5	4	3	2	1
12	GENERAL CONDUCT Kepatuhan terhadap peraturan yang ada dan kecakapan praktikan keseluruhannya.	5	4	3	2	1
GPA = TOTAL A + B + C + D + E = 52 = 4,3		5	4	3	2	1
12						
Remarks	5-Excellent— 4 Very Good — 3-Good — —2-Fair— —1-Poor—					

ABSENTEEISM

SICK	:	-	Day /s
Absence with notice	:	-	Day /s
Absence without notice	:	-	Day /s

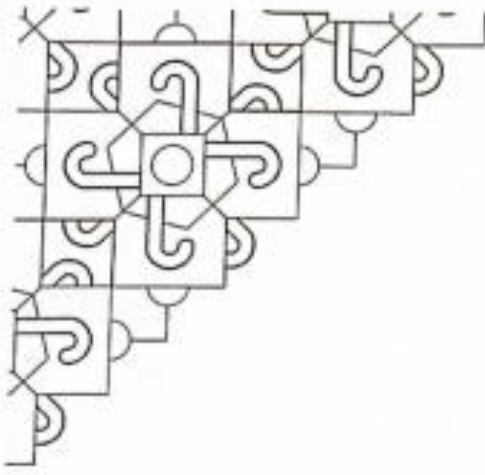

 MANADO, 13 AUGUST 2021

SINTESA PENINSULA
HOTEL
 LANNY SOPHIA KASEKE
 HR MANAGER
Manado

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Gurco Jan Anbyant
 Study Program : D3
 Placement of Industrial Training : Sintesa Perintis Manado Hotel
 Field of Work : FBP (Pantry)
 Activity Notes : Month I / II / III / IV / V / VI

Week	Description of Activities	Signature
24/3/2021	How to maintenance and equipment	
	How to make omelet	
31/3/2021	SOP Steward	
1/4/2021	Self Motivation	
8/4/2021	How to make market list	
26/4/2021	How to do the preparation	
	How to prepare Appetizer	
27/4/2021	Maintenance Chinese wok	
28/4/2021	How to make Fried Tofu	
10/5/21	Ala Carte presentation	
21/5/2021	Food knowledge	
25/5/2021	Teamwork	
1/6/2021	How to make sambal bawang & sambal toa	
7/6/2021	Penyamban equipment	
16/6/2021	Ala carte preparation	
	How to cleaning stainless steel	
17/6/2021	How to make mayonaisse	
23/6/2021	How to make cream cheese	
	How to make pesto sauce	
	How to cook fish Wellington	
6/7/2021	How to cleaning Garde-mance	
7/7/2021	Kitchen Management	
9/7/2021	Ala carte explanation	
4/7/2021	Basic Method cake	
16/7/2021	How to make Vietnam sauce	
16/7/2021	How to make mirepoise	
21/7/2021	How to make tropical fruit cake	
	How to make Bûche de Noël cake	
	How to cook tenderloin	
	How to make brown Stock	
27/7/2021	How to make gula lkan	
28/7/2021	How to make pastry cream	
	How to make sweet bread	
9/8/2021	Bar knowledge	
	How to clear up	



SINTESA PENINSULA
HOTEL

Manado

CERTIFICATE

1311/SP/OTJT-VIII/2021

This is to certify that,

EURICO JOVI HIDAYAT

OTTIMMO International Surabaya

Has completed On The Job Training Program in
FOOD & BEVERAGE (PRODUCT) DEPARTMENT

SINTESA PENINSULA HOTEL MANADO

From February 11, 2021 to August 11, 2021

Manado, August 13, 2021



SINTESA PENINSULA
HOTEL


Lanny Sophia Kaseke
Manado
Human Resource Manager

