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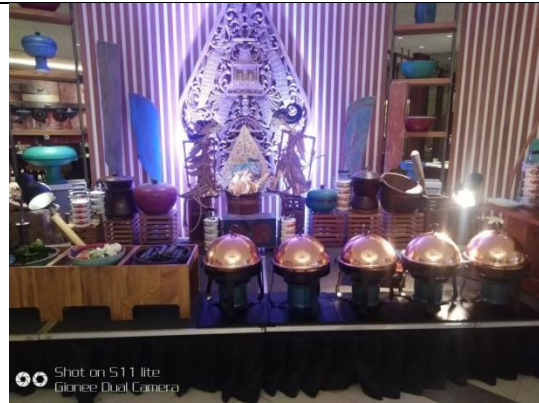
Appendix



*Table 2. Dinner Buffet
(Personal Documentation,2021)*



Table 3. Breakfast Buffet I
(Personal Documentation, 2021)



*Table 4. Breakfast Buffet II
(Personal Documentation,2021)*



*Picture 32. Training Session
(Personal Documentation,2021)*

*Picture 33 . Cleaning Walk in Chiller
(Personal Documentation,2021)*

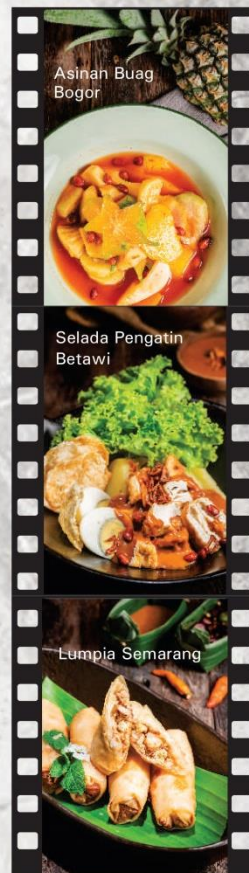




*Picture 34 . Cleaning Showcase Chiller
(Personal Documentation,2021)*

APPETIZER

| | |
|---|----|
| TAHU GEJROT CIREBON | 58 |
| Deep-fried tofu, spicy tamarind and brown sugar sauce | |
| RUJAK CINGUR SUROBOYO | 88 |
| Slow cooked Beef tongue served with bean cake, bean curd, water spinach, jicama, and pineapple and shrimp paste sauce | |
| SELADA PENGATIN BETAWI | 68 |
| Curly lettuce, potato, egg, peanut, emping crackers, peanut sauce, fried shallot | |
| ASINAN BUAH BOGOR | 58 |
| Assorted tropical young fruit in refreshing chilli vinegar sauce | |
| TAHU ISI | 58 |
| Fried bean curd stuffed with vegetables serve with sweet chilli sauce. | |
| TAHU WALIK KEDUNG DORO | 68 |
| Deep fried tofu stuffed with chicken served with petis sauce | |
| LUMPIA SEMARANG | 68 |
| Spring roll filled with chicken, bamboo shoot and egg | |
| BAKWAN JAGUNG | 58 |
| Fried corn kernel fritter dumpling | |
| CEMILAN DJAMAN DOELOE (MIX PLATER) | 78 |
| Tahu walik, tempe mendoan, lumpia Semarang, crispy banana fritters | |
| GADO GADO | 68 |
| Boiled of assorted vegetables, bean cake, bean curd, cracker, tangy peanut sauce | |
| TAHU TELOR | 68 |
| Fried egg, beansprout, cucumber, fried shallot, and shrimp paste sauce | |



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All price is subject to 21% service charge and government tax

*Picture 35. Ala Carte Menu I
(Four Points,2021)*

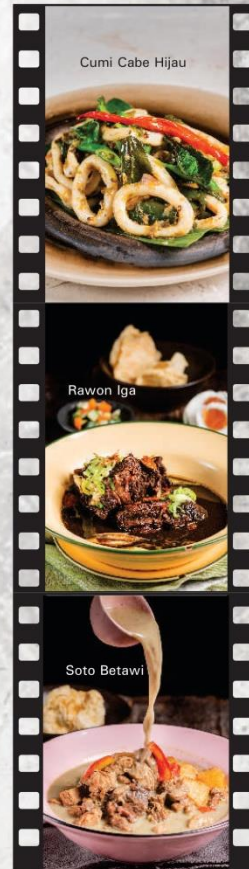
SOUP

| | |
|--|-----|
| SOTO BETAWI Aromatic slow cooked beef cube in coconut and herbs with potato, tomato, emping cracker | 88 |
| SOTO MIE BOGOR Beef broth, spring roll glass noodle, yellow noodle, tomato, leek, celery, fried shallot | 78 |
| SOP BUNTUT Slow cooked oxtail soup with potato, carrot, tomato serve with sambal ijo, sweet soy, lime and emping cracker | 148 |
| RAWON IGA Slow cooked beef ribs in Kluwek broth, served with salted egg, fried bean cake, short beansprout | 148 |

MAIN COURSE

SEAFOOD

| | |
|---|-----|
| GURAME GORENG BUMBU COBEK Fried Gurame fish with Sundanese style sambal cobek | 108 |
| CUMI CABE HIJAU Wok fried fresh squid with green chilli paddy | 88 |
| UDANG BAKAR JIMBARAN Grilled prawn Jimbaran style served with trio sambal | 128 |



All price is subject to 21% service charge and government tax

Picture 36. Ala Carte Menu II
(Four Points, 2021)

☼ **MAIN COURSE** ☼

MEAT

TONGSENG KAMBING SOLO 98
Lamb stew with coconut milk and yellow paste, cabbage, tomato and chili

SATE SAPI MARANGGI 108
Grill beef skewer marinated in coriander seed and sweet soy

IGA SAPI SAMBAL MATAH 138
Fried beef ribs served with sambal matah Balinese style

KONRO BAKAR 148
Tender stewed beef ribs Makassar style

POULTRY

GARANG ASEM AYAM KAMPUNG 88
Steamed free range chicken "Kampung" with in light coconut and blimbing

SATE AYAM MADURA 78
Grilled chicken skewer with peanut and sweet soy, fried shallot and tomato.

AYAM KALASAN 128
Fried whole free range chicken cooked in coconut water serves with crumb, sambal and lalapan

BEBEK CABE HIJAU 118
Glazed fried duck with spicy green sambal



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All price is subject to 21% service charge and government tax

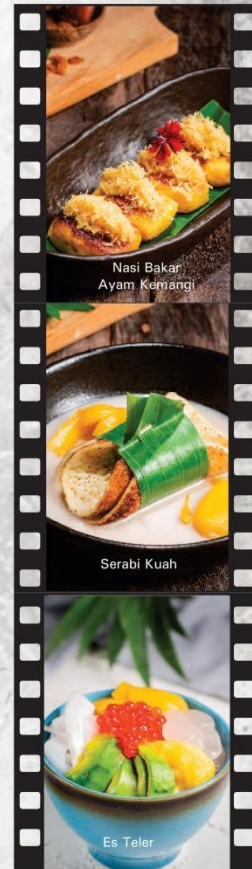
*Picture 37. Ala Carte Menu III
(Four Points,2021)*

☼ **WESTERN CHOICE** ☼

| | |
|---|-----|
| FISH AND CHIPS Deep fried fish fillet in light batter, served with salad and fries | 78 |
| FOUR POINT BEEF BURGER Beef burger served with salad and fries | 118 |
| CLUB SANDWICH Sandwich filled with vegetable and chicken serve with salad and fries | 98 |
| SPAGHETTI BOLOGNAISE Pasta spaghetti cooked in beef ragout, tomato sauce and Parmesan cheese | 98 |
| FETTUCCINE CARBONARA Pasta fettuccine cooked in cream, beef bacon and mushroom | 98 |

☼ **DESSERT** ☼

| | |
|---|----|
| COLENAK Seared fermented cassava served with coconut palm sugar | 58 |
| SERABI KUAH Javanese pan cake with jackfruit and palm sugar sauce | 68 |
| ES TELER Chilled ice dessert with young coconut, fermented cassava, avocado, sago mutiara, milk and syrup | 68 |
| PISANG GORENG KRISPY Deep fried crunchy banana dusted with icing sugar | 68 |



.....
All price is subject to 21% service charge and government tax

*Picture 39. Ala Carte Menu V
(Four Points, 2021)*

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

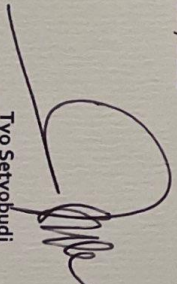
Setio Dandro Tanjung

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: For post by Kantor Patiseri indh Surabaya

First Name Felix Last Name Tonjaya

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

Intern's Position : Cook Helper Department : Kitchen Culinary

REVIEW DATE : 9 July 2021 Direct Supervisor : Lucas Santoso 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

3.5

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.

3.5

4. ON THE JOB & KNOWLEDGE

Dependability

Can be counted upon to do what is expected and required

3.5

Follow instructions and completes work on time with minimum supervision

Work Quality

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

3.5

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

3.5

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

10-1499 2
1/1/2000

Discussions/Notes;

Felix is the one of some the best people in kitchen.

Always positive in every Area. willing to learn

Active to interaction with the guest.

Felix will be as best chef and success entrepreneur in the future

Good job Felix

well done

PERFORMANCE SUMMARY * to be filled by OTTIMO International

TOTAL POINTS _____


RATING _____

ACTION PLANS FOR DEVELOPMENT NEEDS


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

III. SIGNATURES

On-Site Manager/Owner/Chef

Signature & Stamp:  Dated 9-July 2021

The Intern

Signature:  Felix Dated 9-July -2021

OTTIMMO International MasterGourmet Academy

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

TRAINEE'S ASSESSMENT

| | |
|---|-------------------------------------|
| NAME: <i>Fatik Sandra Tanjung</i> | DEPARTMENT: <i>Kitchen Culinary</i> |
| REVIEWED BY | REVIEW DATE: <i>9-07-2021</i> |
| TRAINING PERIOD: | |
| <p>Dalam setiap Area Kompetensi dibawah Ini, silahkan beri tanda X pada setiap nilai dari pernyataan yang paling tepat untuk mendeskripsikan trainee yang anda evaluasi. Pada akhir evaluasi, jumlahlah nilainya dan ikuti Instruksi yang ada di akhir halaman formulir ini.</p> | |
| <p>Skala Penilaian/Prestasi Kerja:</p> <ol style="list-style-type: none"> MARGINAL: Semua pekerjaan tidak pernah memenuhi standar pekerjaan minimum atau seringkali di bawah standar. Sering gagal untuk memenuhi standar kualitas & kuantitas pekerjaan. Memerlukan konseling tambahan, latihan, pengalaman dan inisiatif untuk memenuhi standar dalam beberapa atau semua area dari tanggungjawabnya. Tidak dapat selalu diharapkan untuk memenuhi tanggung jawab. Memerlukan petunjuk dan supervisi lebih dan perlu ditindaklanjuti. COMPETENT: Secara konsisten sesuai dengan semua standar pekerjaan. Konsisten dalam kualitas dan standar pada hampir semua tugas; jarang melakukan kesalahan. Hampir selalu menyelesaikan tugas tepat waktu. Kadang membutuhkan bantuan pada tugas yang tidak rutin. Memerlukan petunjuk dan supervisi secara normal dan perlu ditindaklanjuti. COMMENDABLE: Secara konsisten melebihi standar pekerjaan, baik dalam kuantitas maupun kualitas dalam semua fungsi pokok dari pekerjaan. Konsisten keakuratannya; sedikit kesalahan dan jarang berulang. Secara konsisten dapat diandalkan dalam menyelesaikan pekerjaan. Menyelesaikan pekerjaan dengan supervisi dan arahan minimum. EXCEPTIONAL: Jauh melebihi standar pekerjaan baik beberapa atau sebagian besar pekerjaan dengan tingkat kesulitan yang tinggi. Menunjukkan prestasi kerja yang sangat baik. Trainee sangat akurat, jarang berbuat kesalahan. Berinisiatif dalam mengembangkan dan mengimplementasikan tantangan target pekerjaan. Sangat bisa diandalkan dalam menyelesaikan pekerjaan yang diberikan. Dalam praktek, tidak memerlukan arahan dan supervisi. | |

AREA KOMPETENSI

- KERAMAHTAMAHAN :** Tingkat di mana trainee tersenyum dan memberi salam pada setiap tamu, berbicara kepada tamu dengan hangat, ramah, sopan, menunjukkan sikap yang tulus dan antusias pada tamu (memberikan perhatian sepenuhnya); mengantisipasi kebutuhan tamu dan secara fleksibel merespon kebutuhan mereka; menunjukkan empati terhadap masalah tamu dan menyelesaikannya. (untuk trainee yang tidak langsung bertemu dengan tamu, ganti kata "tamu" dengan kata "rekanan.")

(1)
 (2)
 (3)
 (4)

Keterangan:

Friendly

FOUR POINTS BY SHERATON

2. **KERJASAMA:** Tingkat di mana trainee menunjukkan hubungan yang positif di dalam departemennya dan departemen lain; bekerjasama dengan departemen lain bila bantuan diperlukan; mencari cara untuk meningkatkan prestasi kerja dan departemennya; sukarela dan/atau mau mengerjakan tugas di luar pekerjaan normalnya.

- (1) (2) (3) (4)

Keterangan:
Good team work

3. **KUALITAS PEKERJAAN:** Tingkat di mana trainee menyelesaikan pekerjaannya secara teliti dan akurat dengan perhatian pada hal detail pada setiap fase operasional.

- (1) (2) (3) (4)

Keterangan:
Excellent

4. **KUANTITAS PEKERJAAN:** Tingkat di mana trainee menyelesaikan tugas dalam waktu yang diberikan; mencari petunjuk apabila ada hambatan yang muncul, memulai pekerjaan dengan tepat sesuai jadwal dan terus produktif sampai waktu berakhir, secara rutin mengambil tugas tambahan.

- (1) (2) (3) (4)

Keterangan:
Good

5. **DAPAT DIANDALKAN / DIPERCAYA:** Tingkat di mana trainee dapat diandalkan untuk meneruskan instruksi dan memenuhi tanggung jawabnya; melaporkan pekerjaan dalam hari yang sudah dijadwalkan dan waktu yang sudah ditentukan; memberi informasi dengan cara yang tepat apabila terlambat atau tidak hadir, menanggapi perubahan jadwal dengan cara yang dapat dipercaya.

- (1) (2) (3) (4)

Keterangan:
Good as he have responsibility

6. **KOMUNIKASI:** Tingkat di mana trainee menghadiri "Department Meeting" dengan informasi yang sangat membantu; terus mengemukakan agar manager/supervisornya mendapat informasi tentang berbagai masalah; mendemonstrasikan kemampuan untuk mendengarkan; membagikan informasi dengan associate dan trainee yang lain.

(1)

(2)

(3)

(4)

Keterangan:

Very Cooperative

7. **KEAMANAN & KESELAMATAN:** Tingkat di mana trainee mengerti filosofi keamanan dan keselamatan kerja dari perusahaan; pastikan bahwa area kerjanya terjaga keamanannya setiap saat; selalu menggunakan prosedur untuk mengangkat barang dengan tepat; sikap yang bertanggung jawab dalam pekerjaan; mencari bantuan apabila melakukan sesuatu yang di luar batas kemampuannya untuk mendorong, membawa atau mengangkat barang; terapkan kebiasaan keselamatan kerja; sebelumnya tidak pernah mengalami insiden/ kecelakaan yang disebabkan karena tidak membiasakan keselamatan kerja.

(1)

(2)

(3)

(4)

Keterangan:

need more knowledge and teaching about safety and security

8. **INISIATIF:** Tingkat di mana trainee menerima tugas tambahan dan menindaklanjuti tanpa diperintah; secara proaktif mencari cara untuk mengantisipasi dan memuaskan kebutuhan tamu.

(1)

(2)

(3)

(4)

Keterangan:

good

KOMENTAR LAIN:

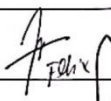
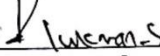
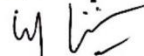
Felix is the one of our best Trainee available.
active and have a big motivated in kitchen area
Good job Felix
well done.

SUMMARY

Jumlah Total Rating = 28 : 8 = 3.5
 (jumlah rating) (2 desimal)

Beri tanda X dalam kotak rating yang menunjukkan Jumlah Total Rating:

| | | | |
|--|--|--|--------------------------------------|
| ⁰ EXCEPTIONAL 3.50 - 4 | ⁰ COMMENDABLE 2.50 - 3.49 | ⁰ COMPETENT 1.50 - 2.49 | ⁰ MARGINAL 0 - 1.49 |
|--|--|--|--------------------------------------|

| | |
|--|--------------------|
| Tanda tangan Trainee:  | Tanggal: 9-07-2021 |
| Tanda tangan Manager/ Supervisor:  | Tanggal: 9-07-2021 |
| Tanda tangan Human Resources Department:  | Tanggal: 14/7/21 |