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APPENDIX



Figure 9. Last Day Appetizer Presentation (Personal Documentation, 2021)



Figure 10. Last Day Appetizer Presentation 2 (Personal Documentation, 2021)

Internship Appraisal Form



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

INTERNSHIP

PLACE: THE WESTIN JAKARTA

First Name ELSA Last Name GABRIELA

Review Period/s : Monthly Quarterly Bi-annually Annually

Date Joining : 6 JANUARY 2021

Intern's Position : TRAINEE Department : COLD KITCHEN

REVIEW DATE : 31 AUGUST 2021 Direct Supervisor : TULUS BAGGIO-SOVS CHEF

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 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.

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.

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

Discussions/Notes;

overall ~~also~~ have good perform, she willing to learn and work hard. She is courteous, enthusiastic and positive manner. She doing all task given with good result as guideline give it. However there is some improvement needed to complete her skill for the future. She need to improve her management time when facing critical, or on rush time.

PERFORMANCE SUMMARY * to be filled by OTTIMMO International

TOTAL POINTS _____


RATING _____

ACTION PLANS FOR DEVELOPMENT NEEDS

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

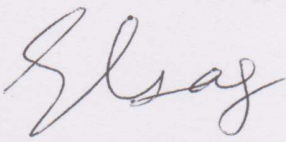
SIGNATURES

On-Site Manager/Owner/Chef

Signature & Stamp:  _____

Dated 31 - August 2021

The Intern

Signature:  _____

Dated 31 AUGUST 2021

OTTIMMO International MasterGourmet Academy

Signature & Stamp: _____
Dept. Head Student Affairs

Dated _____

TRAINEE'S PERFORMANCE EVALUATION

THE WESTIN
JAKARTA

Department : F&B Culinary

Section : Cold Kitchen

Name of Trainee : Elsa Gabriela
Name of School : Ottimmo International
Period : 6 January 2021 - 5 July 2021

The purpose of this evaluation is to provide an objective measured of student's performer during the Internship Program. Rating will be done in a scale value of :

3,51 - 4,00 : Very Good

2,50 - 2,99 : Satisfactory

3,00 - 3,50 : Good

1,00 - 2,49 : Dissatisfactory

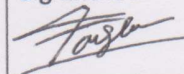
Note : Minimum Passing Grade 2,50

No.	Competencies	Appraised By : Faisal SE Sous Chef - Cold Kitchen
1	PERSONAL APPEARANCE : Personal grooming, The ability to project a pleasant, positive and professional image and grooming to others	3.75
2	ATTENDANCE : Punctuality, record of attendance and tardiness. Adheres to proper procedures	4
3	INITIATIVE : The ability to take action to meet work-related objectives without being asked or required to do so	3.25
4	DISCIPLINE : Comply with the house rule and trainee guidelines	3.5
5	ADAPTABILITY : The extent to which an individual is willing and able to change direction or deviate from set ways of work	3
6	RELATIONSHIP BUILDING : Makes a conscious effort to build rapport with others and develop friendly and effective working relationships	3.75
7	VERBAL COMMUNICATION : The ability to listen effectively, clarify information and express thoughts clearly, coherently and concisely	3.5
8	TEAMWORK AND COOPERATION : The ability and willingness to work cooperatively with others	3.5
9	DEPENDABILITY : Requires minimal supervision, follow-through with assigned tasks	3.25
10	COURTESY : Politeness, attention and respect toward other people (the guest fellow workers and supervisor)	3.75
11	CONCERN FOR QUALITY : The ability and willingness to ensure that the output of all work is accurate and meets or exceeds internal standards and the needs of both internal and external customers	3.5
12	PRODUCTIVITY : Performance Speed	3.25
Total Rating		42
Total Average Rating		3.5 (Good)

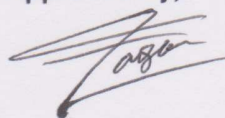
Leader's Feedback/Comment :

Thank you for helping us that we really appreciate you do the good job. Just need more improve and speed to finish your work, more active to ask but everything all good!!

Signature :



Approved By,



Sous Chef - Cold Kitchen

Acknowledge By,

THE WESTIN
JAKARTA

HUMAN RESOURCES DEPARTMENT

Assistant Director of Human Resources



ON THE JOB TRAINING

This Certificate is proudly presented to:

Elsa Gabriela

OTTIMMO International



Samit Ganguly
Samit Ganguly

General Manager

Augie Wirahadikusumah

Assistant Director of Human Resources

In recognition of successful completion of **marriott** **internship** program at

Food & Beverage Culinary – Cold Kitchen

THE WESTIN

JAKARTA

Hotel Name

6 January 2021 - 5 July 2021

Period Date