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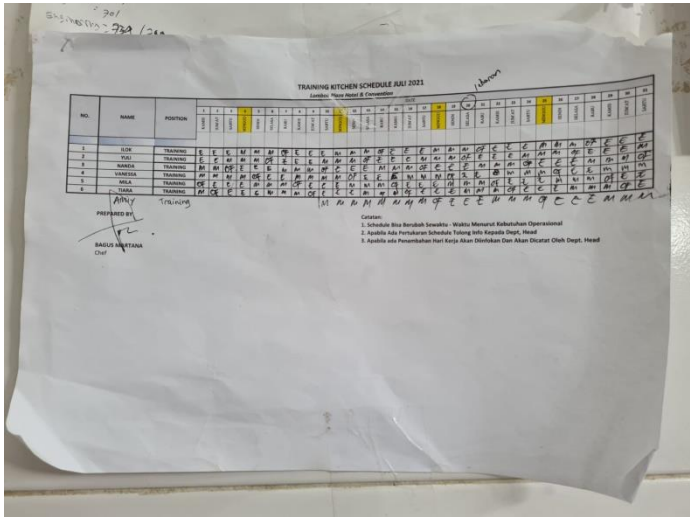
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APPENDIX

5.1 Trainee Schedule



Picture 14. Trainee Schedule

5.2 Pastry Equipment



Picture 15. Oven



Picture 16. Mixer Machine



Picture 17. Stove



Picture 18. Mixer Equipment

5.3 Special Breakfast Menu on Independence Day



Picture 19. Special Breakfast Menu

5.4 Photo with Lombok Plaza Pastry Staff



Picture 20. Photo with Pastry Staff



LombokPlaza
HOTEL & CONVENTION
☆☆☆

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Phone : +62 370 643999, Fax +62 370 642999
Email : info@lombokplazahotel.com

CERTIFICATE

This is to certify that :

BENEDIKTA ERNEZA TRINĀNDA ADMODJO

Has successfully completed on The Job Training Program at the Lombok Plaza Hotel & Convention – Mataram - Lombok.

- For the period : March 25, 2021 to September 30, 2021
- Department : F & B Product
- Posisi : Pastry & Bakery
- Performance : Excellent

Mataram, September 30, 2021
Lombok Plaza Hotel & Convention


Tutu Adriansyah
Asst. HR Manager


LombokPlaza
HOTEL & CONVENTION
Didi Kuswandi
General Manager

Internship Appraisal Form



AKADEMI KULINER & PATISERI
OTTIMMO[®]
INTERNASIONAL
TRAINING AREA · CATERING · BAKING & PASTRY ARTS

INTERNSHIP

PLACE: Lombok Plaza Hotel

First Name Bernibla Lince Last Name Yvonna Admedjo

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

Intern's Position: Kitchen Department: Pastery

REVIEW DATE: 23 November 2021 Direct Supervisor: _____

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

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

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

■ 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

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

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;

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: Paqus N. Martani

Dated 1/12 - 21

The Intern

Signature: [Handwritten Signature]

Dated 23 November 2021

OTTIMMO International MasterGourmet Academy

Signature & Stamp: _____
Dept. Head Student Affairs

Dated _____