

## CHAPTER 2

### GENERAL DESCRIPTION OF PT. BAPAK BAKERY BALI

#### 2.1 History of PT. Bapak Bakery Bali

PT. Bapak Bakery Bali was established on 3 June 1999 with Trade Business Registration Certificate (TPUD) No. 0148/22/-08/TDUP/VI/1999. Founder of PT. Bapak Bakery is Ida Bagus Gede Taruna Wijaya, Vinsent Wybiem and Regist Request.



*Figure 1. Logo PT. Bapak Bakery*

At the time of establishment of this company, the founders only produced some many breads, there are white bread and cookies with 10 customers. Time goes on until now this company already has various types of cake, pastry, and bread. This company provides products to supply to several hotels, villas, restaurants, catering, and personal. Customers can directly come to the location to order or by chat.

In 2001 the management structure at PT. Bapak Bakery Bali, Mr. Sugihanto Sachid was trusted to manage the company. With the supervision and management carried out by Mr. Sugihanto Sachid, this company has increase progressed and achieved success. A good development management system and responsible management make PT. Bapak Bakery can grow quickly.

Over time, in February 2019 the position occupied by Mr. Sugihanto Sachid to changed. Replaced by Ida Bagus Bhaskara who is the biological son of the owner of the company. With the same vision and mission to advance PT. Bapak Bakery among others is by balancing work and sales system with technological advances and other things in the current era of social media.

The business permits that have been owned by PT. Bapak Bakery Bali include:

- Trade Business Registration Certificate (Tanda Daftar Usaha Perdagangan)
- Limited Sole Proprietorship Registration Certificate (Tanda Daftar Perusahaan Perseorang Terbatas)
- New Industry Sign Up (Tanda Daftar Industri Baru)
- Halal Certificate
- Healty Eligibility Certificate (Sertifikat Layak Sehat)

## **2.2 Vision and Mission**

### 1) Vision

PT. Bapak Bakery has vision that this company always improve quality with affordable prices

### 2) Mission

We are the first bakery to offer delivery service in Bali as a pioneer in this industry.

### 2.3 Location of PT. Bapak Bakery Bali

PT. Bapak Bakery located at Merta Agung street, Gg. Madusari no. 76, Kerobokan, North Kuta District – Badung Regency, Bali 80361. The location of the company in a residential area and surrounded by rice fields. The location is considered strategic because it is close to traditional markets, supermarkets, residential areas. But access to the location is often get traffic because the road is quite small and the location in the middle of people's houses which are difficult to find a place to parking.

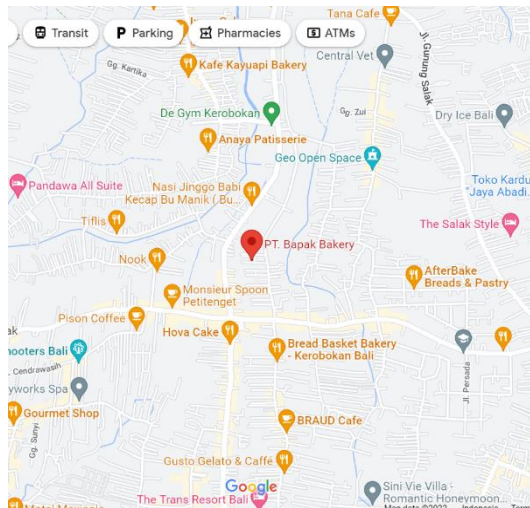


Figure 2. Maps of PT. Bapak Bakery

Information about location:

- 1) Address: Merta Agung street, Gg. Madusari no. 76, Kerobokan, North Kuta District – Badung Regency, Bali 80361
- 2) Phone: 0877-6152-8484
- 3) Opening hours: 8AM-4PM
- 4) Website: <https://bapakbakery.co.id/>
- 5) Email: [bapakbakery@gmail.com](mailto:bapakbakery@gmail.com)



Premium menu:

PRICE LIST			
	30g	50g	70g
PLAIN CROISSANT	7.5k	11k	15k
ALMOND CROISSANT	10k	15.5k	22k
CHOCOLATINE	9.5k	15k	19k
CHEESE CROISSANT	10k	15k	21k
DANISH CINNAMON RAISIN ROLL	8.5k	12.5k	17k
		600g	1000g
WHITE SOURDOUGH		22k	43k
MULTI GRAIN SOURDOUGH		27.5k	46.5k
WHOLE WHEAT SOURDOUGH		24.5k	44k
HERB & GARLIC SEASALT SOURDOUGH		26k	46k
SUN FLOWER SEED SOURDOUGH		30k	50k
CHARCOAL SOURDOUGH		45k	83k
			350g
SOURDOUGH BAGUETTE			14.5k
MULTI GRAIN BAGUETTE			17.5k
WHOLE WHEAT BAGUETTE			16.5k
HERB & GARLIC SEASALT BAGUETTE			17k
SUN FLOWER SEED BAGUETTE			19k
CHARCOAL BAGUETTE			30k
			75g
CLASSIC FOCACCIA			5.5k
CLASSIC CIABATTA			4.5k
			60g
PLAIN BAGEL			4.5k
BAGEL BREAD MIX SESAME			5k

Figure 5. Premium Menu

## 2.5 Features In PT. Bapak Bakery Bali

PT. Bapak Bakery Bali is build on an area of 3.500m2 with permanent building in the form of a house. The layout of the production and work space at PT. Bapak Bakery divided into several room.

Here are pictures of the rooms at PT. Bapak Bakery Bali:

- 1) The front of PT. Bapak Bakery



Figure 6. Parking Area

This section is parking area for their car delivery and customer transport to take their order. Parking area is at front of PT. Bapak Bakery

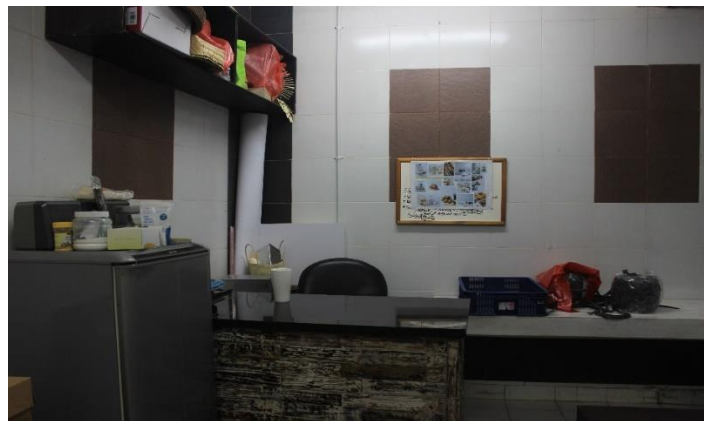
2) The front to pick up orders



*Figure 7. Pick Up Order*

This room is for the drivers and customer pick up order. Customer can start pick up their orders at 8am – 6pm. For the driver usually they come at 4am and start to delivery at 5am.

3) General Manager's Room



*Figure 8. General Manager's Room*

This is General Manager's room to meeting with their clients.

4) Office



*Figure 9. Office*

This room has 3 admins, accounting, taking order, and to check in ingredients per a day.

5) Oven area



*Figure 10. Oven Area*

This room is oven area. PT. Bapak Bakery has 3 big oven deck used for bread and pastry, 1 oven rotary used for croissant and Danish. All of the oven is turned on almost for 24 hours.

6) Proofing room



*Figure 11. Proofing Room*

This room is used for proofing the breads. Except that, this room it can be storage bread after packing and toast bread before slicing.

7) Prepare distribution area







*Figure 12. Prepare Distribution Area*

This area is used for prepare and packing the breads after oven.  
The staff have 2 shifts, in the afternoon and night shift.

#### 8) Pastry room





*Figure 13. Pastry Room*

This pastry room has 2 mixer, 1 sheeter dough and 1 stove. And they have chiller and freezer to keep fruits, chocolate, and cakes.

9) Bakery room



*Figure 14. Bread Room*



*Figure 15. Danish Room*



*Figure 16. Croissant Room*



*Figure 17. Sheeter Machine*



*Figure 18. Mixer Area*

This bakery room is divided into 3 sections, bread area, Danish area, and pastry area.

10) Storage room



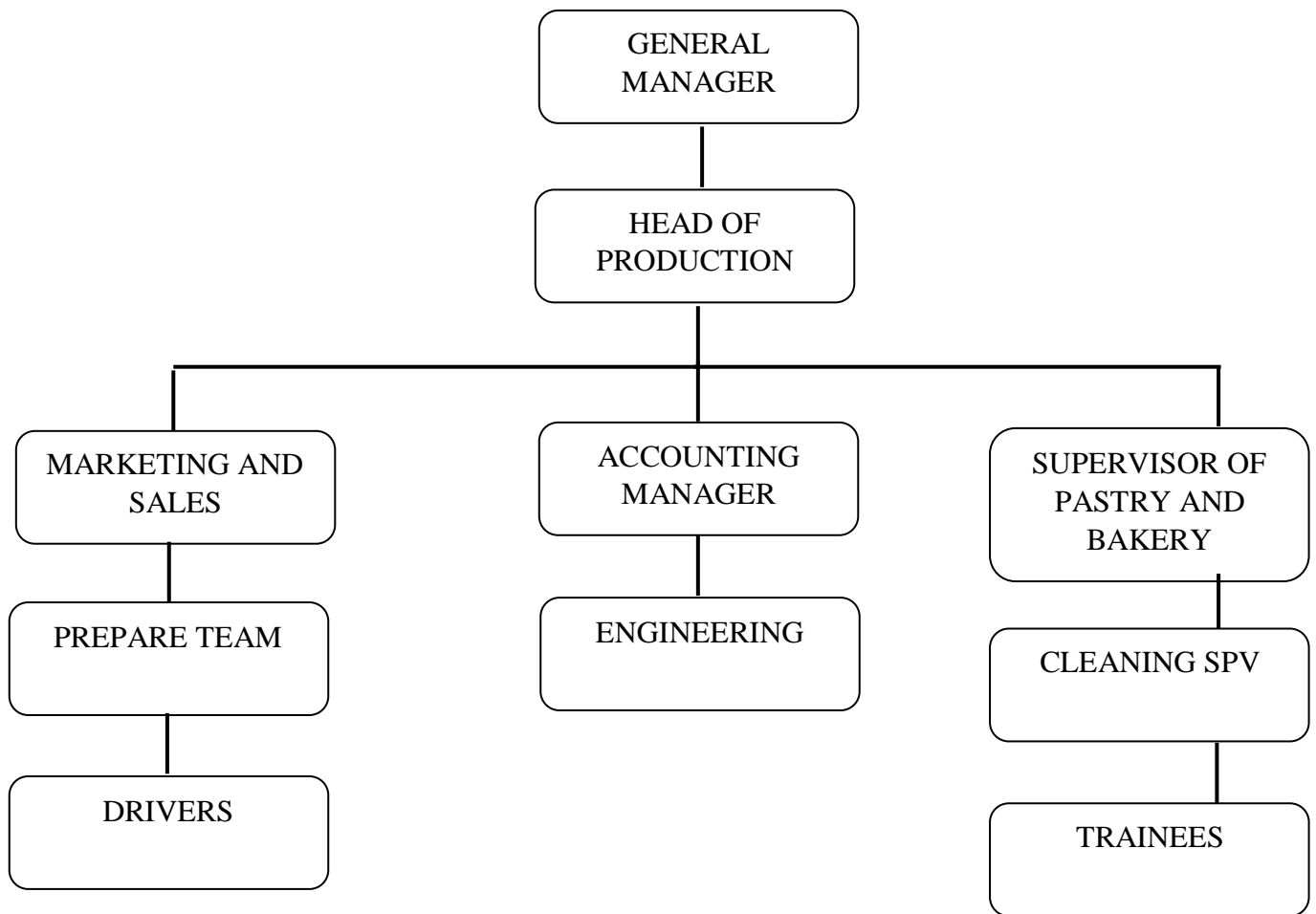
Figure 19. Storage Room

This storage room is used to keep ingredients of pastry and bakery. For a day bakery can take 100kg of flour and there are 2 types of flour, hard flour and soft flour.

## 2.6 Kitchen Organization



Figure 20. Kitchen Organization



Positions:

1) General Manager

- Establish a company policy by determining the company's plans and goals.
- Improving and refining aspects of arrangement so that organizational goals can be achieved affectively and efficiently.
- Approve letters of agreement with the parties concerned (government, supplier and distributors)
- Guiding the employee tasks clearly
- Providing compensation and protection to the employees

2) Head of Production

- Become an intermediary in communicating ideas, strategies, between leader and employees.

- Making new recipes and idea for event
  - Upgrade quality of production in pastry and bakery
  - Choose the ingredients and monitor to storage admin
  - To do preparation and selection of workers and trainees
- 3) Marketing and Sales
- Maintain good relations with customers so they are loyal to PT. Bapak Bakery
  - Promotions products and giving samples to potential customers
  - Reviewing and maintaining products standards
- 4) Accounting Manager
- Calculate the ingredient prices and sales
  - Make an annual budget, noted recipients and cash disbursement
  - Collecting money that is still held in the customer
  - Check the cash flow in and out of the company and make financial books
  - Pay the employees
- 5) Pastry SPV
- Producing pastry products according to orders received
  - Organizing the employees schedule and attendance
  - Maintain products standards
  - Packaging the products
  - Guiding the trainees
  - Cleaning pastry room
- 6) Bakery SPV
- Producing bakery products according to orders received
  - Organizing the employees schedule and attendance
  - Responsible for completing orders
  - Maintain products standards
  - Guiding the trainees

7) Prepare Team

- Packing orders of various types of bread that has been ready
- Make a box that is used for pastry and bakery
- Divided the products for the driver who will deliver according to the region
- Give the customer's name to the product

8) Engineering

- Responsible for the machines at PT. Bapak Bakery
- Controlling and repairing tools and machines
- Always ready when called to fix broken machine suddenly.

9) Cleaning SPV

- Cleaning equipment to the utensil used for pastry and bakery
- Clean the work area environment especially in bakery area

10) Drivers

- Deliver order to different places and region
- Start to delivery at 5am until finish
- Take care of the vehicle

11) Trainees

- Be a team player
- Making product according the standarts
- Assist other when needed

## **2.6 Personal Hygiene SOP**

Before the author start to work, important to wash our hand. So, the author can do everything with clean hands. After finish working, the author washing hand again. Besides that, the staff have to wear cap when works and washing hand before and after work.



Figure 21. Food Safety

## 2.8 Personal Grooming Standards

Grooming standards in PT. Bapak Bakery have to use cap to avoid hair fall, and tied up the hair longs. The staff or daily worker in kitchen don't have to use chef jacket, they allowed to use shirt and long pants.

## 2.9 How to Handle and Receive Ingredients

The supplier put the ingredients in storage room and received by admin. When staff bakery or pastry take their own needs and write it on paper so admin can check.







*Figure 22. Handle Ingredients*

### **2.10 How to Clean the Working Station**

Even in PT. Bapak Bakery have cleaning staff, but in Pastry section they are cleaning the area every day after finish work usually at 5pm. Cleaning staff only help to wash the utensil of pastry. Here is a picture of trainee clean the working station.



*Figure 23. Clean Work Station*

Different in bakery area, everyday cleaning staff helps to clean all of bakery area. But usually once in month the staff bakery and trainee deep cleaning their area.

### **2.11 How to Handle Food Waste**

Every section area has trash bag. Divided into 2 part, cartons & plastics and wet ingredient. Every time the trashes are full immediately thrown and changed new trash