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## APPENDIX

### Internship Appraisal Form



AKADEMI KULINER & PATISERI  
**OTTIMMO**<sup>®</sup>  
INTERNASIONAL  
CULINARY ARTS, GASTRONOMY, BAKING & PASTRY ARTS

INTERNSHIP

PLACE: The Westin and Four Point Surabaya

First Name Nierri Last Name Lipseudy Lo

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

Intern's Position : \_\_\_\_\_ Department : Pastry

REVIEW DATE : 20 JUNE 2022 Direct Supervisor : SAPTO WIBOWO 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.

4

###### 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.

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

38

Follow instructions and completes work on time with minimum supervision

**Work Quality**

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

38

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

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

**III. SIGNATURES**

**On-Site Manager/Owner/Chef**

Signature & Stamp:  \_\_\_\_\_ Dated 20 June 2022

**The Intern**

Signature:  \_\_\_\_\_ Dated 20 June 2022

**OTTIMMO International MasterGourmet Academy**

Signature & Stamp:  \_\_\_\_\_ Dated 20 June 2022  
*Dept. Head Student Affairs*

**Photo Crew Member**



**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

*Niemi Lipsendy Lo*

Ottimmo International Mastergourmet Academy

In recognition of successful completion of  
**On The Job Training at Culinary Pastry**  
Period of 20 December 2021 to 19 June 2022



**Uci Suciati**

Complex Director of Human Resources



**Tyo Setyobudi**

Complex Director of Learning and Development



Akademi Kuliner & Patiseri

**OTTIMMO**  
**INTERNASIONAL**

CULINARY ARTS GASTRONOMY BAKING & PASTRY ARTS

Student Name : Vierri Lipsendy Lo  
Student Number : 1974130010005  
Exam Day & Date : Senin, 1 Agustus 2022  
Lecture : Yohanna Prasetio, S.Sn, A.Md. Par  
(19881018 1701 044)

No	Correction List	Page	Approval
1.	Alp . d' batik di bawahnya .	i	
2.	"B. Sc ."	ii	
3.	"July 18 <sup>th</sup> "	iv	
4.	Pengetikan terlalu ke bawah .	i	

Acknowledge,  
Advisor

(Yohanna Prasetio, S.Sn, A.Md. Par)  
19881018 1701 044





Akademi Kuliner & Patiseri  
**OTTIMMO**  
INTERNASIONAL  
CULINARY ARTS GASTRONOMY BAKING & PASTRY ARTS

Student Name : Vierri Lipsendy Lo  
Student Number : 1974130010005  
Exam Day & Date : Senin, 1 Agustus 2022  
Lecture : Ryan Yeremia Iskandar, SS  
(19821218 1601 023)

No	Correction List	Page	Approval

Acknowledge,  
Advisor

(Yohanna Prasetjo, S.Sn, A.Md. Par)  
19881018 1701 044





Akademi Kuliner & Patiseri  
**OTTIMMO**  
INTERNASIONAL  
CULINARY ARTS GASTRONOMY BAKING & PASTRY ARTS

Student Name : Vierri Lipsendy Lo  
Student Number : 1974130010005  
Exam Day & Date : Senin, 1 Agustus 2022  
Lecture : Hilda Tjahjani Iskandar, S.E., Ak., C.A., M.M.  
(19691029 2002 072)

No	Correction List	Page	Approval
	<i>All good</i>		





Acknowledge,  
Advisor

(Yohanna Prasetyo, S.Sn, A.Md. Par)  
19881018 1701 044

**RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES**

Name : Viorri Liprendy Lo  
 Study Program : D3  
 Placement of Industrial Training : The Westin and Four Point Surabaya  
 Field of Work : Pastry  
 Activity Notes : Month VIII/II/V/VVI

Week	Description of Activities	Signature
1	Learn storage and purchasing location	
2	Learn how to use tools and equipment	
3	Breakfast (learn how to setup buffet)	
4	Breakfast (learn how to make waffle)	
5	Breakfast (learn how to serve the guest request)	
6	Breakfast (learn how to make waffle dough)	
7	Breakfast (learn how to make condiment)	
8	Breakfast (learn how to make dessert pudding)	
9	Afternoon shift (learn how to setup buffet)	
10	Afternoon shift (learn how to make dessert glass)	
11	Afternoon shift (learn how to make dessert cake)	
12	Afternoon shift (learn how to make mousse)	
13	Amenities (learn how to preparing room's amenities)	
14	Amenities (learn how to do wording plate)	
15	Amenities (learn how to make onde and lapsu)	
16	Amenities (learn how to make cookies)	
17	Bakery (learn how to make hardroll and softroll)	
18	Bakery (learn how to make sweet bread)	
19	Bakery (learn how to make pizza dough)	

Week	Description of Activities	Signature
20	Bakery (learn how to make brioche)	
21	Bakery (learn how to make white and brown bread)	
22	Bakery (learn how to make levain)	
23	Bakery (learn how to shaping baguette)	
24	Bakery (learn how to shaping croissant)	