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APPENDIX

1. Schedule on July 2022

| | | | : FB Product | | | | | | | | | |
|------------------------|-----------|------------|-------------------------|-----|-----|-----|-----|-----|-----|-----|-----|--|
| | | | : BOH | | | | | | | | | |
| | | | : 1 juli - 15 Juli 2022 | | | | | | | | | |
| | | | : TWO WEEKS | | | | | | | | | |
| NAME | JOIN DATE | POSITION | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | |
| | | | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT | |
| lukman juandi | 14-Apr-21 | Head cheaf | 8 | 8 | OFF | 8 | 8 | 8 | 8 | OFF | 8 | |
| ung palacitha mahendra | 15-Jan-21 | ODP bakery | 12 | OFF | 8 | OFF | 8 | OFF | 12 | 12 | 12 | |
| jung dwi kresna putra | 23-Dec-21 | Commies | PH | OFF | 12 | 12 | 12 | 2 | OFF | 8 | OFF | |
| Rahmat rahun | 17-Dec-21 | Commies | OFF | 12 | OFF | 2 | OFF | 12 | 2 | OFF | 8 | |
| Bio gunawan | 2-May-22 | Commies | 2 | 2 | 2 | OFF | 2 | OFF | 12 | 8 | 12 | |
| Putu Aditya | 9-May-22 | Commies | 12 | 12 | 12 | 8 | OFF | 8 | 8 | 2 | 2 | |
| ide dedi juli ansen | 20-Jun-22 | Commies | 8 | 8 | 8 | 12 | 12 | 12 | OFF | 12 | OFF | |
| Imam Hadadi | 10-Jul-22 | Commies | | | | | | | | | | |
| Imang trisna jaya | 17-Dec-21 | Commies | 3 | OFF | 8 | 3 | 10 | OFF | 3 | 3 | OFF | |
| Yayan suparmi | 3-Jan-22 | Commies | OFF | 10 | 10 | 10 | OFF | 10 | 10 | OFF | 10 | |
| tu dena amawan | 15-Nov-21 | Commies | 10 | 3 | | OFF | 3 | 3 | OFF | 10 | 3 | |
| tu andhika wijaya | 23-Jun-22 | Commies | 3 | 3 | OFF | 3 | 3 | OFF | 3 | 3 | 3 | |
| jede sumantara | 24-Jun-22 | Helper | 7 | 7 | 7 | 7 | OFF | 7 | OFF | 7 | 7 | |
| komang wistini | 20-Dec-21 | Commies | OFF | 7 | 7 | 7 | OFF | PH | 7 | OFF | 7 | |
| amudya indra nugaha | 13-Dec-21 | Steward | 4 | 4 | 11 | 7 | 4 | OFF | 11 | 11 | 4 | |
| made artawan | 17-Dec-21 | Steward | 11 | 11 | 4 | OFF | 11 | 7 | 4 | 4 | 11 | |
| Belinda | | Training | 7 | OFF | OFF | 7 | 7 | 7 | 7 | 7 | OFF | |
| Kadek | | Training | 8 | 7 | 7 | 8 | OFF | OFF | 8 | 8 | 7 | |

figure 45. Schedule on July 2022

2. Kitchen area



figure 46. Kitchen Area

3. Photo with 07am Baker's Club



figure 47. Photo With 07am Baker's Club Team

4. Intership Certificate



5. Recapitulation of Industrial Training Activities


RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Belinda Halim
 Study Program : D3 Program – Culinary and Baking Patiserie Art
 Placement of Industrial Training : 07am Baker's Club
 Field of Work : Sandwich and pastry
 Activity Notes : Month I,II,III,IV,V,VI

| Week | Description of Activities | Signature |
|------|--|-----------|
| 1 | How to make pastry cream. | B |
| 2 | How to make apple filling and strawberry jam. | B |
| 3 | How to make pastry cream vanilla. | B |
| 4 | How to used dough sheeter,mixer,oven and ect. | B |
| 5 | How to make dough medeline. | B |
| 6 | How to make cookies. | B |
| 7 | How to make pai royal for licuid quiche. | B |
| 8 | How to make quiche dough and mold in the dough sheeter. | B |
| 9 | How to shaped long and half baguette. | B |
| 10 | How to shaped classic and rye sourdough and put in the banneton. | B |
| 11 | How to shape multigraind sourdough and add the seeds on top. | B |
| 12 | How to make almond cream. | B |
| 13 | How to assemble almond croissant and almond chocolatine before oven. | B |
| 14 | How to clean and wash aragula and baby romance. | B |
| 15 | How to cutting tomato beef and red cabbage. | B |
| 16 | How to make tapenade sauce and almond pesto sauce. | B |
| 17 | How to make mayonnaise. | B |
| 18 | How to make truffle mayo and mayonnaise mustard a lancienne. | B |
| 19 | How to clean line the working area. | B |
| 20 | How to make bechamel sauce for croque monsieur. | B |
| 21 | How to make croque monsieur. | B |
| 22 | How to order the out of stock ingredients to suppliers. | B |
| 23 | How to make panini and sandwich every day. | B |
| 24 | How to assemble quiche salmon,quiche goat,and quiche lorraine. | B |
| 25 | How to make all kind of croissant. | B |

6. Internship Appraisal Form

Internship Appraisal Form

 **AKADEMI KULINER & PATISERI**
OTTIMMO
INTERNASIONAL
CULINARY ARTS | GASTRONOMY | BAKING & PASTRY ARTS

INTERNSHIP
PLACE: 07: AM Baker's Club

First Name Belinda Last Name Halim

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

Intern's Position : Training Department : Sandwich and pastry

REVIEW DATE : 29 June 2022 Direct Supervisor : Lulman Juandi 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, courteous 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.

Maintains hair and facial hair (*if any) per proper F&B industrial standards

4

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

Follow instructions and completes work on time with minimum supervision

4

Work Quality

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

All job descriptions specification are met. Consistency in work. All recipes are followed

4

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

Discussions/Notes;

We hereby summarize Belinda's internship performance for 6 months with the following notes:

- Good knowledge possessed
- Good discipline
- Good punctuality
- Good technical knowledge of work
- Good quality of work
- Good speed in completing work
- Good ability to adapt
- Good attitude and team work

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:  _____ Dated 29 June 2022

Lukman Juandi

The Intern

Signature:  _____ Dated 29 June 2022

Belinda Halim

OTTIMMO International MasterGourmet Academy

Signature & Stamp:  _____ Dated _____

OTTIMMO International MasterGourmet Academy
Dept. Head Student Affairs

7. Correction List

Senin, 1 Agustus 2022/13.00-14.00



Akademi Kuliner & Patiseri

OTTIMMO
INTERNASIONAL

CULINARY ARTS · GASTRONOMY · BAKING & PASTRY ARTS

Student Name : Belinda Halim
Student Number : 1974130010013
Exam Day & Date : Senin, 1 Agustus 2022
Lecture : Ryan Yeremia Iskandar, SS
(19821218 1601 023)

| No | Correction List | Page | Approval |
|----|-----------------|------|----------|
| | | | |

Acknowledge,
Advisor

(Latifahtur Rahmah, S.Pd., M.Pd)
19940225 2002 070



Akademi Kuliner & Patiseri

OTTIMMO
INTERNASIONAL

CULINARY ARTS GASTRONOMY BAKING & PASTRY ARTS

Student Name Belinda Halim
 Student Number 1974130010013
 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 |
|----|--|------|----------|
| 1. | "Type of business plan" yggle nyambung dg kalimat sebelumnya " We are food for .. " | 3 | |
| 2- | Fonts disamakan / seluruh report also spell check pls & penempatan hrf (Esemai fontelinae) bsr | | |

Acknowledge,
Advisor

(Latifahtur Rahmah, S.Pd., M.Pd)
19940225 2002 070



Akademi Kuliner & Patiseri

OTTIMMO
INTERNASIONAL

CULINARY ARTS · GASTRONOMY · BAKING & PASTRY ARTS





Student Name : Belinda Halim
Student Number : 1974130010013
Exam Day & Date : Senin, 1 Agustus 2022
Lecture : Latifahur Rahmah, S.Pd., M.Pd
(19940225 2002 070)







| No | Correction List | Page | Approval |
|----|---------------------------|------|----------|
| | Good Job No Correction | | |

Acknowledge,
Advisor

(Latifahur Rahmah, S.Pd., M.Pd)
19940225 2002 070

Name : Belinda Halim
 Student Number : 1974130010013
 Advisor : Ms. Latifahur Rahmah

| No | Date | Topic Consultation | Name/ Signature |
|-----|--------|--|--|
| 7. | 20 / 7 | Apakah di chapter II boleh ditambahkan swot? | ms. hilda  |
| 8. | 22 / 7 | Apakah di bagian bibliography jika melihat dari punya kelas perlu di tulis di bagian bibliography? | ms. lfa  |
| 9. | 24 / 7 | Apakah ms. memiliki contoh ppt punya kelas sebagai Referensi? | ms. lfa  |
| 10. | 31 / 7 | Apakah boleh saat Presentasi menggunakan bahasa Indonesia? | ms. hilda  |

| No | Date | Topic Consultation | Name/ Signature |
|----|--------|--|--|
| 1. | 20 / 6 | Apakah ms punya contoh Report milik kelas? | ms. lfa  |
| 2. | 2 / 7 | Apakah di bagian lampiran 1 (Rekapitulasi) masuk di dalam list of Table? | ms. lfa  |
| 3. | 2 / 7 | Apakah boleh Table activitiesnya per month? | ms. lfa  |
| 4. | 14 / 7 | lembar Rekapitulasi itu bagian signaturanya ttd advisor atau chat di tempat Internship | ms. lfa  |
| 5. | 18 / 7 | Apakah di bagian chapter 2 boleh diisi dengan types of served? | ms. hilda  |
| 6. | 20 / 7 | Apakah bagian figure, sourcenya boleh anonymous? | ms. lfa  |