

## BIBLIOGRAPHY

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APPENDIX

Internship Appraisal Form



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

INTERNSHIP

PLACE: Ciccia Ristorante

First Name Vanessa

Last Name Pradipta

Review Period/s :  Monthly

Quarterly

Bi-annually

Annually

Date Joining

: 3 January 2022

Intern's Position : Cold Kitchen & Pastry, Pasta

Department : Kitchen

REVIEW DATE : 1 July 2022

Direct Supervisor : CHEF ANTONI MARIANI \*

**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.

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

4

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;**

VANESSA HAS SUCCESSFULLY COMPLETED HER TRAINING IN CICCIA.  
SHE HAS BEEN A GREAT MEMBER OF THE KITCHEN, GOOD TEAM PLAYER AND SHOWED  
GOOD COLLABORATION IN ALL SESSIONS.  
SHE SHOWED INTEREST IN THE JOB AND GOOD INITIATIVE.  
SHE IS ALSO DEPENDABLE AND COULD BE LEFT TO COMPLETE A TASKS  
WHICH SHE ALWAYS FOLLOW UP.  
I WISH HER GOOD LUCK AND HOPE SHE CAN CONTINUE WITH THIS  
CAREER

**PERFORMANCE SUMMARY** \* to be filled by OTTIMMO International

TOTAL POINTS \_\_\_\_\_

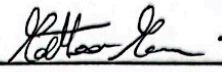
RATING \_\_\_\_\_

**ACTION PLANS FOR DEVELOPMENT NEEDS**


1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**III. SIGNATURES**

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

Signature & Stamp:  Dated 01/07/22

**The Intern**

Signature:  Dated 1 July 2022

**OTTIMMO International MasterGourmet Academy**

Signature & Stamp:   Dated 4 July 2022.  
*Dept. Head Student Affairs*

### RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Vanessa Stevania Pradipta  
 Study Program : Diploma 3  
 Placement of Industrial Training : Ciccia Ristorante  
 Field of Work : Cold Kitchen and Pastry, Pasta Section  
 Activity Notes : Month I/II/III/IV/V/VI

| Week | Description of Activities   | Signature          |
|------|---|--------------------|
| 1    | Learning about the kitchen and placement, learning mise en plus in cold kitchen section | <i>[Signature]</i> |
| 2    | Learning the recipes and how to plate the dishes  | <i>[Signature]</i> |
| 3    | Preparing for first event (17th birthday party)   | <i>[Signature]</i> |
| 4    | Preparing for 2 small events (approximately 60 pax)                                     | <i>[Signature]</i> |
| 5    | Preparing stocks for the week   | <i>[Signature]</i> |
| 6    | Trial and preparing for valentines day  | <i>[Signature]</i> |
| 7    | Preparing for set menu event dinner (20 pax)  | <i>[Signature]</i> |
| 8    | Preparing stocks for the week   | <i>[Signature]</i> |
| 9    | Preparing for small set menu lunch (10 pax)   | <i>[Signature]</i> |
| 10   | Preparing for dinner pre-order (7 pax)  | <i>[Signature]</i> |
| 11   | Preparing takjil (apple pie)  | <i>[Signature]</i> |
| 12   | Moving to pasta section, learning the new mise en plus, learning new products           | <i>[Signature]</i> |
| 13   | MAKING fresh pastas (settucine, tortellini, tagliolini)                                 | <i>[Signature]</i> |
| 14   | making sauces (tomato sauce, bolognese), making gnocchi, and preparing condiments       | <i>[Signature]</i> |
| 15   | Preparing for 17th birthday party (46 pax)  | <i>[Signature]</i> |
| 16   | Preparing fresh pastas and the condiments   | <i>[Signature]</i> |
| 17   | Trial new menus   | <i>[Signature]</i> |
| 18   | Launching the new menus (5 mei 2022)  | <i>[Signature]</i> |
| 19   | Preparing stocks for the week   | <i>[Signature]</i> |

|    |   |                    |
|----|---|--------------------|
| 20 | Preparing stocks for the week   | <i>[Signature]</i> |
| 21 | Preparing stocks for the week   | <i>[Signature]</i> |
| 22 | Preparing stocks for the week   | <i>[Signature]</i> |
| 23 | Preparing for 17th birthday dinner (78 pax at 10 June) & for wedding lunch (100 pax at 11 June) | <i>[Signature]</i> |
| 24 | Preparing for small event dinner (approximately 30 pax at 18 June)                              | <i>[Signature]</i> |
| 25 | Preparing for wine dinner (23 June)   | <i>[Signature]</i> |

# CERTIFICATE OF COMPLETION



THIS CERTIFICATE IS AWARDED TO

**VANESSA STEVANIA PRADIPTA**

OTTIMMO INTERNATIONAL MASTERCOURMET ACADEMY

In recognition of successful completion of  
On The Job Training at Ciccìa Kitchen  
Period of 3 January 2022 to 2 July 2022

A handwritten signature in black ink, appearing to read 'Matteo Meacci'.

**Matteo Meacci**  
Executive Chef



PHOTOS







Akademi Kuliner & Patiseri

**OTTIMMO**  
**INTERNASIONAL**

CULINARY ARTS · GASTRONOMY · BAKING & PASTRY ARTS

Student Name : Vanessa Stevania Pradipta  
Student Number : 1974130010070  
Exam Day & Date : Kamis, 11 Agustus 2022  
Lecture : Yohanna Prasetyo, S.Sn, A.Md. Par  
(19881018 1701 044)

| No | Correction List   | Page           | Approval |
|----|---|----------------|----------|
| 1. | Kata ganti I tdk. diperbolehkan .<br>Diganti the author / the writer !. | All<br>pages . |          |

Acknowledge,  
Advisor

(Gilbert Yanuar Hadiwirawan, A.Md.Par.)

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Akademi Kuliner & Patiseri

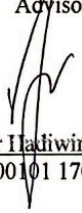
**OTTIMMO**  
**INTERNASIONAL**

CULINARY ARTS GASTRONOMY BAKING & PASTRY ARTS

Student Name : Vanessa Stevania Pradipta  
Student Number : 1974130010070  
Exam Day & Date : Kamis, 11 Agustus 2022  
Lecture : Gilbert Yanuar Hadiwirawan, A.Md.Par.  
(19900101 1701 041)

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Acknowledge,  
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(Gilbert Yanuar Hadiwirawan, A.Md.Par.)  
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Akademi Kuliner & Patiseri

**OTTIMMO**  
**INTERNASIONAL**

CULINARY ARTS - GASTRONOMY - BAKING & PASTRY ARTS

Student Name : Vanessa Stevania Pradipta  
Student Number : 1974130010070  
Exam Day & Date : Kamis, 11 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

(Gilbert Yanuar Hadiwirawan, A.Md.Par.)  
19900101 1701 041