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APPENDIX



Picture 16. Cold Kitchen



Picture 17. Hot Kitchen



Picture 18. Hot Kitchen



Picture 19. Kayumanis Kitchen Team



CERTIFICATE OF INTERNSHIP

This is to certify that

Liviane Lilo

successfully completed Internship Program with

Hotel Tentrem Semarang

In Food & Beverage Product

03 January 2022 – 02 July 2022

Semarang, 03 July 2022


Iwan Setiawan
Training Manager




Katharina P
Director of Human Resources

JL. GAJAHMADA NO. 123 · SEMARANG · 50134 · INDONESIA · P +62 24 8600 5555 · F +62 24 8600 5550
www.hoteltentrem.com

Internship Appraisal Form



AKADEMI KULINER & PATISERI
OTTIMMO[®]
INTERNASIONAL
CULINARY ARTS - GASTRONOMY - BAKING & PASTRY ARTS

INTERNSHIP PLACE: Kayumanis Kitchen, Tentrem Hotel Semarang

First Name Liviane Last Name Lilo

Review Period/s : Monthly Quarterly Bi-annually Annually Date Joining
: 3rd January 2022

Intern's Position : Trainee Department : Cold Kitchen

REVIEW DATE : 29 June 2022 Direct Supervisor : _____ 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.

3,5

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

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;

- Need Improve to work.
- Good. Communication to the team.
-

PERFORMANCE SUMMARY * to be filled by OTTIMMO International

TOTAL POINTS _____

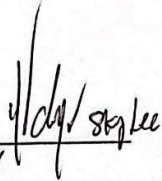
RATING _____

ACTION PLANS FOR DEVELOPMENT NEEDS


1. _____
2. _____
3. _____
4. _____
5. _____

III. SIGNATURES


On-Site Manager/Owner/Chef

Signature & Stamp:  Dated 29.6.2022

The Intern

Signature:  Liviane L. Dated 29.6.2022

OTTIMMO International Master Chef Academy

Signature & Stamp:  Pobby Dated 22/8/2022
Dept. Head Student Affairs

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Liviane Lilo
 Study Program : Culinary arts
 Placement of Industrial Training : Tentrem Hotel Semarang
 Field of Work : Kitchen
 Activity Notes : Internship.

Week	Description of Activities	Signature
1.	<ul style="list-style-type: none"> • Introducing the equipment on the kitchen • Studying Semarang Menu • Learning how to handle customer on breakfast 	<i>[Signature]</i>
2.	<ul style="list-style-type: none"> • Preparing condiment for breakfast • Helping to prepare a la carte food on hot kitchen • General cleaning walk in chiller 	<i>[Signature]</i>
3.	<ul style="list-style-type: none"> • Introducing the equipment on the cold kitchen • Studying Cold kitchen menu. 	<i>[Signature]</i>
4.	<ul style="list-style-type: none"> • Learning various kind of dressing • Learning various kind of salad that's available on Tentrem Hotel Semarang. 	<i>[Signature]</i>
5.	<ul style="list-style-type: none"> • Making salad dressing like french dressing, thousand island dressing, etc. • Preparing salad bar for breakfast. • Learning how to make lumpia Semarang. 	<i>[Signature]</i>
6.	<ul style="list-style-type: none"> • Preparing food for breakfast. • Learning how to make sushi. • General cleaning walk in chiller. 	<i>[Signature]</i>
7.	<ul style="list-style-type: none"> • Live cooking to make sushi at breakfast. • Handle event on Kayumanis Restaurant • Preparing ingredients for a la carte. 	<i>[Signature]</i>
8.	<ul style="list-style-type: none"> • Preparing items for cold kitchen from hotel store. • Prepare lumpia Semarang for breakfast. 	<i>[Signature]</i>

9.	<ul style="list-style-type: none"> • Preparing yogurt for breakfast. • Preparing ingredients for a la carte. • Learning BBQ night event menus 	✓/✓/✓
10.	<ul style="list-style-type: none"> • Handle event on Kayumanis Restaurant. • Learning how to cut fruit • Learn how to make tahu gembol. 	✓/✓/✓
11.	<ul style="list-style-type: none"> • Preparing ingredients for sushi such as cucumber, carrot, kani stick, salmon, etc • Making french dressing 	✓/✓/✓
12.	<ul style="list-style-type: none"> • Learning many menus for ramadhan event at Kayumanis Restaurant. • General cleaning walk in chiller. 	✓/✓/✓
13.	<ul style="list-style-type: none"> • Learning how to make mix salad • Learning how to make gado-gado for event at the restaurant. 	✓/✓/✓
14.	<ul style="list-style-type: none"> • Handle iftar buffet on Ramadhan. • Make a lot of sushi for event such as nigiri, maki, gunkan, temaki. 	✓/✓/✓
15.	<ul style="list-style-type: none"> • Handle live cooking on BBQ night. • Live cooking seafood (prawn, shell) on iftar event. 	✓/✓/✓
16.	<ul style="list-style-type: none"> • Making croutons • Preparing fruit and vegetables for fresh juice at breakfast. 	✓/✓/✓
17.	<ul style="list-style-type: none"> • Checking vegetables directly from the vendor so the quality of vegetables as the same like Tentrem Hotel standart - Example: brocoli should have green colour and short stem. 	✓/✓/✓
18.	<ul style="list-style-type: none"> • Washing the vegetables that comes from the vendor. Using vegetable detergent that have food grade. 	✓/✓/✓

19.	• Put the vegetables that have been washed to the chiller and arranging the vegetables according to the type.	✓/✓/✓
20.	• Checking dry good stuff. Like tuna can, lychee can, and don't forget to check the expired date.	✓/✓/✓
21.	Checking frozen stuff such like salmon, French fries, green peas on the correct temperature.	✓/✓/✓
22.	Keeping the cheese, mayonaisse, Yoghurt, edible flower to the chiller, check the expired date.	✓/✓/✓
23.	Taking order from store request like fresh milk, soya milk, chocolate milk, mayonaisse, mozzarella cheese, boga cheese.	✓/✓/✓
24.	Checking eggs that have good quality and washing the eggs so the egg is clean from the dirt.	✓/✓/✓