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APPENDIX



Figure 32. Certificate of Completion



Figure 33. The Author with Ciccia Kitchen Crew

Internship Appraisal Form



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

INTERNSHIP

PLACE: Ciccia Pistorame

First Name Jason Last Name Nick Adriel

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

Intern's Position : Cold, Pastry & Hot & Pizza Kitchen Department : Kitchen
STATION

REVIEW DATE : 13/8/2022 Direct Supervisor : MATEO REACCI 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

3,5

Figures 34. Internship Appraisal Form 1

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 4

Grading Guidelines.

Using the 4 point scale below, fill up the following table: 35

- 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

Figures 35. Internship Appraisal Form 2

Discussions/Notes;

JASON HAS BEEN AN INTERN IN CICCIA FROM FEBRUARY TO AUGUST 2022 AND IN THESE 6 MONTHS HE IMPROVED A LOT HIS SKILLS, SPEED AND QUALITY OF WORK. HE SHOWED THE RIGHT ATTITUDE AND HE WAS A GREAT TEAMPLAYER, MAKING FRIENDS AND BUILDING GOOD RELATIONSHIPS WITH HIS TEAMMATES. HE HAS BEEN A RELIABLE AND AN INDEPENDENT WORKER, GOOD AT FOLLOWING INSTRUCTIONS AND COMPLETE TASKS. I'M VERY HAPPY OF HIS DEVELOPMENT AND I WISH HIM THE BEST IN THIS CAREER.

PERFORMANCE SUMMARY * to be filled by OTTIMMO International

TOTAL POINTS 35

RATING _____

ACTION PLANS FOR DEVELOPMENT NEEDS

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

Figures 36. Internship Appraisal Form 3

III. SIGNATURES

On-Site Manager/Owner/Chef

Signature & Stamp: *[Handwritten Signature]* Dated 19/08/2022

The Intern

Signature: _____ Dated _____

OTTIMMO International MasterGourmet Academy

Signature & Stamp: _____ Dated _____
Dept. Head Student Affairs

Figures 37. Internship Appraisal Form 4

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Jason Nick Adriel
 Study Program : DIII of Culinary Arts
 Placement of Industrial Training : Ciccia Ristorante
 Field of Work : Cold, Pastry Kitchen & Hot Kitchen & Pizza Station
 Activity Notes : Month I/II/III/IV/V/VI

Week	Description of Activities	Signature
1	Introduction to Kitchen & Pizza station	[Signature]
2	Learning pizza shaping techniques	[Signature]
3	Mastering menu & handling pizza orders	[Signature]
4	Morning prep & closing shift	[Signature]
5	Basic principles of Ciccia's pastry	[Signature]
6	Morning prep, mise en place	[Signature]
7	Preparing takjil (apple pie) (dates pudding)	[Signature]
8	Preparing components for new menu(s)	[Signature]
9	Morning prep for new menu launching, mise en place	[Signature]
10	Closing shift for cold, pastry kitchen	[Signature]
11	Preparing for events & birthday party	[Signature]
12	Morning prep & preparing for small events	[Signature]
13	Mise en place, and preparing for PO	[Signature]
14	Preparing stocks for the week	[Signature]
15	Mise en place & preparing for PO	[Signature]
16	Mise en place & preparing stocks for the week	[Signature]
17	Preparing for small events	[Signature]
18	Mise en place & preparing stocks for the week	[Signature]
19	preparing for 17 th birthday dinner & wedding - lunch	[Signature]

Figures 38. Recapitulation of Activity 1

