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APPENDIX



Akademi Kuliner & Pastry  
**OTTIMO**  
 INTERNATIONAL

**CONSULTATION FORM**  
**INDUSTRIAL TRAINING /**  
**FOODPRENEURSHIP**

Name : Fidela Emily Bertha  
 Student Number : 1974130010001  
 Advisor : Heni Adhianata S.T.P., M.Sc

No	Date	Topic Consultation	Name/ Signature
1.	9/22	Penulisan nomor pada pada gambar	
2.	10/22	Penulisan nomor pada gambar	
3	28/22	Penulisan bahan ma sarak	
4	28/22	Penulisan masalah yang dihadapi selama internship	
5	29/22	Penjelasan kitchen brigade	

No	Date	Topic Consultation	Name/ Signature
6	29/22	Penjelasan kitchen brigade	
7	29/22	Penulisan kitchen brigade	
8	29/22	Penulisan SOP	
9	30/22	Penulisan kegiatan magang	
10	6/22	Penulisan suggestion.	
11	29/22	Penulisan PPT	

Recapitulation of Industrial Training

Name : Fidela Emily Bertha  
 Study program : D3 Culinary Arts  
 Placement of Industrial Training : Alila Hotel Solo  
 Field of Work : Pastry Department  
 Activity Notes : Month I /II /III /IV /V /VI

Week	Description of Activities	Signature
1	Author gets morning shift. Take care of pastry buffet & prepare breakfast.	[Signature] Diaz mahendra
2	Take care of pastry buffet and prepare breakfast for the next day	[Signature] Diaz mahendra
3	Author gets afternoon shift. Made banana cake, pastry cream & coconut ms.	[Signature] Diaz mahendra
4	Author gets another morning shift. Take care of pastry buffet	[Signature] Diaz mahendra
5	Author gets afternoon shift. Make cheese cake, choux, and vanilla cookies	[Signature] Diaz mahendra
6	Author gets afternoon shift. Made some product. such as pudding, frosting, sponge cake, brownies and mousse	[Signature] Diaz mahendra
7	Take care of pastry buffet (breakfast) Made some mousse (coconut & mango)	[Signature] Diaz mahendra
8	Take care of pastry buffet & help staff to prepare event	[Signature] Diaz mahendra
9	Take care of Pastry buffet - Molding chocolate for garnish	[Signature] Diaz mahendra
10	- Made some products, such as raspberry gel, cream chocolate & cheese cake, cassava cheese cake & pile up red velvet	[Signature] Diaz mahendra
11	Take care of pastry buffet (breakfast), made pancake & waffle batter and muffins	[Signature] Diaz mahendra
12	Made chocolate pudding & palm sugar pudding for 620 events	[Signature] Diaz mahendra
13	Take care of pastry buffet and prepare for Ramadan event (Iftar)	[Signature] Diaz mahendra
14	Prepare for Ramadan event and made mahallabia, Tab Tim Grab	[Signature] Diaz mahendra
15	Made muffins with various flavors (chocolate, green tea, strawberry, and citrus), creme brulee, chocolate sauce & chocolate glazing	[Signature] Diaz mahendra

16	Made white-choco mousse, creme caramel, pandan pinacotta, pisang ljo, and creme brulee for AGWA	<del>Ad</del> Darma
17	- Take care of pastry buffet - Made some choux au craquelin	<del>Ad</del> Darma
18	Made chocotart, kalamansi gel, and royal quiche	<del>Ad</del> Darma
19	Made hazelnut mousse for event wedding and red velvet sponge for amenities	<del>Ad</del> Darma
20	Made chocolate pudding for birthday event, slack area for amenities	<del>Ad</del> Darma
21	Take care of pastry buffet and prepare for breakfast next day	<del>Ad</del> Darma
22	- Take care of pastry buffet - Made cake (English & mong bean) for breakfast	<del>Ad</del> Darma
23	- Take care of pastry buffet - Arrange coffee break	<del>Ad</del> Darma
24	- Made chocolate creme brulee for AGWA - Made chocolate truffle	<del>Ad</del> Darma

# Internship Appraisal Form



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

**INTERNSHIP**

PLACE: Hotel ALILA Solo

First Name Fidela Last Name Bertha

Review Period/s :  Monthly  Quarterly  Bi-annually  Annually Date Joining  
: 8 Januari 2022 - 8 July 2022

Intern's Position : Pastry Section Department : F&B Product

REVIEW DATE : 8 July 2022 Direct Supervisor : Darma Triatmojo 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.

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.

3

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

**Uniforms**

Always wear the proper and designated uniform.

3

**4. ON THE JOB & KNOWLEDGE**

**Dependability**

Can be counted upon to do what is expected and required

3

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;**

Overall Fidefa is very good performance, good attitude,  
want to learn and fast learning about Pastry production

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<b>PERFORMANCE SUMMARY * to be filled by OTTIMO International</b>	
<b>TOTAL POINTS</b>	_____
<b>RATING</b>	_____
<b>ACTION PLANS FOR DEVELOPMENT NEEDS</b>	
1.	_____
2.	_____
3.	_____
4.	_____
5.	_____

**III. SIGNATURES**


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

Signature & Stamp:  \_\_\_\_\_ Dated 8/7/22 \_\_\_\_\_

**The Intern**

Signature:  \_\_\_\_\_ Dated 8-7-2022 \_\_\_\_\_

**OTTIMMO International Master Gourmet Academy**

Signature & Stamp:  \_\_\_\_\_ Dated 8/9/2022. \_\_\_\_\_  
*Dept. Health Student Affairs*





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

Student Name : Fidela Emily Bertha  
 Student Number : 1974130010001  
 Exam Day & Date : Kamis, 8 September 2022  
 Lecture : Heni Adhianata, S.T.P., M.Sc  
 (19900613 1402 016)

No	Correction List	Page	Approval
1.	Writing objective @ Area sofa party kitchen	1	<i>AF</i>
2.	Pot 3.3 → @ penjelasan tlg penempatan storage di oven & freezer	32.	<i>AF</i>
3.	Approval I = judul ornamen dg di cover dan Approval II	i	<i>AF</i>

Acknowledge,  
 Advisor

(Heni Adhianata, S.T.P., M.Sc)  
 19900613 1402 016



Akademi Kuliner & Patiseri  
**OTTIMMO**  
 INTERNASIONAL  
 CULINARY ARTS - GASTRONOMY - BAKING & PATISSIÈRE ARTS

Student Name : Fidela Emily Bertha  
 Student Number : 1974130010001  
 Exam Day & Date : Kamis, 8 September 2022  
 Lecture : Hilda Tjahjani Iskandar, S.E., Ak., C.A., M.M.  
 (19691029 2002 072)

No	Correction List	Page	Approval
1.	Consultation form ditandatangani dosen jrs	41	
2.	Bibliography ditambah di sumber diluar Alfabeta mencakup buku resep atau bestbook perkebunan		

Acknowledge,  
 Advisor

**(Heni Adhianata, S.T.P., M.Sc)**  
 19900613 1402 016



Akademi Kuliner & Patiseri  
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2.	Bibliography ditambal dr sumber diluar Alha mual dr buku resep atau bestbook perkulatan		

Acknowledge,  
Advisor

**(Hemi Adhianata, S.T.P., M.Sc)**  
19900613 1402 016



**AliLA** SOLO . JAVA

**CERTIFICATE OF COMPLETION**

This certifies that:

Fidela Emily Bertha

Has successfully completed the Internship Program

In FB Kitchen (Pastry) Department

From 8 January 2022 to 7 July 2022

Faisal Rachman  
Learning & Development Asst. Manager

Herwinda Yunestia  
Director of Human Resources

**TRAINEE EVALUATION FORM**

Name : Fidela Emily Bertha  
 School/University : Ottimmo International  
 Training Period : 8 January 2022 – 7 July 2022  
 Division/Department : FB Kitchen (Pastry)

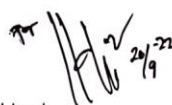
NO	ASSESSMENT ASPECTS	4	3	2	1	ADDITIONAL NOTES
1	Job Knowledge		√			
2	Quality of Work	√				
3	Quantity of Work	√				
4	Reliability		√			
5	Initiative	√				
6	Grooming	√				
7	Attendance	√				
8	Punctuality		√			
9	Care to Equipment		√			
10	Attitude to Supervision	√				
11	Interpersonal Relations		√			
12	Customer Relations		√			
13	Communication Skills	√				
Remarks: 3.50 – 4.00 = Excellent (A) 3.00 – 3.49 = Good (B) 2.50 – 2.99 = Fair (C) 1.00 – 2.49 = Poor (D)		Total Score:	Average Score:		Final Grade:	
		<b>46</b>	<b>3.5</b>		<b>A</b>	
Absence With Permission					0 Days	
Absence Without Permission					0 Days	
Absence of Sick/illness (presenting Doctor's Certificate)					0 Days	

Appraised by



Supervisor

Approved by



Dept. Head

Acknowledged by



L&D Asst. Manager