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APPENDIX





Akademi Kuliner &amp; Patiseri

# OTTIMMO

## INTERNASIONAL

CULINARY ARTS · GASTRONOMY · BAKING &amp; PASTRY ARTS

Student Name : Xelia Wanlie  
 Student Number : 1974130010043  
 Exam Day & Date : Kamis, 8 September 2022  
 Lecture : Novi Indah Permata Sari, S.T., M.Sc  
 (19951109 2202 083)

No	Correction List	Page	Approval
1.	Latar belakang fokuskan pada hotel & <del>kegiatan</del> hotel.	1	<i>Nepi</i>
2.	Ditambahkan Problem & solution. (dicek dipanduan PES ada di bab 3/4)?		<i>Nepi</i>
3.	Paragrafnya dirapikan.		<i>Nepi</i>
4.	Kutipan stylenya diganti		<i>Nepi</i>
5.	titik koma & cet kembali.		<i>Nepi</i>
6.	Grammatical error & cet lagi.		<i>Nepi</i>

Acknowledge,  
Advisor

(Arya Putra Sundjaja, S.E.)  
19801017 1703 001




Akademi Kuliner &amp; Patiseri

# OTTIMMO

## INTERNASIONAL

CULINARY ARTS GASTRONOMY BAKING &amp; PASTRY ARTS

Student Name : Xelia Wanlie  
 Student Number : 1974130010043  
 Exam Day & Date : Kamis, 8 September 2022  
 Lecture : Arya Putra Sundjaja, S.E.  
 (19801017 1703 001)

No	Correction List	Page	Approval
	<p>typo &amp; <del>grammar</del> grammatical mistake</p>	<p>marked pages</p>	

Acknowledge,  
Advisor



(Arya Putra Sundjaja, S.E.)

19801017 1703 001



Akademi Kuliner &amp; Patiseri

# OTTIMMO

## INTERNASIONAL

CULINARY ARTS · GASTRONOMY · BAKING &amp; PASTRY ARTS

Student Name : Xelia Wanlie  
 Student Number : 1974130010043  
 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	Ralat	V	
2	Who is he ?	2	
3	Pls edit	4	
4	Spell check all pages	5	
5	a) Edit, krn bukan iklan	6	
	b) Spasi, pemampatan huruf besar kecil	10	
	dan kenapa tdk sambung dg hal 11	11	
6	Titik di akhir paragraf. Yg rapi	12	
7	Spell check & pemampatan hrf bsr u/nama	21	
8	Bibliography ditambahi buku teks awal dr buku perhotelan atau resep		
9	Spell check & pemampatan huruf kapital	43 38	

Acknowledge,  
Advisor

(Arya Putra Sundjaja, S.E.)

19801017 1703 001



No	Date	Topic Consultation	Name/ Signature
1)	09/mai/22	U/ setiap menu apa harus di foto semua / beberapa	Neli
2)	11/juli/22	Industrial training Objectivitas	Neli
3)	26/juli/22	pembuatan Menu di latae yen selama magang.	Neli
4)	28/juli/22	Tanya mengenai orang yang membuat resep baku di latae yen.	Neli
5)	02/Aug/22	Tanya mengenai table Aktivitas magang	Neli
6)	05/Aug/22	mengenai weekly table kegiatan selama magang.	Neli

Name : **XELIA WATLLE**  
Student Number : **1974130010043**  
Advisor : **Arya Putra Sundjaja**

No	Date	Topic Consultation	Name/ Signature
7)	06/Aug/22	Tanda tangan Superuser di latae yen	Neli
8)	16/Aug/22	Menu yang ada di latae yen.	Neli
9)	02/Aug/22	Sub-bab Aktivites performed apakah harus dicatat dari awal magang hingga akhir	Neli
10)	26/juli/22	Selama 3 bulan magang ada perubahan menu dan ada menu yang hilang.	Neli

# Internship Appraisal Form



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

INTERNSHIP

PLACE: LATAR IJEN RESTO - MALANG

First Name Xelca Last Name Wanlie

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

Intern's Position : Helper Department : KITCHEN

REVIEW DATE : Wednesday, 6<sup>th</sup> July 2022 Direct Supervisor : VERRARI (Sous Chef) x

## GRADING FACTORS

### 1. ORGANIZATIONAL & COMMUNICATION

#### Staffs Relations

Consistently demonstrates: attentiveness, courtesy and efficient service to other staff.  
Creates friendly environment.

3

#### Team Player

Cooperates and works well with others. Enthusiastic, portrays a positive manner and  
Works toward the Company's goal/s.

3

#### Follow -Through

Sees tasks through completion. Finishes work so that next shift is prepared.

2.5

### 2. CUSTOMERS INTERACTIONS

#### Customer Relations (\*if any)

Consistently demonstrates: attentive, courtesy and efficient service to customers.  
Treat customers with Considerations and Respects

x



### 3. PERSONAL PRESENTATIONS

#### Grooming Standards

Practices and displays proper grooming, personal hygiene and care.

3.5

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

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 Xelica doing a good job. Just need more increase skill and product knowledge. More focus and remember all the job desk properly.

Grooming are good, can ~~do~~ work in a team.

Good Job & Good Luck!!

**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:  VERRARI Dated 19 September 2022

**The Intern**

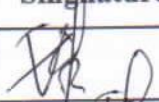






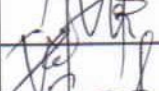




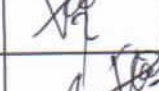




Signature: Flis xella Dated 21 September 2022


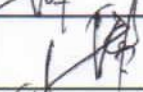
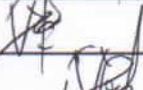
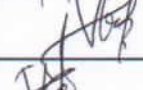
**OTTIMMO International Master Gourmet Academy**

Signature & Stamp:  Robby Dated 20/9/2022  
Dept. Head Student Affairs

## RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Xelia Wanlie  
 Study Program : D-3 Progam – Culinary arts  
 Placement of Industrial Training : Latar Ijen Resto & Café  
 Field of Work : Sous Chef  
 Activity Notes : Month I/II/III/IV/V/VI

Week	Description of Activities	Singnature
1	Introduction of palces, making salad, Filling all dressings, and taught to handle production.	
2	Learn to blame fryer manually.	
3	Learn to handle the fryer and all incoming orders.	
4	Learn to ask for groceries that run out to storage request and check all the ingredients that run out.	
5	Learn to make flours including karage flour, banana flour, fish and chip .	
6	Learn to make for steak, roasted chicken, garlic butter paste, pan fried, meatball, diced chicken, mixed seafood, croquettes, chicken wings seasoning.	
7	Learn to make chicken karage, fried banana, and fish and chip, chicken wings.	
8	Learn to handle rational and timing every menu that exist.	
9	Learn to understand every steak doneness based on incoming orders.	
10	Help pick up food that has run out.	
11	Learn to make dressings.	
12	Learn to recognize and how to clean vegetables.	
13	Learn to recognize and how to clean vegetables.	
14	Learn to clean salmon scales.	
15	Taught the vivo system and thawing system.	
16	Learn about stock out and stock in.	
17	Learn to make spaghetti such as aglio olio, meatball and spaghetti, beef stroganoff, chicken alfredo.	
18	Learn to platting every menu that is in Latar Ijen.	
19	Learn to clean rational and fryer.	

20	Learn to know every condiment of every menu that exists.	
21	Packing each food weight such as French fries 100 gr and 180 gr.	
22	Refill every seasoning that runs out.	
23	If there is food that is damaged it is usually put in the spoil book.	
24	Learn about stock opname.	