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## APPENDIX



De Forest Kitchen 1



De Forest Kitchen 2



De Forest Bar



Akademi Kuliner & Patiseri  
**OTTIMMO**  
INTERNASIONAL  
COFFERY ARTS BAKINGHOMES PASTRY & PAstry ARTS

Student Name : Dylan Budilaksmo  
Student Number : 1974130010077  
Exam Day & Date : Senin, 3 Oktober 2022  
Lecture : Arya Putra Sundjaja, S.E.  
(19801017 1703 001)

No	Correction List	Page	Approval
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	Job description of commis & helperolong diperbaiki	7.	<i>[Signature]</i>
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Acknowledge,  
Advisor

(Hilda Tjahjani Iskandar, S.E., Ak., C.A., M.M.)  
19691029 2002 072



Akademi Kuliner & Patiseri

**OTTIMMO**  
INTERNASIONAL

ESTABLISHED 2015 | GEDONGSIANG, BANGSA & PUSAT KULINER

Student Name : Dylan Budilaksmono  
Student Number : 1974130010077  
Exam Day & Date : Senin, 3 Oktober 2022  
Lecture : Heni Adhianata, S.T.P., M.Sc  
(19900613 1402 016)

No	Correction List	Page	Approval
1.	Chapter I } ada enter → format ✓ / Chapter lain Introduction	1	
2.	Chapter I ditambah lagi © Revisi menulis tempat tinggal, keunggulan DE forest dibanding resto lain	1	
3.	Judul ditambah -rangai chapter dan sub chapter dimasukkan lagi → lihat guideline	1 - dst.	

Acknowledge,  
Advisor

(Hilda Tjahjani Iskandar, S.E., Ak., C.A.,  
M.M.)

19691029 2002 072



Akademi Kuliner & Patiseri  
**OTTIMMO**  
 INTERNASIONAL  
CELESTIAL ARTS - BAKERY & PASTRY ARTS

Student Name : Dylan Budilaksmo  
 Student Number : 1974130010077  
 Exam Day & Date : Senin, 3 Oktober 2022  
 Lecture : Hilda Tjahjani Iskandar, S.E., Ak., C.A., M.M.  
 (19691029 2002 072)

No	Correction List	Page	Approval
1.	Spelled out all pages please	1 det..	
2.	Technical aspect writing all pages	1-	

Acknowledge,  
 Advisor

(Hilda Tjahjani Iskandar, S.E., Ak., C.A., M.M.)  
 19691029 2002 072

# Internship Appraisal Form



AKADEMI KULINER & PATISERI  
**OTTIMMO**<sup>®</sup>  
INTERNASIONAL  
ESTABLISH 1978 - PATISERIE - BAKAR & PATISI ART

INTERNSHIP

PLACE: De Forest

First Name Dylan

Last Name Budita Kusmono

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

Intern's Position : New Trainee Department : Hot Kitchen

REVIEW DATE : 26-5-2022 Direct Supervisor : David el Nas

## 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

#### 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. 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

Follow instructions and completes work on time with minimum supervision

**Work Quality**

Work performed according to Chef's standard and on-site work requirements

4

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:**

- 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;

TRY TO learn more<sup>new</sup> Things until Can learn something That Usefull for  
Your Career

keep The ~~discipline~~ discipline on the kitchen

always Responsibility with what you do!

PERFORMANCE SUMMARY \* to be filled by GTTIMMO International

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

RATING \_\_\_\_\_

ACTION PLANS FOR DEVELOPMENT NEEDS

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

**III. SIGNATURES**

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

Signature & Stamp:  \_\_\_\_\_  
The logo for 'Be Forest' features a stylized green tree and the text 'Be Forest' in a green, sans-serif font.

Dated 26-5-2022

**The Intern**

Signature:  \_\_\_\_\_

Dated 20/10/2022

**OTTIMMO International Master Gourmet Academy**

Signature & Stamp:  \_\_\_\_\_  
The seal is circular with a red border and contains a stylized 'O' and 'M' logo. The text 'OTTIMMO' is at the top and 'SEAL OF THE ACADEMY' is around the border. Below the seal, the name 'Robby' is handwritten.

Dated 22/10/2022

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

Name : Dylan Bushiokumaha  
 Student Number : 1974130010077  
 Advisor : Hikmah Alkhairiyah Isfandar

No	Date	Topic Consultation	Name/ Signature
1	1/9	Executive Summary	
2	5/9	chapter 1	
3	7/9	chapter 2	
4	9/9	chapter 3	
5	12/9	table 1	
6	14/9	table 2	

No	Date	Topic Consultation	Name/ Signature
7	16/9	table 3	
8	19/9	Product of Internship	
9	20/9	Hygiene and Sanitation	
10	21/9	chapter 4	
11	22/9	Conclusion	
12	22/9	bibliography	