

## BIBLIOGRAPHY


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## APPENDIX

### 1. Certificate Accomplishment



## 2. Consultation Form









AKADEMI KULNER & PATISERI  
**OTTIMMO**  
INTERNASIONAL





**CONSULTATION FORM**  
RESEARCH AND DEVELOPMENT  
FINAL PROJECT

Name : Eduardus Steven Harastin  
Student Number : 1974130010062  
Advisor : Gilbert Yanuar Hediwinawan, A.Md.Bs.


  

No	Date	Topic Consultation	Name/ Signature
1	Kamis 25/11 2021	Konsultasi Resep	
2	Kamis 25/11 2021	Konsultasi Food Cost	
3	Jumat 26/11 2021	Konsultasi Packaging	
4	Jumat 26/11 2021	Konsultasi Nutrisi	
5	Minggu 28/11 2021	Konsultasi Packagin	
6	Senin 29/11 2021	Konsultasi Laporan	

No	Date	Topic Consultation	Name/ Signature
7	Senin 29/11 2021	Konsultasi Resep	
8	Senin 29/11 2021	Konsultasi Food Cost	
9	Rabu 1/12 2021	Revisi Laporan	
10	Rabu 1/12 2021	Laporan Approval	

### 3. Appraisal Form

Internship Appraisal Form			AKADEMI KULINER & PATISERI <b>OTTIMMO</b> <sup>®</sup> INTERNASIONAL CULINARY ARTS · GASTRONOMY · BAKING & PASTRY ARTS
INTERNSHIP			
PLACE: <u>Vasa Hotel Surabaya / 209 Dining</u>			
First Name	<u>Eduardus</u>	Last Name	<u>Steven Hanakin</u>
Review Period/s	<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Bi-annually <input type="checkbox"/> Annually    Date Joining		
	<u>: 24 February 2022</u>		
Intern's Position	<u>Preparation, Cooking</u>	Department	<u>Food &amp; Beverage Product</u>
REVIEW DATE	<u>5 September 2022</u>	Direct Supervisor	_____ x
<b>GRADING FACTORS</b>			
<b>1. ORGANIZATIONAL &amp; COMMUNICATION</b>			
<b>Staffs Relations</b>			
Consistently demonstrates: attentiveness, courtesy and efficient service to other staff. Creates friendly environment.			<input checked="" type="checkbox"/>
<b>Team Player</b>			
Cooperates and works well with others. Enthusiastic, portrays a positive manner and Works toward the Company's goal/s.			<input checked="" type="checkbox"/>
<b>Follow -Through</b>			
Sees tasks through completion. Finishes work so that next shift is prepared.			<input checked="" type="checkbox"/>
<b>2. CUSTOMERS INTERACTIONS</b>			
<b>Customer Relations (*if any)</b>			
Consistently demonstrates: attentive, courtesy and efficient service to customers. Treat customers with Considerations and Respects			<input checked="" type="checkbox"/>

## Appraisal Form

<b>3. PERSONAL PRESENTATIONS</b>	
<b>Grooming Standards</b>	
Practices and displays proper grooming, personal hygiene and care.	3.5
Maintains hair and facial hair (*if any) per proper F&B industrial standards	
<b>Uniforms</b>	
Always wear the proper and designated uniform.	3.5
<b>4. ON THE JOB &amp; KNOWLEDGE</b>	
<b>Dependability</b>	
Can be counted upon to do what is expected and required	3.5
Follow instructions and completes work on time with minimum supervision	
<b>Work Quality</b>	
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	
<b>Work Quantity</b>	
Complete the expected amount of work in relation to Company's standards	4
<b>Grading Guidelines.</b>	
<b>Using the 4 point scale below, fill up the following table:</b>	
• 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	

## Appraisal Form

### Discussions/Notes;

Perlu memperdalam lagi ilmu & pengetahuan di dalam kitchen untuk mengembangkan skill & masa depan karir.

Mampu bekerja sebagai team di kitchen

Bisa diajak untuk bekerja loyal & hard working di kitchen

Mampu menyelesaikan pekerjaan yang dikasih oleh staff di beberapa section kitchen.

### PERFORMANCE SUMMARY \* to be filled by OTTIMMO International

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

RATING \_\_\_\_\_



### ACTION PLANS FOR DEVELOPMENT NEEDS

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

## Appraisal Form

### III. SIGNATURES



On-Site Manager/Owner/Chef

Signature & Stamp  ASA Andriano Dated 05/09/2022  


The Intern

Signature:  Eduardus Steven Manatin Dated 05/09/2022

OTTIMMO International Master Gourmet Academy

Signature & Stamp  Pobby Dated 30/09/2022  
  
Dept. Head Student Affairs

#### 4. Correction Form

Jumat, 14 Oktober 2022/13.00-14.00




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

Student Name : Eduardus Steven Hanakin (OFFLINE)  
Student Number : 1974130010068  
Exam Day & Date : Jumat, 14 Oktober 2022  
Lecture : Gilbert Yanuar Hadiwirawan, A.Md.Par.  
(19900101 1701 041)

No	Correction List	Page	Approval

Acknowledge,  
Advisor

  
(Gilbert Yanuar Hadiwirawan, A.Md.Par.)  
19900101 1701 041



# Correction Form

Jumat, 14 Oktober 2022/13.00-14.00



Akademi Kuliner & Patiseri  
**OTTIMMO**  
 INTERNASIONAL

CULINARY ARTS GASTRONOMY BAKING & PASTRY ARTS

Student Name : Eduardus Steven Hanakin (OFFLINE)  
 Student Number : 1974130010068  
 Exam Day & Date : Jumat, 14 Oktober 2022  
 Lecture : Novi Indah Permata Sari, S.T., M.Sc  
 (19951109 2202 083)

No	Correction List	Page	Approval
1.	Kitchen brigadge diambarkan ulang.		<i>[Signature]</i>
2.	Dining brigadge diambarkan ulang.		<i>[Signature]</i>
3.	Di bab 4 ditambahkan poin conclusion (4.1 conclusion, 4.2 Problem & solves, 4.3 suggestion)		<i>[Signature]</i>
4.	Report dicet lagi (Font TNR, rata kanan kiri, b.)		<i>[Signature]</i>
5.	Tidak boleh ada contraction → can't → cannot	11	<i>[Signature]</i>

Acknowledge,  
 Advisor

(Gilbert Yanuar Hadiwirawan, A.Md.Par.)  
 19900101 1701 041

## Correction Form



Akademi Kuliner & Patiseri

**OTTIMMO**  
INTERNASIONAL

CULINARY ARTS GASTRONOMY BAKING & PASTRY ARTS

Student Name : Eduardus Steven Hanakin (OFFLINE)  
Student Number : 1974130010068  
Exam Day & Date : Jumat, 14 Oktober 2022  
Lecture : Heni Adhianata, S.T.P., M.Sc  
(19900613 1402 016)

No	Correction List	Page	Approval
1.	Digempurnakan lagi kalimat pertama di Executive summary	x	<i>HA</i>
2.	Di sub. bab (1) Background of Study talk perlu diberi gambar.	1	<i>HA</i>
3.	Penulisan chapter 3 → line 2 spacing diperbaiki	13	<i>HA</i>

Acknowledge,  
Advisor

*(Gilbert Yanuar Hadwirawan, A.Md.Par.)*  
1990010 | 1701 041