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## APPENDIX

### Appendix 1. Chef Mandif Warokka




### Appendix 2. Blanco par Mandif staff and trainees





Appendix 3. Appraisal form

**Internship Appraisal Form**



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

INTERNSHIP  
PLACE: BLANCO per Mandif

First Name Feodora Clarisia Last Name Laksmono

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

Intern's Position : Kitchen Department Department : Commis

REVIEW DATE : 9 Juli 2023 Direct Supervisor : Ahimsa Ghibran 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 4

### 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

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;**

Feo has been exceeding our expectations.

From her eager to learn, smart and wise executions and most

importantly, her leading skill!

Impressed on how she handled every first experiences in some field,  
(e.x) bartending and having direct conversation with the guests.

**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: Afansa Ehibran

Dated 9<sup>th</sup> July 2023

**The Intern**



Signature: Feodora C

Dated 9<sup>th</sup> July 2023

**OTTIMMO International MasterGourmet Academy**

Signature & Stamp: \_\_\_\_\_  
*Dept. Head Student Affairs*

Dated \_\_\_\_\_

**Appendix 4. Certificate**





Appendix 5. Consultation Table

No	Date	Topic Consultation	Name/ Signature
1.	9/7 <sup>23</sup>	Abstract	<i>[Signature]</i>
2.	12/7 <sup>23</sup>	Chapter 1 : Introduction	<i>[Signature]</i>
3.	16/7 <sup>23</sup>	Chapter 2 : Benefits of Internship	<i>[Signature]</i>
4.	17/7 <sup>23</sup>	Chapter 2 : Organizational Structure + main task	<i>[Signature]</i>
5.	17/7 <sup>23</sup>	Chapter 3 : Internship activities	<i>[Signature]</i>
6.	20/7 <sup>23</sup>	Chapter 3 : Table activities	<i>[Signature]</i>
No	Date	Topic Consultation	Name/ Signature

7.	24/7 <sup>23</sup>	Chapter 3 : products of Internship	<i>[Signature]</i>
8.	25/7 <sup>23</sup>	Chapter 3 : Events + experiences	<i>[Signature]</i>
9.	27/7 <sup>23</sup>	Chapter 4 : problems + solutions	<i>[Signature]</i>
10.	28/7 <sup>23</sup>	Chapter 2 : hygiene + sanitation.	<i>[Signature]</i>



Akademi Kuliner & Pastry  
**OTTIMMO**  
 INTERNASIONAL  
CREATING ARTS, CULTURE, SERVICE & LEADERSHIP

**CONSULTATION FORM / INDUSTRIAL TRAINING / FOODPRENEURSHIP**

Name : Fadobra, Clarissia L  
 Student Number : 2094132012001  
 Advisor : Hani Aghlanata, S.T.P., H.Sc