

## BIBLIOGRAPHY

*Dining JW Marriott Hotel Surabaya.* Restaurant Surabaya, Indonesia with Steakhouse | JW Marriott Hotel Surabaya. (n.d.). <https://www.marriott.com/en-us/hotels/subjw-jw-marriott-hotel-surabaya/dining/>

*Our story.* Our Story. (n.d.). <https://www.marriott.com/about/culture-and-values/history.mi>

*Welcome to JW Marriott Hotel Surabaya.* Surabaya Family-Friendly Hotels | JW Marriott Hotel Surabaya. (n.d.). <https://www.marriott.com/en-us/hotels/subjw-jw-marriott-hotel-surabaya/overview/>

# APPENDIX

## Internship Appraisal Form



AKADEMI KULINER & PATISERI  
**OTTIMMO**  
INTERNASIONAL  
CULINARY ARTS | GASTRONOMY | BAKING & PASTRY ARTS

INTERNSHIP

PLACE:

JW Marriott Surabaya

First Name

Michael

Last Name

Sundjaja

Review Period/s :

Monthly

Quarterly

Bi-annually

Annually

Date Joining

: 9 January 2023 - 9 July 2023

Intern's Position :

Department :

Culinary Pavilion Restaurant

REVIEW DATE :

5/7/2023

Direct Supervisor :

### 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.

2.5

##### Follow -Through

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

3

#### 2. CUSTOMERS INTERACTIONS

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

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

2.5

3. PERSONAL PRESENTATIONS

Grooming Standards

Practices and displays proper grooming, personal hygiene and care.

2

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

Uniforms

Always wear the proper and designated uniform.

2

4. ON THE JOB & KNOWLEDGE

Dependability

Can be counted upon to do what is expected and required  
Follow instructions and completes work on time with minimum supervision

3

Work Quality

Work performed according to Chef's standard and on-site work requirements  
All job descriptions specification are met. Consistency in work. All recipes are followed

2.5

Work Quantity

Complete the expected amount of work in relation to Company's standards

2.5

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;**

- Harus lebih fokus dan teliti dlm bekerja
- Tolong grooming lebih diperhatikan
- Hrs lebih rapi dlm berpakaian
- Jgn sembrono / telodor dlm bekerja.

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

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

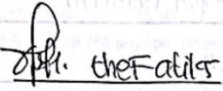
RATING \_\_\_\_\_

**ACTION PLANS FOR DEVELOPMENT NEEDS**

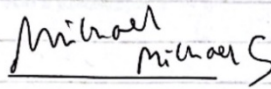
1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

III. SIGNATURES

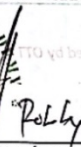
On-Site Manager/Owner/Chef

Signature & Stamp:  Dated 05/07/23

The Intern

Signature:  Dated 05/07/23

OTTIMMO International MasterGourmet Academy

Signature & Stamp:  Dated 10/07/23  
Dept. Head Student Affairs

ACTION PLANS FOR DEVELOPMENT NEEDS






Akademi Kuliner & Pastry  
**OTTIMMO**  
 INTERNASIONAL  
CEKUP DAN CANTUMI MANGKAPATI

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

Name : Michael Soudjaja  
 Student Number : 2024130018036  
 Advisor : Ryan Xrenia Iskadar

No	Date	Topic Consultation	Name/ Signature
1	03/05 2023	Preface + AbsTrack (Jerry)	
2	03/07 2023	Product Internship (Jerry)	
3	04/07 2023	Hotel Occupancy (Jerry)	
4	10/07 2023	Input Page Number (Elma)	
5	10/07 2023	Input Revisian (mas laperan Cakupan, list of table, list of figure)	
6	12/07 2023	Chapter 1 (Jerry)	

No	Date	Topic Consultation	Name/ Signature
7	12/07 2023	Chapter 2 (Jerry)	
8	12/07 2023	Chapter 3 (Jerry)	
9	12/07 2023	Chapter 4 (Jerry)	
10	12/07 2023	Chapter 5 (Jerry)	
11	12/07 2023	Appendix (Jerry)	
12			

JW MARRIOTT  
SURABAYA

## Certificate of Accomplishment

This is to certify that

***Michael Sundjaja***

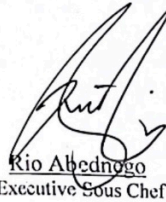
Ottimmo International Surabaya  
*has successfully completed*  
*On The Job Training*

**FB Culinary**

09 January 2023 – 09 July 2023



Dani Suminar Sari  
HR & Training Manager



Rio Abednogo  
Executive Sous Chef

