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## APPENDIX

### Appendix 1. Bakery Team



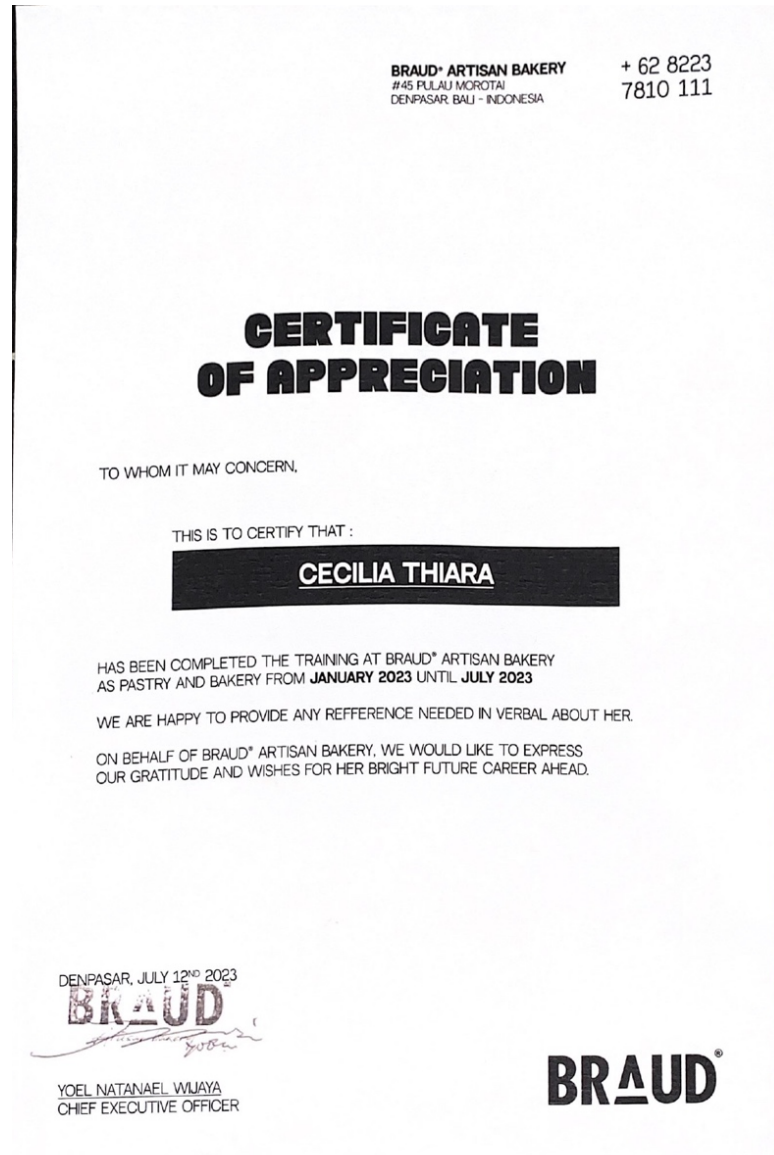


## Appendix 2. Pastry Team






### Appendix 3. Internship Certificate



## Appendix 4 : Appraisal Form



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

### Internship Appraisal Form

**INTERNSHIP**  
 PLACE: Bread Artisan Bakery

First Name Cecilia Last Name Thora

Review Period/s :  Monthly  Quarterly  Bi-annually  Annually Date Joining  
3 Januari 2023

Intern's Position : Training Department : Bakery

REVIEW DATE : 11 July 2023 Direct Supervisor : Chef Ben

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**GRADING FACTORS**

**1. ORGANIZATIONAL & COMMUNICATION**

**Staffs Relations** 3.5

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

**Team Player** 3.5

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

**Follow -Through** 4

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

**2. CUSTOMERS INTERACTIONS**

**Customer Relations (\*if any)** 3

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.

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

3

**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

Follow instructions and completes work on time with minimum supervision

3.5

**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

3.5

**Work Quantity**

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

3.5

**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;**

Terus Ciri hai Baru & Combine Rasa yang belum pernah kamu tau,  
11111 Bekerj cikan & kudu ada sampai nanti, Bekerj kudu kinteng Waktunya ... (1)

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

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

RATING \_\_\_\_\_

**ACTION PLANS FOR DEVELOPMENT NEEDS**

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

III. SIGNATURES



On-Site Manager/Owner/Chef

Signature & Stamp:  \_\_\_\_\_ Dated July, 11<sup>th</sup> 2023

The Intern

Signature:  \_\_\_\_\_ Dated July, 11<sup>th</sup> 2023

OTTIMMO International MasterGourmet Academy

Signature & Stamp:   \_\_\_\_\_ Dated 22 / 08 / 2023  
Dept. Head Student Affairs



Akademi Kuliner & Pastry  
**OTTIMMO**  
INTERNASIONAL

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

Name : Cecilia Thara  
Student Number : 202113010052  
Advisor : Gilbert Yanner Haduirausan

No	Date	Topic Consultation	Name/ Signature
1.	12 Juni 2023	Konsul Bab I - II	
2.	4 Juli 2023	Konsul Bab I - III	
3.	5 Juli 2023	Konsul revisi Bab I	
4.	6 Juli 2023	Konsul Bab II	
5.	10 Juli 2023	Konsul Bab III	
6.	12 Juli 2023	Konsul event handled during internship	

No	Date	Topic Consultation	Name/ Signature
7.	13 Juli 2023	Konsul Bab IV	
8.	14 Juli 2023	Konsul revisi	
9.	15 Juli 2023	Konsul revisi	
10.	16 Juli 2023	Konsul revisi	