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APPENDIX

Appendix 1. Folie Certificate



Appendix 2. Folie Team Photo





	Internship Appraisal Form OTTIMMO							
ì	INTERNOUSE CHOMP WIS GAST	NASIONAL BUNOMO BARING & PASTRY ARTS						
	INTERNSHIP PLACE: Folie kitchen & Patisserie							
	First Name Wana Fibrana Last Name Teja							
	Review Period/s: Monthly Quarterly Bi-annualy Annually Date Joining							
١	Intern's Position: Patrissorie & Cuisine Department: Patrissorie & cuisine							
١	REVIEW DATE: 17 Junta 2023 - July 2023 Direct Supervisor: Junta Sattianti	x						
	GRADING FACTORS 1. ORGANIZATIONAL & COMMUNICATION							
١								
۱	Staffs Relations							
	Consistently demonstrates: attentiveness, courtesy and efficient service to other staff. Creates friendly environment.	4						
į	Team Player							
		25						
į	Cooperates and works well with others. Enthusiastic, portrays s positive manner and							
	Works toward the Company's goal/s.							
ì	Follow -Through							
	Sees tasks through completion. Finishes work so that next shift is prepared.	3.5						
-	2. CUSTOMERS INTERACTIONS							
	Customer Relations (*if any)							
	Consistently demonstrates: attentive, courtesy and efficient service to customers.	(No interactions)						
	Treat customers with Considerations and Respects	(we will are as						

3. PERSONAL PRESENTATIONS

Grooming Standards

Pratices and displays proper grooming, personal hygiene and care. Maintains hair and facial hair (*if any) per proper F&B industrial standards Uniforms

Always wear the proper and designated uniform.

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

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

Work Quantity

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

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	,
	DEDECOMANCE CHANGE COMMANDA
	PERFORMANCE SUMMARY * to be filled by OTTIMMO International
TOTAL POINTS	
RATING	
1	
	ACTION PLANS FOR DEVELOPMENT NEEDS
1	
2	



Ms. Ivana Fitriana Teja Nangka Selatan no.188, Denpasar, Bali (80233)

Canggu-Bali, 16th June 2023

Subject: Letter of recommendation

I the undersigned, Yunita SATRIANTI, Cheffe Patissiere of Folie Restaurant and Patisserie, atteste that ms. TEJA has worked in our entreprise since January 2023 until June 2023, She has filled the position of Traince Patisserie and Cuisine (from Ottimmo International school) in our establishment.

Ms.Ivana TEJA has always delivered a serious work, maintaining good relations with co-workers that we will always appreciate to have her in our team. She is a person who is willing to learn, passionate and earing. She is able to follow instructions very well and communicate excellently. Although she was only working with us for 6 months, she has learned a lot and progressed intensively.

Through this letter, I, Yunita SATRIANTI would like to guarantee that she has been 100% present during her 6 months training with no complications at all. Furthermore, I would like to congratulate her for keeping up excellent performance and I truly wish her success for her future.

Remaining available for any additional information necessary, you can contact me anytime under this contact: +62818 0954 7345 / email: satriantivunit/@gmail.com

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On-Site Manager/Owner/Chef

Signature & Stamp: The Intern

Signature:

Dated

14/8/2022

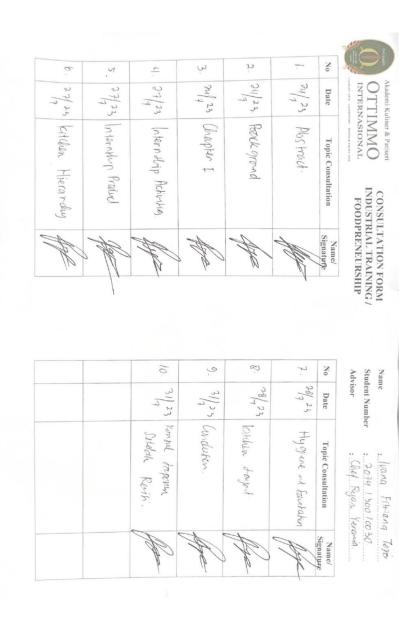
Dated

75/8/2023

OTTIMMO International MasterGourmet Academy

Dept. Head Student Affairs

Appendix 4. Consultation Form



Appendix 5. Correction List

	Student Name Student Number Exam Day & Date Lecture	: Ivana Fitriana Teja : 2074130010030 : Senin, 21 Aug 2023 : Ryan Yeremia Iskandar, (19821218 1601 023)	S.S	
No	Corr	ection List	Page	Approval

21 Aug 2023 / 16.00 - 10...



Student Name Student Number Exam Day & Date Lecture

: Ivana Fitriana Teja : 2074/30010030 : Senin, 21 Aug 2023 : Heni Adhianata, S.T.P., M.Sc. (19900613 1402 016)

No	Correction List	Page	Approva	
	Lihat note		Approva	

Acknowledge, Advisor

(Ryan Yeremia Iskandar, S.S) 19821118 1601 023

