

BIBLIOGRAPHY

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APPENDIX

Appendix 1. Folie Certificate




Appendix 2. Folie Team Photo



Appendix 3. Internship Appraisal Form

Internship Appraisal Form



INTERNSHIP
 PLACE: Folie kitchen & Patisserie

First Name Ivana Fitriana Last Name Teja

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

Intern's Position : Patisserie & Cuisine Department : Patisserie & cuisine

REVIEW DATE : 17 January 2023 - July 2023 Direct Supervisor : Yunita Satrianti 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. 3.5

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.
 Treat customers with Considerations and Respects X
 (No interactions)

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

3.5

Follow instructions and completes work on time with minimum supervision

Work Quality

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

Work Quantity

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

3

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;

PERFORMANCE SUMMARY * to be filled by OTTIMMO International

TOTAL POINTS _____

RATING _____

ACTION PLANS FOR DEVELOPMENT NEEDS

1. _____
2. _____
3. _____
4. _____
5. _____



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

Canggu-Bali, 16th June 2023

Subject: Letter of recommendation

Sir/madam,

I the undersigned, Yunita SATRIANTI, Cheffe Patisserie 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 Trainee 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 caring. 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: satriantiyunita@gmail.com

Cordially,



IF



Kocheff
Yunita SATRIANTI
Cheffe Patisserie,


III. SIGNATURES

On-Site Manager/Owner/Chef

Signature & Stamp: 
Junita Satrianti

Dated 14/8/2023

The Intern

Signature: 
IANA

Dated 25/8/2023

OTTIMMO International MasterGourmet Academy

Signature & Stamp: 
Dept. Head Student Affairs

Dated 25/8/2023

Appendix 4. Consultation Form



Akademi Kuliner & Pastry
OTTIMO
 INTERNATIONAL

CONSULTATION FORM
INDUSTRIAL TRAINING /
FOODPRENEURSHIP


Name : Irena Fitriana Tjitra
 Student Number : 2021120010030
 Advisor : Chet Ryan Yermana

No	Date	Topic Consultation	Name/ Signature
1.	24/23	Plus Hocht.	
2.	24/23	Background	
3.	24/23	Chapter I	
4.	27/23	Internship Activities	
5.	27/23	Internship Report	
6.	27/23	Ketukan Hierarady.	

No	Date	Topic Consultation	Name/ Signature
7.	28/23	Hygiene and Sanitation	
8.	28/23	ketukan target	
9.	31/23	Conclusion.	
10.	31/23	Kontrol Temperatur Stasiun Restoran.	

Appendix 5. Correction List


21 Aug 2023 / 10:00



Akademi Kuliner & Patiseri
OTTIMMO
INTERNASIONAL
VEGETARIAN ARTS GASTRONOMY BAKING & PASTRY ARTS

Student Name : Ivana Fitriana Teja
Student Number : 2074130010030
Exam Day & Date : Senin, 21 Aug 2023
Lecture : Ryan Yeremia Iskandar, S.S
(19821218 1601 023)

No	Correction List	Page	Approval


Acknowledge,
Advisor

(Ryan Yeremia Iskandar, S.S)
19821218 1601 023



Student Name : Ivana Fitriana Teja
Student Number : 2074130010030
Exam Day & Date : Senin, 21 Aug 2023
Lecture : Heni Adhianata, S.T.P., M.Sc.
(19900613 1402 016)

No	Correction List	Page	Approval
	Lihat note		<u>Acc</u>

Acknowledge,
Advisor


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



Akademi Kuliner & Patiseri

OTTIMMO
INTERNASIONAL

CELESTIAL ARTS GASTRONOMY BAKING & PASTRY ARTS

Student Name : Ivana Fitriana Teja
Student Number : 2074130010030
Exam Day & Date : Senin, 21 Aug 2023
Lecture : Gilbert Yanuar Hadiwirawan, A.Md. Par.
(19900101 1701 041)

No	Correction List	Page	Approval

Acknowledge,
Advisor

(Ryan Yeremia Iskandar, S.S)
19821218 1601 023