

## BIBLIOGRAPHY

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Appendix 2. KONG Team



Appendix 3. BRAUD Pastry Team



Appendix 4. Pastry BRAUD Item



Appendix 5. Lamination BRAUD Item



Appendix 6. Internship Appraisal Form

Internship Appraisal Form



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

INTERNSHIP

PLACE: KONG Bali

First Name Elissa Last Name \_\_\_\_\_

Review Period/s :  Monthly  Quarterly  Bi-annualy  Annually Date Joining  
: December 26th, 2022

Intern's Position : Trainee Department : Pass & Hot Kitchen

REVIEW DATE : May 2nd, 2023 Direct Supervisor : Rika Damayanti x

**GRADING FACTORS**

**1. ORGANIZATIONAL & COMMUNICATION**

**Staffs Relations**

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



**Team Player**

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



**Follow -Through**

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



**2. CUSTOMERS INTERACTIONS**

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

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

4

#### 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

4

#### 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

4

#### 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;**

Elissa has a great attitude in the kitchen, she shows consistency and progress in all of her demanded projects.

Always willing to learn new skill and techniques to improve. The team was able to count on her for help of any sort. I had a pleasure working with her and I'm sure she will do great in any working situation she's in.

**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: Rika Damayanti

Dated 2/5/2023

**The Intern**

A handwritten signature in black ink, which appears to be 'Elissa', is written over a horizontal line.

Signature: \_\_\_\_\_

Dated 28/8/2023

**OTTIMMO International Master Gourmet Academy**



Signature & Stamp: Dept. Head Student Affairs

Dated 28/8/2023



## Appendix 7. Consultation Form



Akademi Kuliner & Patiseri  
**OTTIMMO**  
 INTERNASIONAL  
FOODSERVICE GASTRONOMY BAKING & PASTRY ARTS

### CONSULTATION FORM INDUSTRIAL TRAINING / FOODPRENEURSHIP

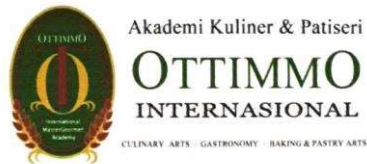
**Name** : Elissa  
**Student Number** : 2074130010062  
**Advisor** : Gilbert Y. Hadiwirawan, A.Md.Par

No	Date	Topic Consultation	Name/ Signature
1.	18/07/23	Konsultasi Bab I	
2.	18/07/23	Konsultasi Bab II	
3.	18/07/23	Revisi Bab I dan II	
4.	19/07/23	Konsultasi Bab III	
5.	20/07/23	Konsultasi Bab IV	
6.	20/07/23	Revisi Bab III dan IV	

No	Date	Topic Consultation	Name/ Signature
7.	21/07/23	Konsultasi Format Penulisan	
8.	21/07/23	Revisi Format Penulisan	
9.	21/08/23	Konsul Sidang	
10.	28/08/23	Revisi Akhir	

Appendix 8. Revision Form


22 Aug 2023 / 11.30 - 12.00



Student Name : Elissa  
Student Number : 2074130010062  
Exam Day & Date : Selasa, 22 Aug 2023  
Lecture : Gilbert Yanuar Hadiwirawan, A.Md. Par.  
(19900101 1701 041)

No	Correction List	Page	Approval

Acknowledge,  
Advisor

  
(Gilbert Yanuar Hadiwirawan, A.Md. Par.)  
19900101 1701 041



Student Name : Elissa  
Student Number : 2074130010062  
Exam Day & Date : Selasa 22 Aug 2023  
Lecture : Michael Valen, A.Md. Par.  
(19950219 2001 074)

No	Correction List	Page	Approval
	<i>tidak ada</i>		

Acknowledge,  
Advisor

(Gilbert Yanuar Hadiwirawan, A.Md. Par.)  
19900101 / 1701 041



Akademi Kuliner & Patiseri

**OTTIMMO**  
INTERNASIONAL

CULINARY ARTS - GASTRONOMY - BAKING & PASTRY ARTS

Student Name : Elissa  
 Student Number : 2074130010062  
 Exam Day & Date : Selasa 22 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

(Gilbert Yanuar Hadiwirawan, A.Md. Par.)  
 19900101 1701 041