

## BIBLIOGRAPHY

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## APPENDIX

- Sertifikat



- Appraisal Form

**Internship Appraisal Form**



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

INTERNSHIP  
PLACE: ANANTARA THE PALM DUBAI HOTEL AND RESORT

First Name MARTILUS HIMAWAN Last Name OETOMO

Review Period/s :  Monthly     Quarterly     Bi-annually     Annually    Date Joining:  
: 12 DECEMBER 2022

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Intern's Position : INTERNSHIP Department : MAIN KITCHEN

REVIEW DATE : 31/05/2023 Direct Supervisor : Simon Gonsalves x

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**GRADING FACTORS**

**1. ORGANIZATIONAL & COMMUNICATION**

**Staffs Relations**  
Consistently demonstrates attentiveness, courtesy and efficient service to other staff. **3**  
Creates friendly environment.

**Team Player**  
Cooperates and works well with others. Enthusiastic, portrays a positive manner and Works toward the Company's goal/s. **3**

**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 **3**

**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 **2.5**

**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 **2.5**

**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**

**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;**

food knowledge ok but still need to improve into gain more confident in cooking. Overall need more time to get use to with new environment, hotel standard as well as others product knowledge.  
completes tasks on time, Works well with the team, shows potential.

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<b>PERFORMANCE SUMMARY</b> * to be filled by OTTIMMO International	
TOTAL POINTS	_____
RATING	_____
<b>ACTION PLANS FOR DEVELOPMENT NEEDS</b>	
1.	_____
2.	_____
3.	_____
4.	_____
5.	_____


**III. SIGNATURES**

**Executive Chef**



Signature & Stamp:  12/06/2023 Dated 12/6/2023

**The Intern**

Signature:  Dated 12/6/2023

**OTTIMMO International MasterGourmet Academy**

Signature & Stamp: \_\_\_\_\_ Dated \_\_\_\_\_  
*Dept. Head Student Affairs*



Akademi Kuliner & Patiseri  
**OTTIMMO**  
 INTERNASIONAL  
CELESTIAL ARTS - GASTRONOMY - BAKING & PASTRY ARTS

**CONSULTATION FORM  
 INDUSTRIAL TRAINING /  
 FOODPRENEURSHIP**

Name : Martilus Himawan Oetomo .....  
 Student Number : 2074130010016 .....  
 Advisor : Jessica Hartan .....

No	Date	Topic Consultation	Name/ Signature
1	20 June	Approval 1	
2	20 June	Approval 2	
3	20 June	Plagiarism	
4	21 June	Chapter 1	
5	21 June	Chapter 2	
6	21 June	Chapter 3	

No	Date	Topic Consultation	Name/ Signature
7	22 June	Chapter 4	
8	22 June	Bibliography	
9	23 June	Revisi 1	
10	14 Agustus	Revisi 2	

