

## BIBLIOGRAPHY

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## APPENDIX





**JW MARRIOTT**  
SURABAYA

## Certificate of Accomplishment

This is to certify that

***Viona Evelin Putri***

Ottimmo International Surabaya  
*has successfully completed*  
*On The Job Training*

**FB Culinary**

09 January 2023 – 09 July 2023

**Dani Suminar Sati**  
HR & Training Manager

**Rio Albedrigo**  
Executive Sous Chef





Akademik Kuliner & Patiseri  
**OTTIMO**  
 INTERNATIONAL  
CULINARY ARTS CATERING & PASTRY ARTS

**CONSULTATION FORM  
 INDUSTRIAL TRAINING /  
 FOODPRENEURSHIP**

No	Date	Topic Consultation	Name/ Signature
1	23 <sup>04</sup> /23	Pendahuluan	
2	20 <sup>05</sup> /23	Bab 1	
3	2 <sup>05</sup> /23	Bab 2	
4	17 <sup>05</sup> /23	Bab 3	
5	4 <sup>06</sup> /23	Appendix	
6	7 <sup>06</sup> /23	Revisi Unit I	

Name : Viona Evelin Perri  
 Student Number : 2074130210018  
 Advisor : Jessica Hartan A.Md.Par

No	Date	Topic Consultation	Name/ Signature
7	5 <sup>07</sup> /23	Revisi Bab 2	
8.	10 <sup>08</sup> /23	Revisi Bab 3	
9	4 <sup>09</sup> /23	Revisi Struktur	
10.	5 <sup>09</sup> /23	Revisi	

# Internship Appraisal Form



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

INTERNSHIP  
PLACE: JW Marriott Surabaya

First Name Vibna Evelin Putri Last Name \_\_\_\_\_

Review Period/s :  Monthly  Quarterly  Bi-annualy  Annually Date Joining  
: 09-01-23

Intern's Position : Traine Department : Pastry

REVIEW DATE : 31 July 2023 Direct Supervisor : Yulus Satiro Aji 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 s positive manner and  
Works toward the Company's goal/s.

4

#### Follow -Through

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

4

### 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.

3

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

**Uniforms**

Always wear the proper and designated uniform.

3

**4. ON THE JOB & KNOWLEDGE**

**Dependability**

Can be counted upon to do what is expected and required

4

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

4

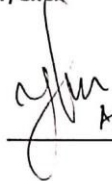
**Grading Guidelines.**

**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

**III. SIGNATURES**



**On-Site Manager/Owner/Chef**

Signature & Stamp:  Aji 31 July 2023 Dated 31 July 2023

**The Intern**

Signature:  Viona Dated 5/9/23

**OTTIMMO International MasterGourmet Academy**

Signature & Stamp:   Robby Dated 5/9/2023  
Dept. Head Student Affairs