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APPENDIX





Internship Appraisal Form



AKADEMI KULINER & PATISERI
OTTIMMO
INTERNASIONAL
CELESTIAL ARTS | CULINARY ARTS | BAKING & PASTRY ARTS

INTERNSHIP PLACE: Mil's Kitchen
First Name Ervinga Last Name Ayi Ika
Review Period/s: Monthly Quarterly Bi-annually Annually Date Joining
: 13 December 2022
Intern's Position: Trainee Department: Kitchen & Pastry at Mil's
REVIEW DATE: 29 Juni 2023 Direct Supervisor: Nadig. Salsabila Fiberrina

GRADING FACTORS

1. ORGANIZATIONAL & COMMUNICATION

Staffs Relations

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

3.5

Team Player

Cooperates and works well with others. Enthusiastic, portrays a 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

3.5

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.

3.5

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

4

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

Discussions/Notes;

Erina had finished her training program with us Mill's Kitchen with a great results. Easily Adapted with the team and always willing to learn something new. Always Pays to details and always step a head for a new things. She helps a lot in the kitchen, be a good example too for the new trainee.

Awesome Ums, Good luck on your journey!

PERFORMANCE SUMMARY * to be filled by OTTIMO International

TOTAL POINTS _____

RATING _____

ACTION PLANS FOR DEVELOPMENT NEEDS

1. _____

2. _____

3. _____

4. _____

5. _____

III. SIGNATURES

On-Site Manager/Owner/Chef



Signature & Stamp: NADIA TRIJABANA F.

Dated: 24 Juni 2023

The Intern



Signature: Ferialia Rizki A.

Dated: 24 Juni 2023

OTTIMMO International MasterGourmet Academy

Signature & Stamp: _____
Dept. Head Student Affairs

Dated: _____

Certificate of Training

This Certificate is Proudly Presented To

Ervina Reza Aji Eka

Has successfully completed 6 months of food product training
since December 2022 to June 2023



MARTIN WIBOWO
OPERATIONAL MANAGER



CHEF MILI HENDRATNO
CEO OF MIL'S KITCHEN



Academik Kaliber & Pahlawan
OTTIMO
 INTERNASIONAL

CONSULTATION FORM
INDUSTRIAL TRAINING /
FOODPRENEURSHIP

Name : Ervina Para Aprika
 Student Number : 20704150010012
 Advisor : Chef Michael Vahet

No	Date	Topic Consultation	Name/ Signature
1	7/7 ²³	Chapter 1 Check	
2	7/7 ²³	Chapter 2 Check	
3	7/7 ²³	Chapter 3 Check	
4	8/7 ²³	Kitchen Diagram	
5	8/7 ²³	Problem & Solution	
6	20/7 ²³	Product on Intern	

No	Date	Topic Consultation	Name/ Signature
7	20/7 ²³	Suggestions	
8	20/7 ²³	Appendix & h/w	
9	21/7 ²³	Revisi 1	
10	21/7 ²³	Revisi 2	



Akademi Kuliner & Patiseri
OTTIMMO
INTERNASIONAL
CULINARY ARTS - GASTRONOMY - BAKING & PASTRY ARTS

Student Name : Ervina Reza Aji Ika
Student Number : 2074130010072
Exam Day & Date : Senin, 15 Aug 2023
Lecture : Michael Valen, A.Md. Par.
(19950219 2001 074)

No	Correction List	Page	Approval

Acknowledge,
Advisor

(Michael Valen, A.Md. Par.)
19950219 2001 074



Akademi Kuliner & Patiseri
OTTIMMO
INTERNASIONAL
CUKUMBER ARTS · CATERING · BAKING · PASTRY ARTS

Student Name : Ervina Reza Aji Ika
Student Number : 2074130010072
Exam Day & Date : Senin, 15 Aug 2023
Lecture : Gilbert Yanuar Hadiwirawan, A.Md. Par.
(19900101 1701 041)

No	Correction List	Page	Approval

Acknowledge,
Advisor



(Michael Valen, A.Md. Par.)
19950219 2001 074



Student Name : Ervina Reza Aji Ika
Student Number : 2074130010072
Exam Day & Date : Senin, 15 Aug 2023
Lecture : Elinar, SST, Par., M.Si. Par.
(19721011 2203 017)

No	Correction List	Page	Approval

Acknowledge
Adviser

(Michael Valen, A.Md. Par.)
19950219 2001 074