

BIBLIOGRAPHY

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Kayumanis Coffee Shop. (n.d.). Hotel Tentrem Semarang. Retrieved July 3, 2022, from <https://semarang.hoteltentrem.com/dining/kayumanis-coffee-shop>

Pool Bar. (n.d.). Hotel Tentrem Semarang. Retrieved July 3, 2022, from <https://semarang.hoteltentrem.com/dining/pool-bar>

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APPENDIX



Photo with Pastry Trainee



Trainee Gathering



Photo in Station Breakfast



Photo with Shanty



Photo after cleaning all pastry station

OJT/037/VII/2023



CERTIFICATE OF INTERNSHIP

This is to certify that

Valencia Evelyn

Has successfully completed Internship Program
In FB Product Department, HOTEL TENTREM SEMARANG
From January, 9th 2023 - July, 8th 2023

Handwritten signature of Muhammad Yodha Prananda.

Muhammad Yodha Prananda
Training Manager

Handwritten signature of Katharina P.

Katharina P
Director of Human Resources

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Internship Appraisal Form



AKADEMI KULINER & PATISERI
OTTIMMO[®]
INTERNASIONAL
CULINARY ARTS | GASTRONOMY | BAKING & PASTRY ARTS

INTERNSHIP

PLACE: Hotel Tentrem Semarang

First Name Valencia Last Name Evelyn

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

: 9 January 2023

Intern's Position : Trainee Department : Pastry & Bakery

REVIEW DATE : 9 July 2023 Direct Supervisor : _____ x

GRADING FACTORS

1. ORGANIZATIONAL & COMMUNICATION

Staffs Relations

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

3

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.

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.

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

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

3.5

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;

For the job always do the best for next stop good
career thanks for you support past year remember
for 6 month.

PERFORMANCE SUMMARY * to be filled by OTTIMMO International

TOTAL POINTS _____

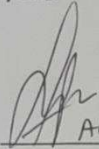
RATING _____

ACTION PLANS FOR DEVELOPMENT NEEDS

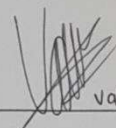
1. _____
2. _____
3. _____
4. _____
5. _____

III. SIGNATURES


On-Site Manager/Owner/Chef

Signature & Stamp:  ALFI ARDI ANI Dated 09/07/2023

The Intern

Signature:  Valencia E Dated 09.07.2023

OTTIMMO International MasterGourmet Academy

Signature & Stamp:  Robby Dated 08/08/2023
Dept. Head Student Affairs



Akademi Kuliner & Patiseri

**CONSULTATION FORM
INDUSTRIAL TRAINING /
FOODPRENEURSHIP**

Name : *Valencia Evelyn*
 Student Number : *2074130010037*
 Advisor : *Anthony Susanto, A.Md.Par.*

No	Date	Topic Consultation	Name/ Signature
1	<i>28/23/7</i>	<i>pre face</i>	<i>[Signature]</i>
2	<i>3/8/23</i>	<i>Bab 1</i>	<i>[Signature]</i>
3	<i>4/8/23</i>	<i>Bab 2</i>	<i>[Signature]</i>
4	<i>4/8/23</i>	<i>Bab 2</i>	<i>[Signature]</i>
5	<i>5/8/23</i>	<i>Bab 3</i>	<i>[Signature]</i>
6	<i>5/8/23</i>	<i>Bab 4</i>	<i>[Signature]</i>

No	Date	Topic Consultation	Name/ Signature
<i>7</i>	<i>6/8/23</i>	<i>Bab 3</i>	<i>[Signature]</i>
<i>8</i>	<i>7/8/23</i>	<i>Bab 2</i>	<i>[Signature]</i>
<i>9</i>	<i>8/8/23</i>	<i>Bab 3</i>	<i>[Signature]</i>
<i>10</i>	<i>8/8/23</i>	<i>approval</i>	<i>[Signature]</i>