

BLIBLIOGRAPHY

Iconic Luxury Hotel in Jakarta, Indonesia | The Westin Jakarta. (n.d.).

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The Westin Jakarta – Jelajah Indonesia. (n.d.). [https://jelajah-indonesia.co.id/the-](https://jelajah-indonesia.co.id/the-westin-jakarta/)

[westin-jakarta/](https://jelajah-indonesia.co.id/the-westin-jakarta/)

Marriott, C. (n.d.). *The Westin Jakarta | Club Marriott.* Club Marriott.

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APPENDIX

Internship Appraisal Form



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

INTERNSHIP
PLACE: THE WESTIN HOTEL JAKARTA

First Name _____ Last Name _____

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

Intern's Position : _____ Department : _____

REVIEW DATE: July 21 '2023. Direct Supervisor: Janner P. Stehann. 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

Follow -Through

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

3,5

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

4

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
Follow instructions and completes work on time with minimum supervision

3

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;

Jansen is one of person that work hard and loyal, He have passion in the kitchen, He just need to be more focus on what he do, and always

Craving for knowledge about catering ✓

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:  James P. Sighner Dated 21/07/2023

The Intern

Signature:  Louis Jansen Dated 21/07/2023

OTTIMMO International MasterGourmet Academy

Signature & Stamp:  Bobby
Dept. Head Student Affairs Dated 18/09/2023



ON THE JOB TRAINING

This Certificate is proudly presented to:

Louis Jansen

OTTIMMO INTERNATIONAL



Samit Ganguly
Samit Ganguly
General Manager

In recognition of successful completion of **marriott** **internship** program at
Kitchen - Banquet

Augie Wirahadikusumah
Augie Wirahadikusumah
Assistant Director of Human Resources

THE WESTIN
JAKARTA

23 January 2023 – 22 July 2023

Assistant Director of Human Resources

Hotel Name

Period Date

THE WESTIN

JAKARTA

INTERNSHIP EVALUATION FORM

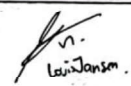
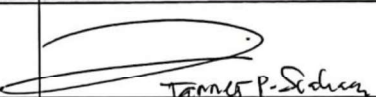
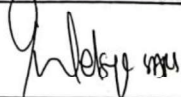
Name	Louis Jansen		
School Name	OTTIMMO INTERNATIONAL		
Trained as	Trainee - Banquet Kitchen	Join	23-Jan-23
Department	FB Culinary	End	22-Jul-23

TO BE COMPLETED BY LEADER / DEPARTMENT HEAD

5 = Excellent 4 = Very Good 3 = Good 2 = Fair 1 = Poor

Competencies	Key Competencies	Rating
Appearance	Personal grooming, the ability to project a pleasant, positive, and professional image and grooming to others	4.0
Attendance	Punctuality, record of attendance and tardiness. Adheres to proper procedures	3.0
Initiative	The ability to take action to meet work-related objectives without being asked or required to do so	3.0
Attitude	Behavior, enthusiasm, interest, commitment, motivation	3.0
Communication	The ability to listen effectively, clarify information and express thoughts clearly, coherently and concisely	3.0
Teamwork	The ability and willingness to work cooperatively with others	3.0
Quality of Work	The ability and willingness to ensure that the output of all work is accurate and meets or exceeds internal standards and the needs of both internal and external customers	4.0
Total Rating		3.3

Leader's Comment	Jansen is hard worker and loyal, he just need to improved for him self is the focus on doing the job/work since in the kitchen specially in banquet kitchen that need the "attention to detail" kind of chef. Keep up the good work and never stop to learn.
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Trainee	Leader/Manager	Human Resources
		

RETURN TO HUMAN RESOURCES DEPARTMENT ONCE COMPLETED



Akademi Kuliner & Pastry
OTTIMO
 INTERNASIONAL
TERAKREDITASI DAN TERAKREDITASI

CONSULTATION FORM
INDUSTRIAL TRAINING /
FOODPRENEURSHIP

No	Date	Topic Consultation	Name/ Signature
1	26 Jul	Preface	
2	30 Jul	Chapter 1	
3	2 Agustus	Approval 1	
4	6 Ags	Bangor Litchin Struktur	
5	10 Ags	Chapter 2	
6	11 Ags	Chapter 3 Internship Aktivitas	

Name : Kauls Jansen
 Student Number : 207413000024
 Advisor : Kevin Indak P

7	18 Ags	Kritik dan Banding	
8	20 Ags	Chapter 4 Conclusion	
9	21 Ags	Chapter 3 Production Plan	
10	24 Ags	Bibliography	
11	18 Sep	Appendix	



Akademi Kuliner & Patiseri

OTTIMMO
INTERNASIONAL

CULINARY ARTS · GASTRONOMY · BAKING & PASTRY ARTS

Student Name : Louis Jansen
Student Number : 2074130010024
Exam Day & Date : Kamis, 14 Sep 2023
Lecture : Arya Putra Sundjaja, S.E
(198010171703001)

No	Correction List	Page	Approval
	No Revision.		

Acknowledge,
Advisor

(Novi Indah Permatasari, S.T., M.Sc.)
19951109 2202 083



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OTTIMMO
INTERNASIONAL

CULINARY ARTS | GASTRONOMY | BAKING & PASTRY ARTS

Student Name : Louis Jansen
Student Number : 2074130010024
Exam Day & Date : Kamis, 14 Sep 2023
Lecture : Michael Valen, A.Md. Par.
(19950219 2001 074)

No	Correction List	Page	Approval

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Advisor

(Novi Indah Permatasari, S.T., M.Sc.)
19951109 2202 083



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INTERNASIONAL

CULINARY ARTS GASTRONOMY BAKING & PASTRY ARTS

Student Name : Louis Jansen
Student Number : 2074130010024
Exam Day & Date : Kamis, 14 Sep 2023
Lecture : Novi Indah Permatasari, S.T., M.Sc.
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