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APPENDIX

A. SCANNED CERTIFICATE



B. SCANNED DOCUMENTS

Internship Appraisal Form



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

INTERNSHIP
PLACE: Folie Kitchen & Patisserie Bali
First Name Clara Faustine Last Name Wijaya
Review Period/s : Monthly Quarterly Bi-annualy Annually Date Joining _____
Intern's Position : all rounder Department : Pastry and Hot kitchen
REVIEW DATE January 2023 - June 2023 Direct Supervisor : Junita Sabrianti 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 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. 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.

4

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

3.5

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;

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: 

Dated 16 June 2023

Cheffe Pâtissiere (Yunita Satrianti)

The Intern



Signature: _____

Dated 16 June 2023

OTTIMMO International MasterGourmet Academy



Signature & Stamp:  Polby
Dept. Head Student Affairs

Dated 18 Sept 2023



Academi Kultur & Pariwisata
OTTIMO
 INTERNATIONAL

CONSULTATION FORM
CULINARY INNOVATION AND
NEW PRODUCT DEVELOPMENT

Name : Clara Fauzina Wijaya
 Student Number : 2074130010074
 Advisor : Aya Prita Sindjaja, S.E

No	Date	Topic Consultation	Name/ Signature
1	22/7/23	CHAPTER 1 : all	<i>KL</i>
2	24/7/23	CHAPTER 2 : compony rate	<i>Nindy</i>
3	26/7/23	CHAPTER 3 : tabel and counts	<i>KL</i>
4	28/7/23	CHAPTER 4 : all	<i>KL</i>
5	30/7/23	BIMBUD GAKRARIY	<i>Nindy</i>
6	30/7/23	APPENDIX	<i>Nindy</i>

No	Date	Topic Consultation	Name/ Signature
7	1/8/23	PREFACE	<i>Nindy</i>
8	2/8/23	ABSTRACT	<i>Nindy</i>
9	4/8/23	TABLE OF CONTENTS LIST OF FIGURES	<i>Nindy</i>
10	15/9/23	REVISI FORWART PENULISAN	<i>KL</i>
11	16/9/23	REVISI GAMBAR DAN APPENDIX	<i>KL</i>
12	15/9/23	REVISI TABLE OF CONTENTS	<i>KL</i>

C. TEAM PHOTOS





Akademi Kuliner & Patiseri

OTTIMMO
INTERNASIONAL

CULINARY ARTS GASTRONOMY BAKING & PASTRY ARTS

Student Name : Clara Faustine Wijaya
Student Number : 2074130010079
Exam Day & Date : Kamis, 14 Sep 2023
Lecture : Arya Putra Sundjaja, S.E
(198010171703001)

No	Correction List	Page	Approval
	No Revision		

Acknowledge,
Advisor

(Arya Putra Sundjaja, S.E)
198010171703001



Akademi Kuliner & Patiseri

OTTIMMO
INTERNASIONAL

CULINARY ARTS · GASTRONOMY · BAKING & PASTRY ARTS

Student Name : Clara Faustine Wijaya
Student Number : 2074130010079
Exam Day & Date : Kamis, 14 Sep 2023
Lecture : Anthony Sucipto, A.Md. Par.
(19960325 2201 085)

No	Correction List	Page	Approval

Acknowledge,
Advisor

(Arya Putra Sundjaja, S.E)
198010171703001



Akademi Kuliner & Patiseri

OTTIMMO
INTERNASIONAL

CULINARY ARTS GASTRONOMY BAKING & PASTRY ARTS

Student Name : Clara Faustine Wijaya
 Student Number : 2074130010079
 Exam Day & Date : Kamis, 14 Sep 2023
 Lecture : Heni Adhianata, S.T.P., M.Sc.
 (19900613 1402 016)

No	Correction List	Page	Approval
	<p style="text-align: center;">Good job 😊 :)</p>		

 Acknowledge,
 Advisor

(Arya Putra Sundjaja, S.E)
 198010171703001