

## BIBLIOGRAPHY


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## APPENDIX

### 1. Certificate Accomplishment



## 2. Appraisal Form



AKADEMI KULINER & PATISERI  
**OTTIMMO®**  
INTERNASIONAL  
CELEBRATE ARTS GASTRONOMY BAKING & PASTRY ARTS

### Internship Appraisal Form

INTERNSHIP PLACE: SKOOL Kitchen  
 First Name Aulia Last Name Rahmi  
 Review Period/s :  Monthly  Quarterly  Bi-annually  Annually Date Joining : 6 month  
 Intern's Position : Hot Kitchen Department : Cold Kitchen  
 REVIEW DATE : January - 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. 3

**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

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

3

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


#### 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:  Dated July, 8<sup>th</sup> 2023


**The Intern**

Signature:  Dated July, 8<sup>th</sup> 2023  
Alicia Destini

**OTTIMMO International Master Chef Academy**

  
Signature & Stamp:  Dated Sept, 21<sup>st</sup>, 2019.  
Dept. Head Student Affairs

### 3. Consultation Form



**OTTIMO**  
 INTERNATIONAL  
 CONSULTATION FORM  
 CULINARY INNOVATION AND  
 NEW PRODUCT DEVELOPMENT

Akademik Kuliner & Pastry  
 : *Angela Putri Sandiela, S.E.*  
 Student Number : *207192010002*  
 Name : *Angela Putri Sandiela, S.E.*  
 Advisor : *Angela Putri Sandiela, S.E.*

No	Date	Topic Consultation	Name/ Signature
1.	30/1 <sup>st</sup> 23	CHAPTER 1	<i>Angela</i>
2	2/8 <sup>th</sup> 23	CHAPTER 2	<i>Angela</i>
3	3/8 <sup>th</sup> 23	CHAPTER 2 (revisi gambar)	<i>Angela</i>
4	1/8 <sup>th</sup> 23	CHAPTER 3	<i>Angela</i>
5	9/8 <sup>th</sup> 23	CHAPTER 3 (revisi gambar)	<i>Angela</i>
6	9/8 <sup>th</sup> 23	CHAPTER 2 (revisi 2)	<i>Angela</i>

No	Date	Topic Consultation	Name/ Signature
7	7/8 <sup>th</sup> 23	CHAPTER 4	<i>Angela</i>
8	7/8 <sup>th</sup> 23	CHAPTER 3 (kitchen layout)	<i>Angela</i>
9	7/8 <sup>th</sup> 23	Cek Format Perhitungan	<i>Angela</i>
10	7/8 <sup>th</sup> 23	Revisi Format Perhitungan	<i>Angela</i>
11	10/9 <sup>th</sup> 23	Revisi CHAPTER 2	<i>Angela</i>
12	10/9 <sup>th</sup> 23	Cek Perhitungan Akhir	<i>Angela</i>

#### 4. Correction List

14 Sep 2023 / 14.00 - 14.30



Student Name : Aulia Rahmi  
Student Number : 2074130010082  
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



Student Name : Aulia Rahmi  
Student Number : 2074130010082  
Exam Day & Date : Kamis, 14 Sep 2023  
Lecture : Heni Adhianata, S.T.P., M.Sc.  
(19900613 1402 016)

No	Correction List	Page	Approval
	Cek note di laptop		<u>Acc</u>

Acknowledge,  
Advisor

(Arya Putra Sundjaja, S.E)  
198010171703001





Akademi Kuliner & Patiseri  
**OTTIMMO**  
INTERNASIONAL  
CULINARY ARTS - CATERING - BAKING & PASTRY ARTS

Student Name : Aulia Rahmi  
Student Number : 2074130010082  
Exam Day & Date : Kamis, 14 Sep 2023  
Lecture : Anthony Sucipto, A.Md. Par.  
(19960325 2201 085)

No	Correction List	Page	Approval

Acknowledge,  
Advisor

(Arva Putra Sundjaja, S.E)  
198010171703001

## 5. Photo with Staff

