

## BIBLIOGRAPHY

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**APPENDIX**

**Appendix 1. Internship Certificate**




**Appendix 2. Basic Food Safety – Food Service Certificate**



**Appendix 3. Main Kitchen Appraisal Form**

**Internship Appraisal Form**



AKADEMI KULINER & PATISERI  
**OTTIMMO**<sup>®</sup>  
INTERNASIONAL  
ICE CREAM ARTS - CAKEDECORATION - BAKING & PASTRY ARTS

INTERNSHIP PLACE: Jumeirah Al nasem Main Kitchen

First Name Cindy Last Name Wijaya

Review Period/s:  Monthly  Quarterly  Bi-annualy  Annually Date Joining \_\_\_\_\_

Intern's Position: Intern Department: Main Kitchen

REVIEW DATE: \_\_\_\_\_ Direct Supervisor: Tabish.M. Shaikh

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**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 s 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 2/3

**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
- Follow instructions and completes work on time with minimum supervision

4

**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

4

**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

**III. SIGNATURES**


**On-Site Manager/Owner/Chef**

Signature & Stamp:  Dated \_\_\_\_\_

**The Intern**

Signature:  Dated 22/09/2023

**OTTIMMO International Master Gourmet Academy**

Signature & Stamp:  Dated 22/9/2022

**Discussions/Notes:**

Cindy has good knowledge about her kitchen basics and is an amazing team player. she has good decision making skills and is very attentive while working.

**PERFORMANCE SUMMARY** \* to be filled by OTTIMMO International

TOTAL POINTS \_\_\_\_\_


RATING \_\_\_\_\_

**ACTION PLANS FOR DEVELOPMENT NEEDS**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## Appendix 4. Pastry Appraisal Form

**Internship Appraisal Form**



AKADEMI KULINER & PATISERI  
**OTTIMMO**<sup>®</sup>  
INTERNASIONAL  
CUISINE ARTS | ELECTRONICS | BAKING & PASTRY ARTS

INTERNSHIP  
PLACE: Jumeirah Al Naseem - Pastry

First Name Cindy Last Name Wipraya

Review Period(s) :  Monthly  Quarterly  Bi-annualy  Annually Date Joining \_\_\_\_\_

Intern's Position : Intern Department : Pastry Kitchen

REVIEW DATE : July 30, 2023 Direct Supervisor : Christine Chua

**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. 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 4



**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

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

**III. SIGNATURES**

**On-Site Manager/Owner/Chef**

Signature & Stamp: Christine Chwa Dated July 30, 2023




**The Intern**

Signature: [Handwritten Signature] Dated 22/09/2023

**OTTIMMO International MasterGourmet Academy**

Signature & Stamp: [Handwritten Signature] Dated 22/9/2023  
Robby  
Dept Head Student Affairs



**Discussions/Notes:** Through out her whole internship days, Cindy has been so attentive, very helpful and she has the initiative to help the team whenever she sees that someone needs help for our daily operations. As an intern, she's really passionate in what she does. She is determined to learn and she does the task smoothly and she have good attitude. I can honestly say that she's the best intern that i have ever worked with. She is a fast learner, does the job without complaining, has the initiative, very respectful, works fast & very good attitude.

**PERFORMANCE SUMMARY** \* to be filled by OTTIMMO International

TOTAL POINTS \_\_\_\_\_

RATING \_\_\_\_\_

**ACTION PLANS FOR DEVELOPMENT NEEDS**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_



Akademi Kuliner & Pastry  
**OTTIMO**  
 INTERNASIONAL  
ORANG DAN LUMAHU MANGSAKUNYU

**CONSULTATION FORM**  
**INDUSTRIAL TRAINING /**  
**FOODPRENEURSHIP**

Name : Cindy Mirabel Widyono  
 Student Number : 2071130010011  
 Advisor : Mrs. Chet JESSICA

No	Date	Topic Consultation	Name/ Signature
1	12/09	Approval I	
2	19/08	Bab I, II, III	
3	10/08	Revisi laporan	
4	10/08	Bab IV	
5	10/08	Bab V	
6	22/09	Conclusion	

No	Date	Topic Consultation	Name/ Signature
7	22/05	Suggestion	
8	22/09	appendix	
9	22/05	Approval II	
10	22/05	Bab IV Revisi	
11	22/05	Bab IV Revisi	
12	24/09	Bab III Revisi	