

## BIBLIOGRAPHY

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Akademi Kuliner & Pastry  
**OTTIMO**  
 INTERNASIONAL  
INDONESIA KATI GASTRONOMI MANAJEMEN KULINER

**CONSULTATION FORM  
 INDUSTRIAL TRAINING /  
 FOODPRENEURSHIP**

Name : ..Friana Elizabeth Audrey ..  
 Student Number : ..2074130010065 ..  
 Advisor : ..Anthony Sucipto ..

**APPENDIX**

No	Date	Topic Consultation	Name/ Signature
1	10 <sup>th</sup> July 2023	Person who in charge on signing approval 1	
2	12 <sup>th</sup> July 2023	People who in charge on giving evaluation	
3	18 <sup>th</sup> July 2023	Kitchen brigade	
4	22 <sup>nd</sup> July 2023	Kitchen diagram	
5	24 <sup>th</sup> July 2023	Sanitation SOP, deep cleaning, etc	
6	28 <sup>th</sup> July 2023	Personal Hygiene	

No	Date	Topic Consultation	Name/ Signature
7	1 <sup>st</sup> August 2023	Details for events during internship	
8	4 <sup>th</sup> August 2023	Final Revision	
9	9 <sup>th</sup> August 2023	Digital sign for the report	
10	13 <sup>th</sup> August 2023	Online or offline presentation	

# Internship Appraisal Form



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

## INTERNSHIP

PLACE: JW Marriott Emerald Bay, Phu Quoc, Vietnam

First Name Franca Elizabeth Last Name Audrey

Review Period/s :  Monthly  Quarterly  Bi-annually  Annually Date Joining  
: March, 8<sup>th</sup> 2023

Intern's Position : Trainee Department : Kitchen

REVIEW DATE : August 19<sup>th</sup>, 2023 Direct Supervisor : Pham ~~Phuc~~ Hoang Phuc Think 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.

4

#### 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

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

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

3.5

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

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



**Discussions/Notes;**

Friana is a very fast learner and always eager to learn something new with her high curiosity. During breakfast buffet, she's always been friendly and attentive to the guests.

However, Friana needs to be more focus because sometimes she's easily gets distracted, and needs to be more confident.

But overall, she did a very good job, and will be successful in the future if she keeps working like this.



<b>PERFORMANCE SUMMARY</b> * to be filled by OTTIMMO International	
TOTAL POINTS	_____
RATING	_____
<b>ACTION PLANS FOR DEVELOPMENT NEEDS</b>	
1.	_____
2.	_____
3.	_____
4.	_____
5.	_____

**III. SIGNATURES**


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

Signature & Stamp:  Pham Hoang Phuc Dated 19/08/2023

**The Intern**

Signature:  Frana Elizabeth Audrey Dated 19/8/2023

**OTTIMMO International Master Chef Gourmet Academy**

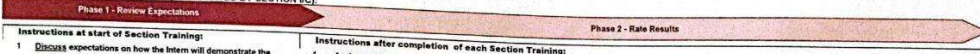
Signature & Stamp:  Robby Dated 10/10/2023  
*Dept. Head Student Affairs*

**marriottinternship** CULINARY MARRIOTTINTERNSHIP SECTION EVALUATION FORM

Intern Name:	Friona Elizabeth Adrey
Section Name:	Kitchen Tempus Figit
Section IC Name:	Western Kitchen
Executive/Head Chef:	Amedeo Ferri
HR/Training Manager:	Pham Hoàng Phúc Think
Assessment Topic I:	
Assessment Topic II:	

Performance Rating
1 - Marginal - Overall work does not meet minimum job standards or is frequently below standards. Often fails to meet standards for work quality and quantity. Requires additional counseling, and training to meet standards in some or all areas of responsibility. Cannot always be counted on to fulfil responsibilities. Requires more than normal supervisory direction and follow-up.
2 - Competent - Consistently meets all job standards. Quality and quantity consistent with standards on job assignments. Makes some repeated errors. Almost always completes assigned work on schedule. May require help with non-routine assignments. Requires only normal supervisory direction and follow-up.
3 - Commendable - Consistently exceeds job standards in both quantity and quality in all key functions. Work is consistently accurate; errors are few and seldom repeated. Consistently dependable in accomplishing job assignments. Handles assignments with minimum amount of supervisory direction.
4 - Exceptional - Far exceeds job standards even on some of the most complex parts of the job. Turns in peak performance. Extremely accurate worker; rarely makes errors. Seizes the initiative in the development and implementation of challenging work goals. Exceptionally dependable in accomplishing job assignments. Requires practically no direction and supervision.

**TECHNICAL/SECTION KNOWLEDGE (TO BE RATED BY SECTION IC):**



- Instructions at start of Section Training:**
1. Discuss expectations on how the Intern will demonstrate the competencies.
- Instructions after completion of each Section Training:**
1. Assign a rating for each competency. This evaluation form is to be completed at the end of each section evaluation.
  2. Provide supporting comments as appropriate, particularly for "1" and "4" or "N/A" ratings. Indicate NA if it is not applicable to the item.

COMPETENCIES	Performance Rating	Comments / Remarks
1. Visual Appeal / Presentation 1) Appearance - Composition of the item (e.g., arrangement, placement, accuracy of cuts, visual texture, color, dish concept). 2) Seasoning & Balance - Item was properly seasoned. 3) Presentation skill - Storytelling, Clarity, Knowledge of subject.	4	Able to follow the instruction
2. Technique & Knowledge 1) Subject / Content Knowledge - Clarity of facts, concepts and product knowledge. 2) Cooking Skills - Proper cooking techniques were observed (e.g., grill, fry, steam, stir-fry, broil, etc.) 3) Food safety & Hygiene/Sanitation - Understanding of Proper food handling / safety techniques were observed. 4) Temperature - Item was served at the appropriate temperature.	3	Needs more experience, but overall everything is good
3. Section Knowledge 1) Operational procedures - Overview of section. 2) Tools / Ingredients / resources - Knowledge and clear understanding.	4	Fast learner
Overall Rating	3,67	(Add all the above 3 ratings / divide by 3)

**COACH MARRIOTTINTERNSHIP RAP SESSION GUIDE**

1. Refer to the following Rap session questions to go through with the interns.
2. Utilise the Performance Appraisal Form for the list of competencies. Note down your observations to guide the interns on the development areas. (These guidelines are for your reference, you are only required to complete the final ratings at the end of the internship.)

1. What has gone well in this last section? What training is the most beneficial to you? What training or skills are you able to apply?  
Learning more cooking skills, managing, and communicating
2. What were some of the challenges that you faced? How do you think you can overcome or develop further?  
Adapting to the work place, language barrier. Learning a little bit of Vietnamese language
3. Are there any suggestions that you would like to share? Discuss what is the training or key development opportunities for the next month/section.  
to have more clarity for trainee's section for work

*Friona E. Adrey*  
Intern's Signature & Date 19/08/2023

*Pham Hoàng Phúc Think*  
Section Manager's Signature & Date 19/08/2023



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INTERNASIONAL  
CULINARY ARTS GASTRONOMY BAKING & PASTRY ARTS

Student Name : Friana Elizabeth Audrey  
Student Number : 2074130010065  
Exam Day & Date : Senin, 09 Oct 2023  
Lecture : Anthony Sucipto, A.Md. Par.  
(19960325 2201 085)

No	Correction List	Page	Approval

Acknowledge,  
Advisor

(Anthony Sucipto, A.Md. Par.)  
19960325 2201 085





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CULINARY ARTS GASTRONOMY BAKING & PASTRY ARTS

Student Name : Friana Elizabeth Audrey  
Student Number : 2074130010065  
Exam Day & Date : Senin, 09 Oct 2023  
Lecture : Arya Putra Sundjaja, S.E  
(198010171703001)

No	Correction List	Page	Approval
	No Revision		<i>KS</i>

Acknowledge,  
Advisor

(Anthony Sucipto, A.Md. Par.)  
19960325 2201 085



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**INTERNASIONAL**

CULINARY ARTS · GASTRONOMY · BAKING & PASTRY ARTS

Student Name : Friana Elizabeth Audrey  
Student Number : 2074130010065  
Exam Day & Date : Senin, 09 Oct 2023  
Lecture : Elma Sulistiya S.T.P., M.Sc.  
(19970916 2203 017)

No	Correction List	Page	Approval

Acknowledge,  
Advisor

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