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APPENDIX



# Internship Appraisal Form



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

INTERNSHIP

PLACE: Mercuata Samarinda

First Name Juan Rafael

Last Name Gobama

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

: 21 August 2023

Intern's Position : Cook Helper

Department : Hot Kitchen

REVIEW DATE : 21 August 2023

Direct Supervisor : Ernanj Sudarso

## 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

### 2. CUSTOMERS INTERACTIONS

#### Customer Relations (\*if any)

Consistently demonstrates: attentive, courtesy and efficient service to customers.  
Treat customers with Considerations and Respects

3,5

**Discussions/Notes;**

so far he entered breakfast, prepare for egg station,  
prepare a la carte, pick up materials for operations -  
and always be alert to what the senior conveyors  
thank you

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

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

RATING \_\_\_\_\_

**ACTION PLANS FOR DEVELOPMENT NEEDS**

1. System / process \_\_\_\_\_
2. Quality control \_\_\_\_\_
3. Evaluation \_\_\_\_\_
4. Performance \_\_\_\_\_
5. Goal \_\_\_\_\_

**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

2.5

Follow instructions and completes work on time with minimum supervision

**Work Quality**

Work performed according to Chef's standard and on-site work requirements

2.5

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

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**

**MERCURE**  
HOTELS  
SAMARINDA



Signature & Stamp:

Dated 6 September 2023

**The Intern**

Signature:

Dated

5, September 2023

**OTTIMMO International Master Gourmet Academy**



Signature & Stamp:

*Robby*

*Dept. Head student Affairs*

Dated

10, October 2023





Akademi Kuliner & Pastry  
**OTTIMO**  
 INTERNATIONAL  
GREAT ART. GENUINE. MADE IN ITALY.

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

Name : Juna Rateri Gema  
 Student Number : 202112010243  
 Advisor : Althoma Suwiro

No	Date	Topic Consultation	Name/ Signature
1	20 July 2023	Konsultasi Report	
2	25 July 2023	Konsultasi Report	
3	11 Agustus 2023	Konsultasi Tata Tulis	
4	21 Agustus 2023	Konsultasi Permisian	
5	25 Agustus 2023	Konsultasi Permisian	
6	01 September 2023	Konsultasi food tulis	

7	06 September 2023	Rahisi isi Report	
8	20 September 2023	Konsultasi Tata Tulis	
9	21 September 2023	Konsultasi Tata Tulis	
10	27 September 2023	Konsultasi Permisian Report	



Student Name: Juan rafael gotama  
Student Number: 2074130010043  
Exam Day & Date: Selasa, 19 Sep 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





Student Name Juan rafael gotama  
Student Number 2074130010043  
Exam Day & Date Selasa, 19 Sep 2023  
Lecture Michael Valen, A.Md. Par.  
(19950219 2001 074)

No	Correction List	Page	Approval
1	Perbaikan pada kolom Suggestion. Suggestion for Ottimmo Suggestion for Mercure Samarinda Suggestion for Student (adik kelas)		

Acknowledge,  
Advisor

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



Akademi Kuliner & Patiseri  
**OTTIMMO**  
INTERNASIONAL  
CULINARY ARTS · GASTRONOMY · BAKING & PASTRY ARTS

Student Name : Juan rafael gotama  
Student Number : 2074130010043  
Exam Day & Date : Selasa, 19 Sep 2023  
Lecture : Elinar, SST. Par., M.Si. Par.  
(19721011 2203 017)

No	Correction List	Page	Approval
1	PERBAIKI TULISAN - JARAK KIRI KANAN		<i>[Signature]</i>
2	- TULISAN YG HRS TIDAK . . . . . MURKOB ATN		<i>[Signature]</i>

Acknowledge,  
Advisor

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