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APPENDIX



APPENDIX 1 Scanned Certificate

Internship Appraisal Form



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

INTERNSHIP

PLACE: Pullman Doha west bay

First Name Felicia Angelica Last Name Sieto

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

Intern's Position : TRAINEE Department : CULINARY

REVIEW DATE : 28/5/23 Direct Supervisor : HITESH SHARMA x

GRADING FACTORS

1. ORGANIZATIONAL & COMMUNICATION

Staffs Relations

Consistently demonstrates: attentiveness, courtesy and efficient service to other staff.
Creates friendly environment.

3.5

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.

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

PERSONAL PRESENTATIONS

Grooming Standards

Practices and displays proper grooming, personal hygiene and care.

3.5

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

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

Discussions/Notes;

Felicia is a good candidate who has willingness to learn. She supported a lot during operation and cooperated as well to understand the business needs. She needs professional guidance to continue in kitchen field for her personal growth. She requires minimal supervision after explanation for particular task. She was treated as a team player and she gave the same expectation in whole training period.

PERFORMANCE SUMMARY * to be filled by OTTIMMO International

TOTAL POINTS _____

RATING _____

ACTION PLANS FOR DEVELOPMENT NEEDS

1. Need to develop time management skill.
2. Need to learn theoretical knowledge.
3. Need to develop communication efficiently while working.
4. _____
5. _____



Akademi Kuliner & Pastry
OTTIMO
 INTERNASIONAL
GRAND ARTS CAMPUS - HANGAR 1001

**CONSULTATION FORM
 INDUSTRIAL TRAINING /
 FOODPRENEURSHIP**

Name : Felicia Angelica Sieto
 Student Number : 2074130010078
 Advisor : Arya Putra Sundjaja S.E.

No	Date	Topic Consultation	Name/ Signature
1	4/6	Preface	
2	4/6	Abstract	
3	10/6	Table of content	
4	12/6	List of tables	
5	13/6	List of pictures	
6	13/6	Chapter I	

No	Date	Topic Consultation	Name/ Signature
7	22/6	Chapter II	
8	26/6	Chapter III	
9	27/6	Bibliography	
10	27/6	Appendix	
11	29/6	Print Approval	
12			

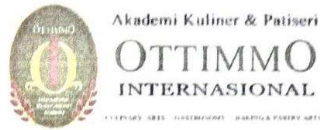
APPENDIX 5 Consultation Form



APPENDIX 6 Documentation during Internship



APPENDIX 7 Documentation during Internship (2)



Student Name : Felicia Angelica
Student Number : 2074130010078
Exam Day & Date : Senin, 15 Aug 2023
Lecture : Arya Putra Sundjaja, S.E
(19801017 1703 001)

No	Correction List	Page	Approval
	No correction.		

Acknowledge,
Advisor

(Arya Putra Sundjaja, S.E)
19801017 1703 001



Student Name : Felicia Angelica
Student Number : 2074130010078
Exam Day & Date : Senin, 15 Aug 2023
Lecture : Elinar, SST. Par., M.Si. Par.
(19721011 2203 017)

No	Correction List	Page	Approval
1.	JELASKAN / MASALAH YG ADA .		

Acknowledge,
Advisor

(Arva Putra Sundjaja, S.E)
19801017 1703 001



Akademi Kuliner & Patiseri

OTTIMMO
 INTERNASIONAL

JELAYUT, 16111 | CANTONMENT | BERINGIN, PANGKAJENE

Student Name : Felicia Angelica
 Student Number : 2074130010078
 Exam Day & Date : Senin, 15 Aug 2023
 Lecture : Jessica Hartan, A.Md. Par.
 (19940923 2201 084)

No	Correction List	Page	Approval
1	Grammar, typo, capital letters. check again	All	
2	If possible, add pictures of each outlet 2.2.2	4-6	
3	Kitchen brigade, garde manger is the name of the kitchen not a position, add the word chef (garde manger chef) Also might want to mention that boucher is butcher, not every one knows the term boucher	7	
4	Discuss more about the kitchen's hygiene & Sanitation SOP, such as; - Cutting board color coding - General cleaning - Who's in charge (in cold & hot kitchen) - Receiving & handling food - Food & kitchen waste	Chapter 2	
5	Workplace photo & explanation (storing & self dining area)	Chapter 3	
6	If possible, add a kitchen blueprint (hot & cold)	Chapter 3	
7	Events you've handled	Chapter 3	
8	Cold kitchen & hot kitchen supply/serve food kemandi? Explain more about your experience, what you encounter	Acknowledge, Advisor	

(Arya Putra Sundjaja, S.E.)
 19801017 1703 001