

## **CHAPTER II**

### **GENERAL ACTIVITY**

#### **2.1 Description General Latar Ijen Café & Resto**

Latar Ijen's Resto & Coffeeshop is one of the luxurious and elite restaurants and cafes located in the middle of Malang City, namely on Jalan Besar Ijen. To be precise in Jl. Besar Ijen No. 79. This restaurant serves dishes in westerns and the archipelago as the main menu. Like various types of processed steak, chicken, and spaghetti. Besides, there is also a food menu archipelago, such as oxtail soup, fried rice, fried noodles, and many more lots again. Although the restaurant age is still young, it was founded on the date December 14, 2019. however, it is already known by the community, especially the people of Malang City, because it has a nice place, facilitates sufficient support, and delicious food. As for the concept restaurant, this restaurant's Instagrammable luxury design building Latar Ijen Resto & CoffeeShop contains iconic elements like the majority building on Jalan Ijen it is a stylish architectural building with relics of the Holland colonial era.

Latar Ijen Resto & Coffeeshop located on Jl. Besar Ijen No.79, Oro-oro Dowo, Klojen sub-district, Malang City, East Java with postal code 65119. Restaurant location Latar Ijen Resto & Coffeeshop is a strategic location because located in the middle of Malang City and is in the culinary area and close to the housing area elite Ijen Residence. Restaurants can accommodate capacity seating for up to 100 people restaurant. Latar Ijen Resto & Coffeeshop has opening hours from 09.00 a.m. until 23.00 every day. As for people's holidays religious will open from 11.00 am and day another holiday anyday open. This restaurant also has a separate VVIP room from the place eat normal with a capacity of up to 12 people.

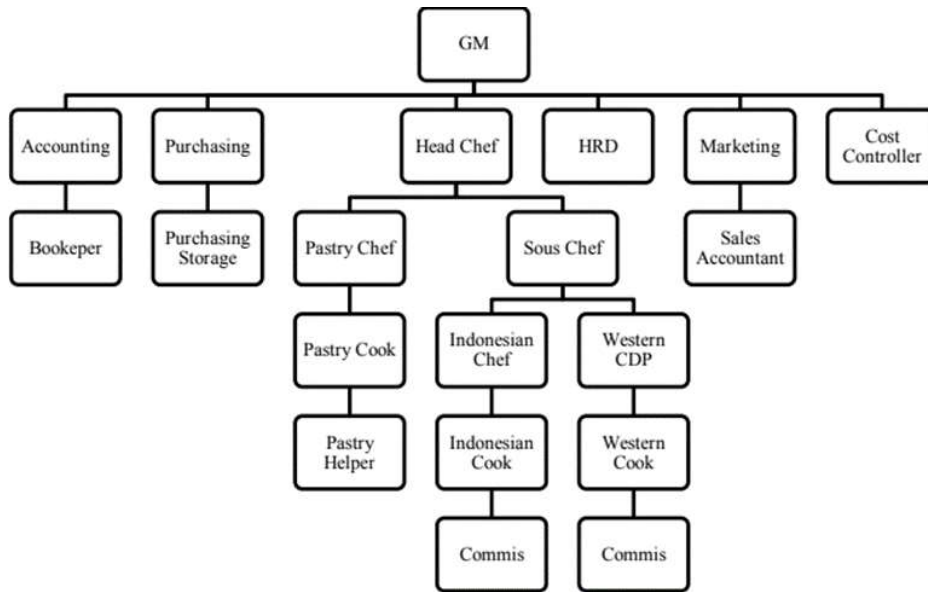


**Figure 2. 1** Latar Ijen Resto & Coffeeshop

Source : [www.heydayat.com](http://www.heydayat.com)

Latar Ijen Resto & Coffeeshop consists of 4 floors, 1st floor, 2nd floor, and 3rd floor. In the basement, there is a parking area, prayer room, employee toilet, office, kitchen special production for dishes archipelago and buffet, warehouse, and pastry kitchens. The 1st floor building is called the “background” building which contains the kitchen as well as the restaurant which sells various kinds of heavy food to desserts and coffee. 1st floor is designed luxury with a classic European look. The 2nd floor is the building that consists of various types of rooms used for event meetings or events like wedding parties, photo shoots, and exhibitions. The room which is on the second floor there is three types of capacity, from small to big, so that customers can rent by need. Lastly, the 3rd floor is the Sivaraja Secret Cafe building Garden. The cafe sells dishes like coffee, appetizers as well as desserts.

## 2.2 Organizational Structure and Job Description Restaurant in General



**Figure 2. 2** Structure chart organization restaurant

Source : Management Latar Ijen

Job description of each position which exists in Latar Ijen Resto & Coffee shop is as follows:

### 2.2.1 General manager (GM)

A general manager is the leader in Latar Ijen Resto & Coffeeshop. The main task of the general manager is to supervise and manage all parts of the operation restaurant, besides that to be responsible answer on the performance of all employees at the restaurant.

### 2.2.2 Accounting

Accounting is in charge of managing the entry and exit of finances of restaurants and informing the sales and marketing manager. Besides it also checks and commits verification transaction finance company, recording and responsible answer on making reports monthly

and annual following needs.

### **2.2.3 Heads Chef**

The Head Chef on duty controls the main kitchen and is responsible for answering to all things that happen in the kitchen as well as directing and participating in cooking difficult dishes and plating various other menus, creating menus, calculating the price of menu food, ordering supply material and keeping note or recipes.

### **2.2.4 HRD (Human Resources Development)**

HRD is the department in charge of managing resources man for a successful restaurant. HRD managers are also on duty to accept and lift employee new, evaluate employees, calculate administrative data, organize all administration and activities for employees, as well as stage training for employees.

### **2.2.5 Marketing**

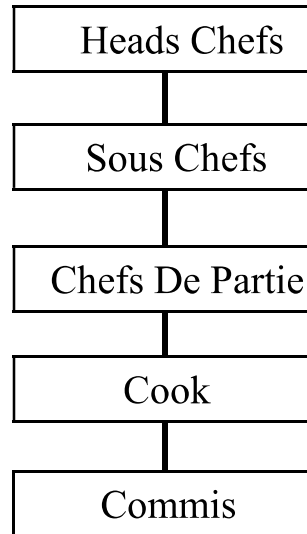
Marketing is in charge of promoting restaurants or finding consumers so you can come and visit to restaurant, monitor and manage social media, and perform market and consumer research.

### **2.2.6 Cost Controllers**

Cost control has a duty for plan and organize supply product every month, to be sure all policies related to cost control are implemented with ok. Besides it also secures cash or cash equivalents company.

### 2.3 Structure Organization and Jobs Description Hot Kitchen Department

Hot Kitchen Latar Ijen Resto & Coffeeshop has five positions, namely Head Chef, Sous Chef, Chef De Partie, Cook, and Commis. The highest position in the Kitchen is Head Chef, which has authority highest in the hot kitchen.



**Figure 2. 3** Structure chart organization hot kitchen

**Table 2. 1** Name, position and duties of hot kitchen staff Latar Ijen

Name	Position	Task
Ricky	Head Chef	<ol style="list-style-type: none"><li>1. Organize and supervise all existing activities in hot kitchen</li><li>2. Make regulation and policy which apply on hot kitchen</li><li>3. Food costing to the dish you want for sale</li><li>4. Plating dish before served to customer</li></ol>

Verrari	Sous Chef	1. Arrange and supervise all activity which there is in hot kitchen when head chef currently off plating menus before served to customer
Jefri	Chef De Partie Archipelago	1. Organize and supervise all activities in the hot kitchen if head and sous chef currently off 2. Produce and prepare material food 3. Process dish
Dodo	Chef De Partie Western	1. Organize and supervise all activities in the hot kitchen when the head and sous chef are off 2. Produce and prepare material food 3. Process dish
Erfan	Western Cook	1. Produce and prepare material food 2. Process dish westerns
Cahya	Western Cook	1. Produce and prepare material food 2. Process dish westerns
Ridho	Western Commis	1. Prepare all over material, tool and help all things which needed
Kidung	Casual Commis	1. Prepare all over material, tool and help all things which needed
Fandy	Archipelago Cook	1. Produce and prepare material food 2. Process dish archipelago
Fattah	Archipelago Cook	1. Produce and prepare material food 2. Process dish archipelago
Faris	Cook Production	1. Produce and prepare material food 2. Process dish archipelago
Miskijan	Cook Production	1. Producing and preparing food ingredients 2. Process dish archipelago
Salomitha	Archipelago Commis	1. Prepare all materials, tools and equipment help all matter which needed
Alvin	Archipelago Commis	1. Prepare all materials, tools and equipment help all matter which needed

## **2.4 Employment**

Latar Ijen Resto & Coffeeshop own power work which shared become three, that is:

### **2.4.1 Employee Contract**

Latar Ijen Resto & Coffee shop recruits employees and staff with system contract work going on for one year. Every year the work contract system will be renewed or terminated by the decision management restaurant as well as the performance employee concerned.

### **2.4.2 Daily Worker**

Daily work also known as casual is usually done with a work contract weekly, daily, or called moment only there are events certain that need lots of employees.

### **2.4.3 Trainees**

Trainees known as on-the-job training (OJT) usually come from students or students who come to do Practice Work Field (PKL) in a period certain. Latar Ijen Resto & Coffeeshop itself has set a time for an internship for three three months.

## **2.5 Facility Employee**

Latar Ijen Resto & Coffeeshop has a facility that is enough to complete for the welfare of all employees. Starting from the provision of work uniforms for kitchen, server, and bar staff, EDR room, prayer room, parking area, and dining time shifts work.

## **2.6 Right Employee**

### **2.6.1 O'clock Work**

Employee working hours at Latar Ijen Resto & Coffeeshop are six working days and one day holiday in one week. The distribution of holiday schedules is given differently for every employee. One day the employee will work from 8 O'clock, for shifts morning work starting o'clock 07.00 until o'clock 1 5.00, for shifts afternoon work from o'clock 15.00 until o'clock 23.00. Whereas working hours on the day Friday and Saturday back off 1 hour longer from weekdays for day shift.

### **2.6.2 Wages Employee**

#### **– Wages Tree**

The basic salary for the employees of Latar Ijen Resto & Coffeeshop every month is given on the 28 of every month. The amount given is by the position and work held, different from daily workers who are given per day or week.

#### **– Service Cash**

Service cash is a bonus obtained from restaurant tax and service which is given along with the basic salary. The amount of cash service given is different for each employee. Depends on the position and job held.

#### **– Employment BPJS**

All employees at Latar ijen Resto & Coffeeshop will be given BPJS employment assistance of 3% which can only be disbursed later when the employee resigns or terminates the contract.

#### **– Price Discounts**

If employees want to enjoy a meal at Latar Ijen Resto & Coffeeshop, employee entitled get facility form piece price as big



20%.

### 2.6.3 Safety And Health Work Employee

Safety and health work employee is very important aspect in working. It is also very noticed by the parties restaurant to employees, like following:

- System Security Restaurant ( Absent )

Employees who want to come to work must first be absent from the finger print in front of the office, so as to minimize fraud such as foreigners who want to smuggle in as restaurant employees.



**Figure 2. 4** FingerPrint Absence

Source : <https://blog.gamatechno.com/>

- Fire extinguisher

APAR (light fire extinguisher) is a fire extinguisher that can be carried and operated by hand. Fire extinguishers are placed in places that can cause smoke and also in gathering places such as halls, kitchens and restaurants.



**Figure 2. 5** Fire extinguisher

Source : <https://tokopemadam.com/>

– Relief Box First On Accident

This box containing drug – medicine which works as help first. This box containing drugs like pain medicine headaches, flu, wounds cuts, burns, cotton, wind oil and so on. Every department is given first aid kit minimum 1 package for guard if there is things that don't desired.



**Figure 2. 6** First aid kit

Source : <https://www.medicalogy.com/blog>

## **2.7 Cleanliness and Sanitation**

As for hygiene and sanitation divided into standard procedure cleanliness self, standard procedure personal work, and standard procedure sanitation.

### **2.7.1 Standard procedure cleanliness self**

Cleanliness have a self-impact on the food to be served because the chef cooks dish for guests so cleanliness becomes a factor important. As for standards procedure cleanliness in Latar Ijen Resto & Coffeeshop namely :

- 1) Use closing hair (hat)
- 2) No bearded
- 3) Use uniform in accordance with provision restaurant
- 4) Use an apron at all times cook
- 5) Bring fountain pen
- 6) Use shoes that don't slippery

- 7) Use sarong hand special cook If needed

### **2.7.2 Standard Procedure Personal**

Standard procedure yourself at the moment an internship shift is taking place in Latar Ijen Resto & Coffeeshop is part important thing to do. As for standards procedure personnel before, during, and after the shift ends in Latar Ijen Resto & Coffeeshop namely

– Before

- 1) Come appropriate time and no late as well as absent from the fingerprint tool.
- 2) If morning shift : prepare equipment and materials required processed.
- 3) day shift : briefing and communication with morning shift employees what just have to done.

– During

- 1) No use tool communication during the shift
- 2) No smoking in the kitchen area
- 3) No use clothes in accordance with regulation
- 4) No use attribute complete such as apron, cover head and shoes

– After

- 1) Write what just plan activities carried out for tomorrow
- 2) morning shift : briefing and communication with day shift employees what just have to done
- 3) If day shift : cleaning equipment and kitchen space with clean and save material food for tomorrow day

### 2.7.3 Standard Procedure Sanitation

Standard procedure sanitation is something procedure written or procedures used industry for help reach objective or target overall expected in produce product with method quality, high, safe and orderly.

#### – Clean Station Place Work and Activities and Cleaning General

Station place work is clean on time if there is an activity production or menu ordering is in progress. This thing needs to be done with the method of wiping the table with soap as well as a dry rag. Whereas activity cleaning is generally done during the night shift already finished namely at 10 pm. As for what has done that is wiping tables, cleaning sinks, washing laps, brushing and mopping floors.



**Figure 2. 7** Cleaning general

Source : Documentation personal

### 2.7.4 Handle & Receive Goods / Materials Cook

Material cook divided be material fresh cooking, ingredients cook frozen and ingredients cook temperature space. For the procedure of taking materials cook employees must bring order paper for materials already given signed hand by the current chef leader. As for the way for handle and receive material cook as follows :

1. Material cook fresh: fresh ingredients such as fresh herbs, onions, vegetables, fruit came at 10 am every the day, so employee will pick it up at that time. To request any fresh ingredients only will used carried out during the night shift previously checked by the chef de partie.
2. Material Cook frozen: ingredients frozen like meat beef, chicken, mushrooms, garlic bread, cheese and mushrooms can taken from 9 am until 4 p.m. With asked for it to employee warehouse in charge moment that. To request what fresh ingredients just will used done during the morning shift ongoing which is checked by the cook helper and commis.
3. Material Cook temperature space: materials temperature room like flour, rice, spices dry and sauce can taken from 9 am until 4 pm. With asking for it from the employee warehouse in charge at that moment. To request any fresh ingredients will be carried out during the morning shift in progress which is checked by the cook helper and commis.

#### **2.7.5 How to Handle Waste Food Kitchen**

Waste food existing kitchen is no used like plastic, trash from material food enters plastic future rubbish will transported every night by truck carrier trash. Whereas waste liquid kitchen from sinks and drains will hoard in a storage bunker on the floor basis later will suck into car tank is already full. For the oil already black and can not be used return will for sale to collector oil waste cooking.