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APPENDIX

A. INTERNSHIP APPROVAL FORM

Internship Appraisal Form

AKADEMI KULINER & PASTISERI
OTTIMMO
INTERNASIONAL

INTERNSHIP
PLACE: MASJID CAHAYA BALI

First Name: ARETHIC Last Name: BALUAGI

Review Period(s): Monthly Quarterly Bi-monthly Annually Date Starting: 26th February 2023

Intern's Position: Commis Department: Gar II

REVIEW DATE: 15th May 2023 Direct Supervisor: _____

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


Appendix Figure 1

3. PERSONAL PRESENTATIONS	
Grooming Standards	
Practices and displays proper grooming, personal hygiene and care.	4
Maintains hair and facial hair (if any) per proper FBB 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	

Appendix Figure 2

III. SIGNATURES


On-Site Manager/Owner/Chef

Signature & Stamp:  Dated 25-5-23

The Intern

Signature:  Dated 25-5-23
ARCHIE DAHJADI

OTTIMMO International Master Gourmet Academy

Signature & Stamp:  Dated 22/08/2023
Dept. Head Student Affairs

Appendix Figure 3

B. PREP ROOM KITCHEN



Appendix Figure 4



Appendix Figure 5

C. MASON KITCHEN TEAM



Appendix Figure 6



Appendix Figure 7

D. CERTIFICATE OF INTERNSHIP AND CONSULTATION FORM

MASON.

To Whom It May Concern

This is to certify that

ARCHIE TJAHJADI

has been completed **ON THE JOB TRAINEE** at **MASON.** restaurant


as

COMMIS

from 26/12/2022 up to 26/06/2023.

This certificate is being issued upon the request of the aforementioned name for whatever lawful purpose it may serve his best.

Canggu, 29/06/2023.


PT. KRETT HOSPITALITY GROUP

I Made Suartika
Human Resources Manager

MASON.
Jl. Raya Batu Bolong, Canggu,
Bali, Indonesia

Appendix Figure 8



Akademi Kuliner & Pastry
OTTIMO
 INTERNATIONAL
 MANAJEMEN ART

**CONSULTATION FORM
 CULINARY INNOVATION AND
 NEW PRODUCT DEVELOPMENT**

No	Date	Topic Consultation	Name/ Signature
1	20/7	Chapter 1 Introduction	
2	20/7	Chapter 2 Establishment Background	
3	20/7	Kitchen Brigade	
4	20/7	Kitchen SOP	
5	20/7	Chapter 3 Internship Activities	
6	20/7	Product Details	

Name :
 Student Number :
 Advisor :

No	Date	Topic Consultation	Name/ Signature
7	20/7	Chapter 4 Problem 4 How to solved	
8	20/7	Suggestions	
9	20/7	Conclusions	
10	20/7	Appendix	

Appendix Figure 9



Akademi Kuliner & Patiseri
OTTIMMO
INTERNASIONAL
CULINARY ARTS - GASTRONOMY - BAKING & PASTRY ARTS

Student Name : Archie Tjahjadi
Student Number : 2074130010029
Exam Day & Date : Thursday, 03 Aug 2023
Lecture : Jessica Hartan, A.Md. Par.
(19940923 2201 084)

No	Correction List	Page	Approval
1	Check again for grammar, typo, and choice of words, as well as spacing	x11	
2	Kitchen Brigade 2.2.1	16	

Acknowledge,
Advisor

(Ryan Yerenna Iskandar, S.S)
19821218 1601 023

Appendix Figure 10



Akademi Kuliner & Patiseri


OTTIMMO
INTERNASIONAL

CULINARY ARTS - GASTRONOMY - BAKING & PASTRY ARTS

Student Name : Archie Tjahjadi
 Student Number : 2074130010029
 Exam Day & Date : Thursday, 03 Aug 2023
 Lecture : Novi Indah Permatasari, S.T., M.Sc.
 (19951109 2202 083)

No	Correction List	Page	Approval
1.	Perbaiki skema format.		
2.	Berikan deskripsi pada setiap gambar.		
3.	Olak data occupancy (diagram / bar chart)		
4.	Berikan solusi setelah poin Problem.		
5.	Abstract (Keywords).		

Acknowledge,
 Advisor


 (Ryan Yerezia Iskandar, S.S)
 19821218 1601 023



Akademi Kuliner & Patiseri

OTTIMMO
INTERNASIONAL

CULINARY ARTS GASTRONOMY BAKING & PASTRY ARTS

Student Name : Archie Tjahjadi
Student Number : 2074130010029
Exam Day & Date : Thursday, 03 Aug 2023
Lecture : Ryan Yerehia Iskandar, S.S
(19821218 1601 023)

No	Correction List	Page	Approval

Acknowledge,
Advisor

(Ryan Yerehia Iskandar, S.S)
19821218 1601 023