

## BIBLIOGRAPHY

- Arsaqe, N. (2018). President University Internship Report for Mandarin Oriental, Jakarta  
<http://repository.president.ac.id/bitstream/handle/123456789/9608/Final%20Report%20Internship.pdf?sequence=1>
- Asian hospitality at its best: History of Mandarin Oriental. Macau Lifestyle. (2020, April 29). <https://macaulifestyle.com/hotels/history-mandarin-oriental/>
- Rushton, Joanne. (2020). The Kitchen Hierarchy explained | eight positions & roles. <https://cocaxe.valengr.dynu.net/knowledge-base/business/the-kitchen-hierarchy-explained-kitchen-roles/>

## APPENDIX

- Certificate



- Appraisal Form

## Internship Appraisal Form



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

**INTERNSHIP**

PLACE: Hotel Mandarin Oriental Jakarta

First Name Cathlyn Lilyanne Last Name Tanama

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

Intern's Position : \_\_\_\_\_ Department : Banquet Kitchen

REVIEW DATE : \_\_\_\_\_ Direct Supervisor : Ryarto Hutahaean x

**GRADING FACTORS**

**1. ORGANIZATIONAL & COMMUNICATION**

**Staffs Relations**

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

3,8

**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.

4

**2. CUSTOMERS INTERACTIONS**

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

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

3,5

**3. PERSONAL PRESENTATIONS**

**Grooming Standards**

Practices and displays proper grooming, personal hygiene and care.  
Maintains hair and facial hair (\*if any) per proper F&B industrial standards

3,5

**Uniforms**

Always wear the proper and designated uniform.

3,7

**4. ON THE JOB & KNOWLEDGE**

**Dependability**

Can be counted upon to do what is expected and required  
Follow instructions and completes work on time with minimum supervision

3,8

**Work Quality**

Work performed according to Chef's standard and on-site work requirements  
All job descriptions specification are met. Consistency in work. All recipes are followed

3,9

**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

**III. SIGNATURES**



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

Signature & Stamp:  \_\_\_\_\_ Dated 8/08 - 2023

**The Intern**

Signature:  \_\_\_\_\_ Cathlyn L.T. Dated 9/08 - 2023

**OTTIMMO International MasterGourmet Academy**

 Signature & Stamp:  \_\_\_\_\_ Robby Dated 24/10/2023  
*Dept. Head Student Affairs*



Academi Kaliner & Patien  
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CREATING THE FUTURE WITH KNOWLEDGE

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

No	Date	Topic Consultation	Name/ Signature
	21/8 '23	Initial Consultation	
	24/8 '23	Chapter I	
	25/8 '23	Chapter II Outlets	
	29/8 '23	Chapter II Kitchen Hierarchy	
	30/8 '23	Chapter II Job Description	
	1/9 '23	Chapter III Activities performed	

Name : Carthlyn Lilyanne Tarnawan  
 Student Number : 2024132010066  
 Advisor : Michael Valent

No	Date	Topic Consultation	Name/ Signature
	1/9 '23	Chapter III Products Made	
	2/9 '23	Chapter IV	
	2/9 '23	Chapter IV Conclusion	
	3/9 '23	Overall Revision	
	4/9 '23	Overall & Minor Revision	
	5/9 '23	Finalization	

- Correction List

21 Sep 2023 / 16.00 - 17.30



Akademi Kuliner & Patiseri

**OTTIMMO**  
**INTERNASIONAL**

CULINARY ARTS GASTRONOMY BAKING & PASTRY ARTS

Student Name : Caithlyn Lilyanne Tanamal  
Student Number : 2074130010066  
Exam Day & Date : Kamis, 21 Sep 2023  
Lecture : Elma Sulistiya, S.TP., M.Sc  
(19970916 2203 017)

No	Correction List	Page	Approval

Acknowledge,  
Advisor

(Michael Valen, A.Md. Par.)  
19950219 2001 074





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Exam Day & Date : Kamis, 21 Sep 2023  
Lecture : Michael Valen, A.Md. Par.  
(19950219 2001 074)

No	Correction List	Page	Approval

Acknowledge,  
Advisor

(Michael Valen, A.Md. Par.)  
19950219 2001 074





Student Name : Caithlyn Lilyanne Tanamal  
 Student Number : 2074130010066  
 Exam Day & Date : Kamis, 21 Sep 2023  
 Lecture : Heni Adhianata, S.T.P., M.Sc.  
 (19900613 1402 016)

No	Correction List	Page	Approval
	⊕ Storage systemnya seperti apa  good job 😊	22	<i>Ace</i>

Acknowledge,  
 Advisor

(Michael Valen, A.Md. Par.)  
 19950219 2001 074