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## APPENDIX

### 1. PREPARE OMELETTE



### 2. MORNING SHIFT TEAM




### 3. TRANIEE AND CASUALS



## 4. APPRAISAL FORM

**Internship Appraisal Form**



AKADEMI KULINER & PATISERI  
**OTTIMMO**  
INTERNASIONAL  
CELEBRATE SERV - CUSTOMER FIRST - TRUSTED & LOYALTY AREA

INTERNSHIP  
PLACE: HYATT REGENCY YOGYAKARTA

First Name EVDIA Last Name FREDERIKA

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

Intern's Position : COLD KITCHEN Department : FB KEMANGI

REVIEW DATE : 31 JULY 2023 Direct Supervisor : \_\_\_\_\_

**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. 3.5

**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 3.5

**3. PERSONAL PRESENTATIONS**

**Grooming Standards**

Practices and displays proper grooming, personal hygiene and care.

4

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

3.5

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

3.5

**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: Ct. Agung Kirono

Dated 31 July 2023

The Intern

Signature: EVDIA FREDERIKA

Dated 31 July 2023

OTTIMMO International MasterGourmet Academy



Signature & Stamp: Robby  
Dept. Head Student Affairs

Dated 7/9/2023

Discussions/Notes;

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PERFORMANCE SUMMARY \* to be filled by OTTIMMO International

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

RATING \_\_\_\_\_

ACTION PLANS FOR DEVELOPMENT NEEDS

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## 5. CORRECTION LIST

21 Sep 2023 / 16.00 - 17.30



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

Student Name : Eudia Frederika  
Student Number : 2074130010073  
Exam Day & Date : Kamis, 21 Sep 2023  
Lecture : Heni Adhianata, S.T.P., M.Sc.  
(19900613 1402 016)

No	Correction List	Page	Approval
	Cek note di Laporan.		<u>Acc.</u>

Acknowledge,  
Advisor

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





Akademi Kuliner &amp; Patiseri

**OTTIMMO**  
INTERNASIONAL

CULINARY ARTS - GASTRONOMY - BAKING &amp; PASTRY ARTS

Student Name : Eudia Frederika  
Student Number : 2074130010073  
Exam Day & Date : Kamis, 21 Sep 2023  
Lecture : Elma Sulistiya, S.TP., M.Sc  
(19970916 2203 017)

No	Correction List	Page	Approval
	Jelaskan lebih detail produk (deskripsikan masing2 menu masahannya)	23-24	

Acknowledge,  
Advisor

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



Akademi Kuliner & Patiseri  
**OTTIMMO**  
 INTERNASIONAL

CULINARY ARTS GASTRONOMY BAKING & PASTRY ARTS

Student Name : Eudia Frederika  
 Student Number : 2074130010073  
 Exam Day & Date : Kamis, 21 Sep 2023  
 Lecture : Michael Valen, A.Md. Par.  
 (19950219 2001 074)

No	Correction List	Page	Approval
1.	<p>Pada bagian Suggestion silahkan tambahkan untuk :</p> <ul style="list-style-type: none"> <li>- Suggestion for OTTIMMO</li> <li>- Suggestion for HYATT</li> <li>- Suggestion for Students (adik kelas)</li> </ul>		

Acknowledge,  
 Advisor

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

6. CERTIFICATE

# CERTIFICATE

This is to certify that

**EUDIA FREDERIKA**

has successfully completed On the Job Training  
in FB Kitchen Department  
from 9 January 2023 to 8 July 2023

Yogyakarta, 8 July 2023



**REZA SEPTIANA**

Human Resources Manager



**HYATT  
REGENCY™  
YOGYAKARTA**




**WILIS PUNTO PRASTOWO**

General Manager



### 7. CONSULTATION FORM









Academik Kultur & Patriot  
**OTTIMO**  
INTERNASIONAL

**CONSULTATION FORM**  
INDUSTRIAL TRAINING /  
FOODPRENEURSHIP






  

Name : EYUN FERREIRA  
Student Number : 201913201003  
Advisor : MICHEL VALENT

No	Date	Topic Consultation	Name/ Signature
1	01/10/15	Konfirmasi	
2	03/10/15	Keluhan kengede	
3	04/10/15	penjelasan bab 5	
4	06/10/15	Konfirmasi bab 1	
5	03/10/15	Berisi bab 5	
6	08/10/15	Konfirmasi bab 5	

Name : EYUN FERREIRA  
Student Number : 201913201003  
Advisor : MICHEL VALENT

No	Date	Topic Consultation	Name/ Signature
7	09/10/15	Berisi bab 5	
8	10/10/15	Percobaan bab 5	
9	11/10/15	Konfirmasi bab 5	
10	12/10/15	Percobaan bab 5	
11	13/10/15	Percobaan bab 5	
12	14/10/15	Percobaan bab 5	