

## **BIBLIOGRAPHY**

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# APPENDIX

## Internship Certificate:



# Internship Appraisal Form



AKADEMI KULINER & PATISERI  
**OTTIMMO**<sup>®</sup>  
INTERNASIONAL  
... COFFEE ARTS, CATERING SERVICES, BAKING & PASTRY ARTS

## INTERNSHIP

PLACE: MILLENNIUM PLACE BARSHA HEIGHTS, DUBAI

First Name MEILDY HALIM Last Name PURNOMO

Review Period/s :  Monthly  Quarterly  Bi-annualy  Annually Date Joining  
: 18<sup>th</sup> March 2022

Intern's Position : TRAINEE Department : KITCHEN

REVIEW DATE : 15/03/2023 Direct Supervisor : ALVIN KARKADA \*

### GRADING FACTORS

#### 1. ORGANIZATIONAL & COMMUNICATION

##### Staffs Relations

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

3

##### Team Player

Cooperates and works well with others. Enthusiastic, portrays a 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

#### 2. CUSTOMERS INTERACTIONS

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

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

2.5

**3. PERSONAL PRESENTATIONS**

**Grooming Standards**

Practices and displays proper grooming, personal hygiene and care.

3

Maintains hair and facial hair (\*if any) per proper F&B industrial standards

**Uniforms**

Always wear the proper and designated uniform.

3

**4. ON THE JOB & KNOWLEDGE**

**Dependability**

Can be counted upon to do what is expected and required

3

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

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

**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:

*[Handwritten signature]*

Dated

15-03-23

The Intern

Signature:

*[Handwritten signature]*

Dated

15-03-23

OTTIMMO International Master Gourmet Academy



Signature & Stamp:

Dept. Head Student Affairs

Dated

30-10-2023

Discussions/Notes:

Melody has been a great worker during his internship working in the kitchen. He has shown a very positive approach. He has shown a very strong approach in learning new tasks. Production changes come to the service staff to ask more questions about the product. Takes down notes of everything that he learns on daily basis.

PERFORMANCE SUMMARY \* to be filled by OTTIMO International

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

RATING \_\_\_\_\_

ACTION PLANS FOR DEVELOPMENT NEEDS

1. Needs to be plan to open up his own Pastry Shop
2. Needs to learn more about managing the Restaurant Business.
3. Needs to attend additional courses related to opening a Menu development
4. Needs to take more on-line management. He needs more knowledge on Business principles.



Akademi Kuliner &amp; Patiseri

**OTTIMMO**  
**INTERNASIONAL**

CHART ARTS GASTRONOMY BAKING &amp; PASTRY ARTS

Student Name : Meidy Halim Purnomo  
 Student Number : 1974130010064  
 Exam Day & Date : Kamis, 21 Sep 2023  
 Lecture : Elma Sulistiya, S.TP., M.Sc  
 (19970916 2203 017)

No	Correction List	Page	Approval
	Format Penulisan konsep kitab panduan (Font, spasi, ukuran, format paragraf) Kitchen organization perlu ditulis Benarkan deskripsi pada setiap gambar Produk Suggestion ada 3 : untuk ottimo, Untuk tempat magang, & anak magang		

Acknowledge,  
Advisor

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



Akademi Kuliner & Patiseri

**OTTIMMO**  
INTERNASIONAL

ILLUMINE ARTS GASTRONOMY BAKING & PASTRY ARTS

Student Name : Meidy Halim Purnomo  
Student Number : 1974130010064  
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 laptop		

Acknowledge,  
Advisor

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





Akademi Kuliner & Patiseri

**OTTIMMO**  
INTERNASIONAL

TRAVEL ARTS CATERING BAKING & PASTRY ARTS

Student Name      Merlidy Halim Purnomo  
Student Number    1974130010064  
Exam Day & Date    Kamis, 21 Sep 2023  
Lecture              Michael Valen, A Md Par  
                              (19950219 2001 074)

No	Correction List	Page	Approval
1.	Tolong tambahkan pada kolom Suggestion tentang :  Suggestion for OTTIMMO Suggestion for STUDENT Suggestion for Barsha Heights		

Acknowledge,  
Advisor

(Michael Valen, A Md Par )  
19950219 2001 074

**Internship Appraisal Form:**

**Internship Appraisal Form**

AKADEMI KULINER & PATISERI  
**OTTIMMO®**  
INTERNASIONAL  
CULINARY ARTS · GASTRONOMY · BAKING & PASTRY ARTS

INTERNSHIP  
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First Name MEILDY HALIM Last Name PURNOMO

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: 18<sup>th</sup> March '2022

Intern's Position : TRAINEE    Department : KITCHEN

REVIEW DATE : 15/03/2023    Direct Supervisor : ALVIN KARKADA x

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**Discussions/Notes;**

Melody has been a great worker during his internship working in the kitchen. He has shown a very positive approach. He has shown a very strong approach in learning new pastry production. Always comes to the senior chefs to ask more questions about the product. Takes down notes of everything that he learns on daily basis.

**PERFORMANCE SUMMARY** \* to be filled by OTTIMO International

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

RATING \_\_\_\_\_

**ACTION PLANS FOR DEVELOPMENT NEEDS**

1. Since he has plans to open up his own Pastry Shop
2. Needs to learn more about managing the restaurant business.
3. Needs to attend additional courses related to cooking & Menu development
4. Needs to work more on time management & He needs more learning on Basis specific classes.
5. \_\_\_\_\_

III. SIGNATURES

On-Site Manager/Owner/Chef



Signature & Stamp:

*[Handwritten signature]*

Dated

15-03-23

The Intern

Signature:

*[Handwritten signature]*

Dated

15-03-23

OTTIMMO International MasterGourmet Academy



Signature & Stamp:

*[Handwritten signature]*  
Dept. Head Student Affairs

Dated

**The Pastry Team:**

