

**LAMPIRAN 1: SURAT PERMOHONAN / PENGANTAR PELAKSANAAN
MAGANG**



AKADEMI SAGES

A Noble and Excellent Academy

FORMULIR PENDAFTARAN PROGRAM MAGANG

Nama Mahasiswa/i : Jennifer Clarabel Wangsa Rahardja
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Program Studi : Diploma Tiga Seni Kuliner
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Mitra Magang : Hotel Tentrem Semarang
Lokasi Mitra Magang : Jl. Gajahmada No.123, Semarang Tengah, Kota
Semarang, Jawa Tengah 50134

Dengan ini menyatakan bahwa saya siap dan bersedia mengikuti kegiatan Program Magang serta bersedia mengikuti tata tertib maupun norma pelaksanaan yang telah diatur oleh Akademi Sages dan Mitra Magang.

Mengetahui:

Dosen Pembimbing Akademik,

Mahmudi, S.ST.Par, M.Par.
NIDN: 0722127903

Mahasiswa,

Jennifer Clarabel Wangsa Rahardja
NIM: 21110038

Menyetujui:

Ketua Program Studi Diploma Tiga Seni Kuliner,

u.b

Otje Herman Wibowo, S.E., M.Par.
NIDN: 0711107505

LAMPIRAN 2: PENILAIAN PRESTASI MAGANG DARI MITRA MAGANG (FORM MITRA)

HOTEL TENTREM SEMARANG		TRAINEE PERFORMANCE EVALUATION FORM HOTEL TENTREM SEMARANG					
NAME: Jennifer Clarabel		DEPARTMENT: FB Product					
SCHOOL/UNIVERSITY: Academy Sages		INTERNSHIP PERIOD:					
APPRAISED BY: Mochamad Rifqi Chabibi		3 Juli 2023		To		2 Januari 2024	
The aim of this assessment is to evaluate trainees performance during On The Job Training in Hotel Tentrem Semarang, the scales of the score ranges from A-D as follows:							
A. Excellent Performance		5.00					
B. Exceeds Expectation		4.00 - 4.99					
C. Meet Expectation		3.00 - 3.99					
D. Satisfactory		2.00 - 2.99					
E. Unsatisfactory		1.00 - 1.99					
No	Criteria & Justification	Score A	Score B	Score C	Score D	Score E	Comment
1	Job Knowledge						
	Understand all the aspects of work given by outlet.		4.75				
	Be familiar with facilities and equipment is given in the outlet		4.75				
	Capable to communicate in English		4.75				
2	Quantity of Work						
	The results of the work given can be completed properly Completion and performance in daily work		4.75 4.75				
3	Quality of Work						
	Accuracy and attention to working equipment and area		4.75				
	As good as the work quality expected		4.75				
	Stability, regularity, and consistency of the result even in a busy time		4.75				
4	Character						
	Work energetically and responsible to get information and work standards		4.75				
	Expectation and effort to reach the aim of training/practice		4.75				
	Always give positive vibes and reflect the character of always wanting to learn new things		4.75				
5	Personality						
	Attitude (Including the aptness at the work), ability in getting along with other people (Guest, Co-workers, Superiors)		4.5				
6	Courtesy						
	Courteous, caring, and respectful towards other people (Guest, coworkers, Superiors)		4.5				
7	Personal Appearance						
	Able to implement standard grooming properly		4.5				
8	Attendance	5					
	Punctuality Absence of sickness (With doctor certificate)						
Total:		5	65.75	0	0	0	70.75
Results:		4.716666667 Exceeds Expectation					
Review your rating and comment, then briefly outline what action you will take or suggest to improve or to correct the output of these students as an overall evaluation							
Comment:							

Date of Appraisal:
1/2/2024

Mochamad Rifqi Chabibi
Chef De Partie

M. Yodha Prananda, M.Par
Training Manager

**LAMPIRAN 3: PENILAIAN PRESTASI MAGANG DARI MITRA
MAGANG (FORM SAGES)**



AKADEMI SAGES

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**LEMBAR PENILAIAN PRESTASI KINERJA MAGANG
Tahun Akademik 2023/2024**

Nama Mahasiswa/i : Jennifer Clarabel Wangsa Rahardja
NIM : 21110038
Dosen Pembimbing : Mahmudi, S.ST.Par, M.Par.
Pembimbing Lapangan : Tri Januar Firdaus
Mitra Magang : Hotel Tentrem Semarang
Lokasi Magang : Jalan Gajahmada no 123, Semarang
Posisi/Bidang Kerja : Trainee Pastry

No.	Aspek yang Dinilai	Bobot (B)	Nilai (N) (0-100)	Jumlah (BxN)
1.	Kedisiplinan: 1. Ketepatan Waktu 2. Sikap Kerja / Tingkah Laku 3. Tanggung Jawab Terhadap Tugas 4. Kehadiran 5. Kerapian Dan Kebersihan Diri	5 5 5 5 5	98 97 98 99 97	490 485 490 495 485
2.	Kinerja: 1. Pemahaman Materi Kerja 2. Kemampuan Kerja 3. Keterampilan Kerja 4. Kualitas kerja 5. Efisiensi Kerja 6. Hasil Pekerjaan (Kontribusi)	5 10 10 10 10 10	98 98 97 96 95 98	490 980 970 960 950 980
3.	Kemampuan Beradaptasi: 1. Kemampuan Berkomunikasi 2. Kemampuan Bekerja Sama 3. Kemampuan Inisiatif/Kerajinan 4. Motivasi dan Semangat Kerja	5 5 5 5	96 98 97 99	480 490 485 495
Jumlah		100%	1.461	9.725
$\text{Nilai Akhir} = \frac{\text{Jumlah (BxN)}}{\text{Jumlah Bobot}}$ $\text{Nilai Akhir} = 97,25$				

Wednesday, 3 January 2024
Pembimbing Lapangan,

Tri Januar Firdaus
Pastry Sous Chef

LAMPIRAN 4: SERTIFIKAT MAGANG



LAMPIRAN 5: JURNAL HARIAN (LOG BOOK)



AKADEMI SAGES

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JURNAL KEGIATAN HARIAN (LOG BOOK)

Nama Mahasiswa/i : Jennifer Clarabel Wangsa Rahardja

NIM : 21110038

Dosen Pembimbing : Mahmudi, S.ST.Par, M.Par.

Pembimbing Lapangan : Tri Januar Firdaus

Mitra Magang : Hotel Tentrem Semarang

Lokasi Magang : Jalan Gajahmada no 123, Semarang

Posisi/Bidang Kerja : Trainee Pastry

Bulan: Juli 2023

No.	Hari / Tanggal	Aktivitas Kegiatan	Lokasi Kegiatan	Paraf PL
1.	Selasa, 4 Juli 2023	Menjaga <i>breakfast</i> , membuat <i>vegetable quiche</i> , <i>bread butter pudding</i> , <i>pipping muffin</i>	Kayumanis Restaurant	
2.	Jumat, 14 Juli 2023	Menjaga <i>breakfast</i> , membuat wedang kacang, <i>teppan</i> , <i>quiche</i> , <i>bread butter pudding</i> , <i>pipping muffin</i> , mengerok kelapa	Kayumanis Restaurant	
3.	Selasa, 18 Juli 2023	Menjaga <i>breakfast</i> , menyiapkan jajan pasar, membuat wedang kacang, <i>teppan</i> , <i>bread butter pudding</i> , <i>quiche</i> , adonan <i>coconut waffle & pancake</i> .	Kayumanis Restaurant	
4.	Senin, 24 Juli 2023	Menjaga <i>breakfast</i> , membuat wedang kacang, <i>teppan</i> , <i>quiche dough</i> , <i>bread butter pudding</i> , <i>mushroom quiche</i> , <i>pipping</i>	Kayumanis Restaurant	

		<i>muffin, adonan muffin, mengerok kelapa.</i>		
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Bulan: Agustus 2023

No.	Hari / Tanggal	Aktivitas Kegiatan	Lokasi Kegiatan	Paraf PL
1.	Rabu, 2 Agustus 2023	Menjaga <i>breakfast</i> , membuat wedang kacang, <i>teppan, quiche, bread butter pudding</i> , adonan coklat <i>muffin</i> .	Kayumanis Restaurant	
2.	Sabtu, 12 Agustus 2023	Menjaga <i>breakfast</i> , membuat wedang kacang, <i>bread butter pudding, quiche, pipping muffin</i> , adonan <i>pancake & coconut waffle</i> .	Kayumanis Restaurant	
3.	Senin, 14 Agustus 2023	Menjaga <i>breakfast & lunch</i> , membuat wedang kacang, <i>quiche</i> , adonan <i>pancake & teppan</i> , es krim tolak angin.	Kayumanis Restaurant	
4.	Senin, 18 Agustus 2023	Menjaga <i>breakfast</i> , menyiapkan jajan pasar, membuat wedang kacang, <i>quiche</i> , adonan <i>pancake, teppan</i>	Kayumanis Restaurant	

Bulan: September 2023

No.	Hari / Tanggal	Aktivitas Kegiatan	Lokasi Kegiatan	Paraf PL
1.	Jumat, 1 September 2023	Menyiapkan BBQ (membuat adonan rangin, <i>crepes</i> , pisang goreng, kremesan pisang goreng, topping <i>crepes</i>), menjaga BBQ.	Kayumanis Restaurant	
2.	Jumat, 8 September 2023	Menjaga <i>breakfast</i> , membuat wedang kacang, <i>bread butter pudding</i> , adonan <i>pancake &</i>	Kayumanis Restaurant	

		<i>coconut waffle.</i>		
3.	Rabu. 13 September 2023	Menyiapkan BBQ (membuat adonan bahu, <i>crepes</i> , pisang goreng, kremesan pisang goreng), membuat <i>choux</i> , <i>pippig muffin</i> , menjaga BBQ.	Kayumanis Restaurant	
4.	Rabu, 27 September 2023	Menyiapkan <i>evening cocktail (pudding)</i> , membuat <i>éclair</i> , <i>crumble</i> , <i>red velvet cake</i> , <i>meringue</i> , <i>chocolate tartlet</i> , <i>dipping donut</i> , bubur sumsum	Kayumanis Restaurant	

Bulan: Oktober 2023

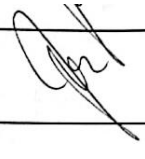
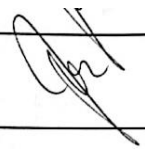
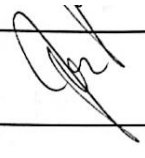
No.	Hari / Tanggal	Aktivitas Kegiatan	Lokasi Kegiatan	Paraf PL
1.	Selasa, 3 Oktober 2023	Menyiapkan <i>evening cocktail (slice cake, jajan pasar pudding)</i> , membuat <i>mocha éclair</i> , <i>chocolate ganache</i> , <i>pannacotta</i> , <i>strawberry shortcake in cup</i> , <i>garnish slice cake</i> , <i>dipping donut</i> .	Kayumanis Restaurant	
2.	Selasa, 14 Oktober 2023	Menyiapkan <i>evening cocktail (slice cake, jajan pasar pudding)</i> , membuat <i>greentea choux</i> , <i>banana cake</i> , <i>chiffon</i> , <i>blackforest in cup</i> , <i>sponge cake</i> , <i>dipping donut</i> .	Kayumanis Restaurant	
3.	Minggu, 22 Oktober 2023	Menjaga <i>breakfast</i> , membuat wedang kacang, <i>bread butter pudding</i> , adonan <i>pancake &</i>	Kayumanis Restaurant	

		<i>muffin, es krim tolak angin.</i>		
4.	Rabu, 25 Oktober 2023	Menyiapkan <i>coffee break</i> , membuat <i>choco sponge</i> , <i>cheesecake, baked alaska</i> , <i>eclair, dipping donut & eclair</i> , prepare lunch (es kuwud & es dawet)	Kayumanis Restaurant	

Bulan: November 2023

No.	Hari / Tanggal	Aktivitas Kegiatan	Lokasi Kegiatan	Paraf PL
1.	Rabu, 1 November 2023	Menyiapkan & set up <i>evening cocktail (slice cake, jajan pasar pudding), decor cupcake for Christmas photoshoot</i> , membuat <i>chiffon, lemon éclair, white glaze, miso caramel, dipping donut</i> .	Kayumanis Restaurant	
2.	Sabtu, 4 November 2023	Membuat <i>choux, roti tisu, éclair, finishing red ball cake, orange cake, less sugar ice cream, white glaze</i> .	Kayumanis Restaurant	
3.	Senin, 6 November 2023	Menjaga <i>breakfast</i> , membuat <i>danish dough, pizza dough, sweet bread, white toast, mushroom bun</i> .	Kayumanis Restaurant	
4.	Kamis, 16 November 2023	Menjaga <i>breakfast</i> , membuat <i>wedang kacang, bread butter pudding, quiche, adonan pancake</i> .	Kayumanis Restaurant	

Bulan: Desember 2023

No.	Hari / Tanggal	Aktivitas Kegiatan	Lokasi Kegiatan	Paraf PL
1.	Selasa, 4 Desember 2023	Menjaga <i>breakfast</i> , membuat wedang kacang, <i>bread butter pudding</i> , adonan <i>muffin & teppan</i>	Kayumanis Restaurant	
2.	Kamis, 14 Desember 2023	Menjaga <i>breakfast</i> , membuat wedang kacang, <i>pipping muffin</i> , adonan <i>pancake</i> , <i>quiche dough</i> , es krim tolak angin	Kayumanis Restaurant	
3.	Jumat, 22 Desember 2023	<i>Prepare for Christmas</i> (membuat garnish & mendecor cupcake christmas dari fondant)	Kayumanis Restaurant	
4.	Rabu, 27 Desember 2023	Menjaga <i>breakfast</i> , membuat wedang kacang, <i>bread butter pudding</i> , <i>mushroom quiche</i> , adonan <i>muffin & teppan</i> , es krim tolak angin & ogura, <i>less sugar ice cream</i> , mengerok kelapa.	Kayumanis Restaurant	

Mengetahui:

Pembimbing Lapangan,



M. Yodha P
Trainee Manager

Pemagang,



Jennifer Clarabel
NIM: 21110038

LAMPIRAN 6: DOKUMENTASI KEGIATAN MAGANG



LAMPIRAN 7: DOKUMENTASI PRODUK YANG PERNAH DIBUAT



LAMPIRAN 8: DOKUMENTASI *KITCHEN PASTRY*

