

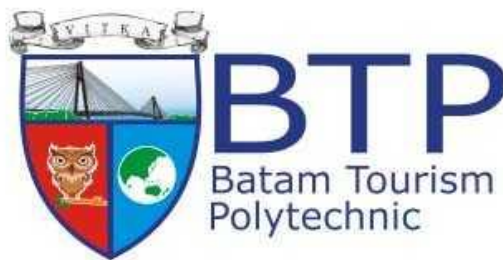
LAPORAN KEGIATAN ON THE JOB TRAINING MAHASISWA

PRODI MANAJEMEN KULINER

DI

SHERATON & FOUR POINTS BY SHERATON HONG KONG,

TUNG CHUNG



Disusun Oleh :

ANNELY CALISTA LOI

2023030084

MANAJEMEN KULINER

POLITEKNIK PARIWISATA BATAM

2024

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2024

HALAMAN PENGESAHAN

Laporan Kegiatan On The Job Training Mahasiswa
Program Studi Manajemen Kuliner
Di
Sheraton & Four Points By Sheraton Hong Kong Tung Chung Hotel

Dengan ini menyatakan, mahasiswa dengan nama

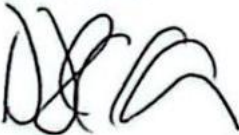
Nama: Annely Calista Loi

NIM: 2023030084

Prodi: Manajemen Kuliner

Telah melaksanakan OJT di Sheraton & Four Points By Sheraton Hong Kong Tung Chung Hotel selama 6 bulan, mulai tanggal 22 Juli 2024 s/d 21 Januari 2025

Hong Kong, 14 January 2025

Mengetahui,		
Learning and Development Manager  Branden Poon 	Executive Chef  David R.C. Parkin	Pastry Chef  Jeff Lo
Kepala Prodi Manajemen Kuliner Politeknik Pariwisata Batam  Rosie Oktavia Puspita Rini, SE., MM.Par NIDN : 1007109204	Koordinator OJT Politeknik Pariwisata Batam  Khatir Rabbani Darussalam NIK. 2208356	Dosen Pembimbing OJT  Tirta Mulyadi, S.E., M.M.Par NIDN : 1021078002

HALAMAN PERNYATAAN KEASLIAN TULISAN

Saya yang bertanda tangan di bawah ini:

Nama : Annely Calista Loi
NIM : 2023030084
Program Studi : Manajemen Kuliner

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Hong Kong, 21 Agustus 2024

Yang membuat pernyataan

A handwritten signature in black ink, reading "Annely Calista Loi". The signature is written in a cursive style with a large initial 'A'.

Annely Calista Loi

KATA PENGANTAR

Dengan memanjatkan segala Puji dan Syukur ke hadirat Tuhan yang Maha Esa, sehingga penulis dapat menyelesaikan magang di Hotel Sheraton & Four Points By Sheraton Hong Kong, Tung Chung dalam waktu 6 bulan tanpa kendala apa pun. Tujuan dibuatnya laporan magang ini adalah untuk memenuhi salah satu syarat penyelesaian magang mahasiswa jurusan Manajemen Kuliner di Politeknik Pariwisata Batam.

Pada kesempatan ini penulis mengucapkan Terima Kasih kepada semua pihak atas segala bantuan, bimbingan, serta pengarahan yang telah diberikan kepada penulis selama penulisan Laporan ini. Ucapan Terima Kasih ini penulis sampaikan kepada yang terhormat :

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5. *Chef* David R.C Parkin, selaku *Executive Chef* yang telah memenuhi kebutuhan penulis selama masa magang dan telah memberikan kepercayaan kepada penulis untuk bekerja di departemen *Food and Beverages* (kitchen) di Hotel Sheraton & Four Points By Sheraton Hong Kong, Tung Chung.
6. *Chef* Jeff Lo, Selaku Pastry Chef yang telah memberikan banyak pelajaran dan arahan tentang cara bekerja di dapur hotel, dan juga menjadi mitra yang mendukung selama masa *On Job Training* penulis.
7. Seluruh staf Pastry dan Sunset Grill yang telah menerima dan memberikan kepercayaan kepada penulis sebagai mitra kerja, serta memberikan banyak ilmu selama magang.
8. Kedua orang tua penulis yang telah memberikan dukungan dalam segala situasi selama masa *On Job Training*.
9. Saudara Jordan Fernando, yang telah membantu, mendukung dan menghibur penulis selama masa *On Job Training*.

10. Seluruh pihak yang telah membantu secara langsung maupun tidak langsung dalam penyusunan laporan ini.

Penulis menyadari bahwa proyek akhir ini masih jauh dari kesempurnaan. Oleh karena itu, penulis sangat mengharapkan kritikan dan saran yang sifatnya membangun dari berbagai pihak. Semoga Tuhan berkenan memberkati segala apa yang telah kita lakukan dan semoga laporan magang ini dapat bermanfaat bagi para pembaca, khususnya mahasiswa Politeknik Pariwisata Batam.

Hong Kong, 21 Agustus 2024

Annely Calista Loi

2023030084

A handwritten signature in black ink, reading "Annely Calista Loi". The signature is written in a cursive, flowing style. The name "Annely" is written above "Calista", which is above "Loi". There are some additional marks and flourishes around the text.

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BAB I

PENDAHULUAN

A. Latar Belakang Magang

Magang adalah sebuah program yang memberikan kesempatan kepada mahasiswa atau calon profesional untuk mendapatkan pengalaman kerja di bidang tertentu pada sebuah Perusahaan dalam kurun waktu beberapa bulan. Biasanya, magang dilakukan dalam waktu yang terbatas dan dapat bersifat penuh waktu atau paruh waktu. Perusahaan yang menerima karyawan magang berhak memberi tugas serta wajib memberi bimbingan selama waktu program. Lalu, di akhir program, peserta magang kemudian akan mendapat penilaian dari pihak Perusahaan.

Perkembangan dunia industri perhotelan di Hongkong saat ini semakin pesat. Hal ini berdampak dengan semakin berkembangnya daya tarik wisata dan industri di Hong Kong yang dapat mendatangkan wisatawan dan pebisnis baik dari dalam negeri maupun luar negeri, sehingga banyak pelaku usaha yang memilih untuk bergelut dan bersaing di dunia perhotelan. Wisatawan dan pebisnis dari luar negeri secara tidak langsung akan membutuhkan tempat tinggal sementara dan tempat yang dituju adalah hotel.

Oleh karena itu, tenaga kerja yang memiliki keterampilan profesional yang tinggi sangat diperlukan untuk menghadapi perkembangan dan persaingan global baik pada masa kini maupun masa yang akan datang. Salah satu kontribusi dunia pendidikan terhadap dunia industri saat ini adalah adanya kerja praktek yang diberikan dalam dunia pendidikan. Pada kesempatan kali ini penulis berkesempatan untuk magang di salah satu hotel bintang lima dibawah naungan Marriott Bonvoy, Four Points By Sheraton Hong Kong, Tung Chung.

Departemen yang penulis pilih dalam kegiatan magang pertama selama 6 bulan (22 Juli 2024- 19 Januari 2025) adalah departemen *F&B Products* (Pastry), yang dimana program ini membantu mahasiswa dalam meningkatkan ilmu dan mengaplikasikan ilmu yang didapat di akademi untuk diterapkan di dunia industri.

B. Tujuan Magang

Tujuannya adalah sebagai berikut:

1. Memperkenalkan dunia kerja kepada mahasiswa untuk mendapatkan gambaran nyata tentang teori yang di dapatkan selama di perkuliahan dengan kondisi nyata di lapangan.
2. mempraktikkan dan mengembangkan teori yang diperoleh di kampus hingga lingkup kerja nyata melalui on the job training.
3. Mengetahui ruang lingkup tugas dan tanggung jawab dimana kami melaksanakan praktek kerja nyata sesuai bagiannya masing-masing.
4. Untuk mengetahui lebih jauh tentang ilmu kuliner dan produk dapur khususnya di perhotelan.
5. Untuk Mengetahui ruang lingkup perhotelan.
6. Untuk mengetahui tugas staf dapur.
7. Memberikan gambaran bagi penulis bagaimana cara bekerja yang baik dan benar, sesuai dengan pendidikan yang diperoleh dalam dunia pendidikan atau akademisi.
8. Memperluas pengetahuan dan keterampilan mahasiswa dalam industri pariwisata.
9. Melatih mental, disiplin, dan tanggung jawab.
10. Mengetahui tata cara kerja pembuatan suatu produk F&B.
11. Melatih kerjasama dalam kerja tim.
12. Memperoleh pengalaman berupa praktik pelatihan kerja di departemen *F&B Products* (Pastry)
13. Menjadi salah satu syarat untuk melengkapi program magang di Politeknik Pariwisata Batam.

C. Manfaat Magang

Manfaat dari praktek kerja industri ini adalah:

1. Manfaat Bagi Penulis:
 - a. Penulis dapat menerapkan dan meningkatkan ilmu yang didapat di hotel.
 - b. Menambah wawasan setiap mahasiswa tentang dunia industri perhotelan.
 - c. Menambah dan meningkatkan keterampilan dan pengalaman di bidang praktek.
 - d. Mendapatkan pengalaman kerja secara nyata di instansi/ Perusahaan.

- e. Mendapatkan pengalaman bekerja sama dengan orang lain dengan latar belakang yang berbeda-beda

2. Manfaat Bagi Akademik

- a. Meningkatkan hubungan kerjasama antara Politeknik Pariwisata Batam dengan Hotel Sheraton & Four Points By Sheraton Hong Kong, Tung Chung.
- b. Program praktek kerja nyata dapat menjadi media untuk memajukan institusi kerja.
- c. Untuk dapat mengetahui sejauh mana pemahaman siswa terhadap praktek.
- d. Meningkatkan kualitas mahasiswanya melalui praktek kerja magang
- e. Mendapatkan standarisasi calon tenaga kerja yang sempurna.

3. Manfaat Bagi Hotel

- a. Dapat menjalin hubungan baik dengan institusi pendidikan khususnya Politeknik Pariwisata Batam. Sehingga semakin dikenal oleh lembaga pendidikan sebagai penyuplai tenaga kerja.
- b. Memperoleh tenaga kerja baru dari lembaga pendidikan melalui peserta didik yang sedang dan telah melaksanakan praktek kerja lapangan.
- c. Dapat bertukar ilmu dengan mahasiswa yang melakukan magang.

D. Tempat Magang



Gambar 1. 1 Logo Hotel Sheraton & Four Points By Sheraton Hong Kong, Tung Chung

Nama perusahaan	: Four Points By Sheraton Hong Kong, Tung Chung Hotel
Lokasi Perusahaan	: Lantau Island, 9 Yi Tung Road Tung Chung, Lantau Island, Tung Chung, Hong Kong
Telepon	: +852 2352-8000
Website	: https://www.marriott.com/en-us/hotels/hkgfp-four-points-hong-kong-tung-chung/rooms/

E. Jadwal Waktu Magang

Waktu dan pelaksanaan On The Job Training pertama untuk memenuhi syarat penilaian semester 3 penulis yaitu:

Tempat : Four Points By Sheraton Hong Kong, Tung Chung

Periode : 22 Juli 2024 – 21 Januari 2025

Departemen : *F&B Product (Pastry)*

BAB II

TINJAUAN UMUM TEMPAT MAGANG

A. Sejarah Singkat Hotel Sheraton & Hotel Four Points By Sheraton



Gambar 2. 1 Sheraton Grand Macao

Sheraton Hotels & Resorts adalah salah satu jaringan hotel dari Amerika Serikat yang telah berdiri sejak 1937, menjadikannya sebagai salah satu jaringan hotel tertua di dunia. Setelah beroperasi sebagai perusahaan mandiri selama tiga dekade, Sheraton berganti status menjadi anak perusahaan setelah diakuisisi oleh ITT Corporation pada tahun 1968. Setelah beberapa kali berpindah induk perusahaan, Sheraton saat ini berada di bawah payung Marriott International, perusahaan perhotelan terbesar di dunia.



Gambar 2. 2 Ernest Henderson



Gambar 2. 3 Robert Moore

Pada tahun 1933, dua murid Universitas Harvard, Ernest Henderson dan Robert Moore, membeli hotel pertama mereka, Continental Hotel, di Cambridge, Massachusetts. Empat tahun kemudian, mereka mendirikan Standard Equities

Corporation, hasil gabungan dari Standard Investing Corporation dan International Equities Corporation, sebagai pengelola bisnis hotel mereka. Di tahun yang sama, mereka membeli hotel kedua mereka, sebuah bekas apartemen bernama Stonehaven Hotel, di Springfield, Massachusetts. Secara resmi, Sheraton menjadikan tahun 1937 sebagai tahun lahirnya perusahaan tersebut.



Gambar 2. 4 Hotel Sheraton Boston 1930an

Pada tahun 1939, Henderson dan Moore membeli hotel ketiga mereka di Boston. Hotel tersebut memiliki papan elektrik bertuliskan "Hotel Sheraton" di atasnya. Dikarenakan faktor biaya, mereka sepakat untuk membiarkan papan tersebut berdiri dan menamai seluruh hotel yang mereka akuisisi selanjutnya dengan nama "Sheraton". Hotel Sheraton pertama tersebut lepas dari jaringan Sheraton pada tahun 1950 dan saat ini digunakan sebagai asrama mahasiswa Universitas Boston bernama Kilachand Hall.

Pada tahun 1946, Standard Equities Corporation bergabung dengan United States Realty and Improvement Corporation untuk membentuk Sheraton Corporation of America. Mereka menjadi perusahaan perhotelan pertama yang melantai di Bursa Efek New York pada tahun 1947.



Gambar 2. 5 Hotel Sheraton Philadelphia Downtown

Sheraton memperluas usaha mereka ke luar negeri pada tahun 1949, dengan pembelian jaringan Ford Hotels asal Kanada. Pada tahun 1956, mereka membeli Eppley Hotel Company yang saat itu merupakan perusahaan hotel terbesar di Amerika Serikat, disusul dengan perambatan pada bisnis motel. Pada tahun 1957, Sheraton mendirikan hotel baru pertama mereka, Philadelphia Sheraton Hotel.



Gambar 2. 6 Best Brews Four Points by Sheraton Manado

Pada tahun 1995, Sheraton, yang saat itu berada di bawah naungan ITT Corporation, meluncurkan merek baru bernama Four Points by Sheraton untuk menggantikan gelar Sheraton Inn di beberapa hotel mereka. Hotel-hotel ini umumnya berbintang 3 atau 4, sementara hotel-hotel Sheraton berbintang 5. Four Points bergabung dengan Starwood setelah mereka membeli ITT Sheraton pada tahun 1998. Salah satu program khas Four Points adalah Best Brews, yang menawarkan tamu untuk mencicipi bir lokal.



Gambar 2. 7 Four Points Express by Sheraton London Euston

Marriott International membeli Starwood pada tahun 2016. Four Points selanjutnya berada di bawah payung Marriott dengan kategori "Classic Select", bersama dengan merek-merek menengah Marriott lain seperti Courtyard dan Fairfield. Pada bulan September 2023, Marriott meluncurkan merek bernama Four

Points Express by Sheraton, dengan properti pertamanya di Bursa. Merek ini mematok harga lebih rendah dibanding Four Points.

B. Transformasi Perjalanan Sheraton

Dari tahun 1937 hingga sekarang, beginilah proses Sheraton memimpin transformasi perjalanan dari jantung komunitas di seluruh dunia.

Tahun	Proses
1937	Pendiri Sheraton Ernest Henderson dan Robert Moore mengakuisisi hotel pertama mereka di Springfield, Massachusetts. Dalam waktu dua tahun, mereka memiliki properti dari Maine hingga Florida.
1940-an	Sheraton Corporation of America menjadi jaringan hotel pertama di Bursa Efek New York dan kami memulai ekspansi internasional dan pertumbuhan global yang cepat dengan pembelian dua jaringan hotel Kanada.
1958	Mengembangkan inovasi dalam cara tamu melakukan reservasi, Sheraton meluncurkan “Reservatron,” sistem reservasi elektronik otomatis pertama di industri ini.
1960-an	Ekspansi global berlanjut dengan Hotel Sheraton pertama di Timur Tengah—Tel Aviv Sheraton dan yang pertama di Amerika Latin—Macuto Sheraton di Venezuela. Pada tahun 1965, Sheraton membuka pintu hotelnya yang ke-100—Sheraton Boston.
1970	Mengembangkan inovasi dalam cara tamu menghubungi hotel mereka, Sheraton menjadi jaringan hotel pertama dengan nomor bebas pulsa 800 untuk akses tamu secara langsung.
1985	Pertama kalinya—Sheraton menjadi jaringan hotel internasional pertama yang mengoperasikan hotel di Republik Rakyat Tiongkok.
1995	Sheraton meluncurkan merek baru bernama Four Points by Sheraton untuk menggantikan gelar Sheraton Inn di beberapa hotel mereka.
1998	Starwood® Hotels & Resorts Worldwide, Inc. mengakuisisi Sheraton.
2002-2015	Pertumbuhan terus berlanjut dengan dibukanya Sheraton Macao, hotel terbesar dalam portofolio Starwood dengan 3.896 kamar tamu, dan Sheraton Shantou di Tiongkok, hotel ke-100 merek tersebut di Asia Pasifik.
2016	Sheraton menjadi bagian dari perusahaan hotel terbesar di dunia saat Starwood Hotels and Resorts dan Marriott International menyelesaikan penggabungan.
2019	Sheraton meluncurkan logo baru saat kami mendefinisikan ulang cara kami menyambut dunia.
2021	Sheraton memperkenalkan hotel pertamanya yang telah sepenuhnya bertransformasi kepada dunia, menandai dimulainya era baru bagi merek tersebut.

Tabel 1 Transformasi Perjalanan Sheraton

C. Hotel Sheraton & Four Points By Sheraton Hong Kong, Tung Chung



Gambar 2. 8 Gedung Hotel Sheraton & Four Points By Sheraton Hong Kong, Tung Chung

Hotel Four Sheraton & Points by Sheraton Tung Chung di Hong Kong adalah bagian dari jaringan hotel Sheraton & Four Points by Sheraton yang merupakan salah satu merek dari Marriott International. Hotel ini terletak di Tung Chung, sebuah kawasan strategis di atas T-Bay di Tung Chung, pusat komunitas restoran, bar, dan toko terbaru. Hotel ini hanya berjarak 10 menit berkendara dari Bandara Internasional Hong Kong dan Asia-World Expo. Lokasinya juga dekat dengan Jembatan Hong Kong Macau-Zhuhai, perbatasan Shenzhen dengan Tiongkok, dan tempat-tempat wisata lokal yang meliputi pusat perbelanjaan desainer di Citygate Malls, The Big Buddha, Ngong Ping 360 Cable Car, dan Hong Kong Disneyland. Penjelajah alam juga dapat memiliki akses mudah ke beberapa jalur hiking dan pantai terbaik di Pulau Lantau.

Hotel ini dibuka pada tahun 2020 dan dirancang untuk menyediakan akomodasi yang nyaman dan praktis bagi wisatawan serta pelancong bisnis. Dengan fasilitas modern dan lokasi yang strategis, hotel ini menawarkan akses mudah ke berbagai atraksi utama di Hong Kong. Sejak dibuka, hotel ini telah menjadi pilihan populer bagi mereka yang mencari tempat menginap yang nyaman dengan akses mudah ke berbagai tempat di Hong Kong.



Gambar 2. 9 Sheraton Hong Kong, Tung Chung Guest Room King Ocean View

Hotel Sheratoon memiliki 218 kamar dan dan hotel Four Points memiliki 1001 kamar yang jika dijumlahkan kamar yang dimiliki ialah 1219 kamar. Hotel ini memiliki kamar dan suite yang didekorasi dengan penuh cita rasa dalam warna-warna pastel dan jendela-jendela besar untuk menikmati pemandangan gunung dan laut. Dindingnya dihiasi dengan karya seni lokal, mengambil inspirasi dari ikon budaya daerah tersebut, sehingga para tamu mempunyai kesempatan untuk menyatu dengan komunitas lokal. Kamar-kamar dilengkapi dengan fasilitas modern termasuk televisi LCD 49 inci, internet nirkabel berkecepatan tinggi, dan perlengkapan mandi premium.



Gambar 2. 10 Sheraton Hong Kong, Tung Chung Hotel Executive Lounge

Executive Lounge di Hotel Sheraton ini dirancang untuk menawarkan kenyamanan dan konektivitas bagi para tamu di lantai eksekutif dan anggota Marriott Bonvoy Platinum. Ruang ini merupakan tempat santai bagi para tamu untuk tetap produktif, menikmati sarapan gratis, atau bersantai setelah seharian bekerja dengan minuman dan makanan kecil.



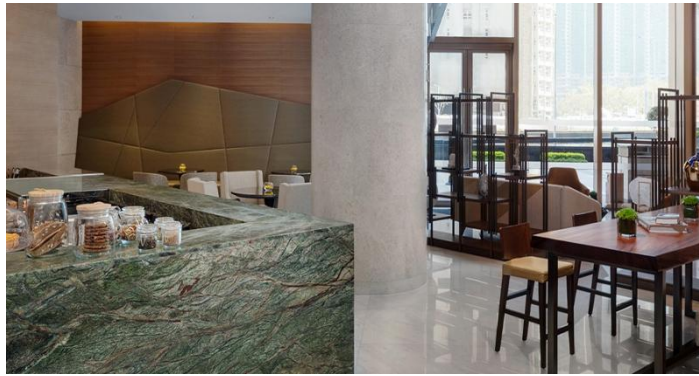
Gambar 2. 11 Sunset Grill

Hotel ini memiliki empat tempat bersantap yang berbeda, menawarkan perjalanan kuliner yang beragam untuk setiap selera. Tempat bersantap mewah yang ditawarkan termasuk Sunset Grill, restoran panggang di atas atap, sebuah kuil untuk daging yang dipanggang kering dan semua hidangan yang dipanggang dengan sempurna sesuai pesanan. Para tamu dapat mengobrol sambil menikmati koktail yang diracik dengan apik di teras terbuka sebelum menikmati makan malam dalam suasana panggang bistro yang intim.



Gambar 2. 12 Yue

Yue, restoran Cina modern menawarkan hidangan khas Kanton dan Cina selatan yang kreatif namun otentik yang menyatukan pelancong bisnis dan keluarga dalam suasana kontemporer.



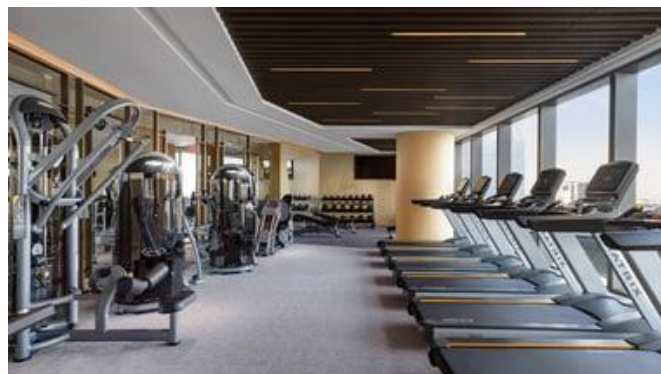
Gambar 2. 13 Sheraton Hong Kong, Tung Chung Hotel Lobby Lounge

Lobby Lounge, tempat yang sempurna untuk bersantai dan menikmati kopi artisan dari merek kopi lokal, Porter Coffee.



Gambar 2. 14 Lantau Cafe

Cafe Lantau yang semarak menawarkan santapan sepanjang hari dengan hidangan lokal dan internasional mulai dari hidangan laut segar, stasiun mie, hingga daging panggang, semuanya disiapkan oleh koki ahli dan disajikan di stasiun langsung.



Gambar 2. 15 Sheraton Hong Kong, Tung Chung Hotel Gym



Gambar 2. 16 Sheraton Hong Kong, Tung Chung Hotel Kids Playroom

Agar para tamu dapat menjaga kesehatan dan kebugaran tubuh selama perjalanan mereka, hotel ini juga memiliki pusat kebugaran 24 jam di mana para tamu dapat berolahraga dengan pemandangan laut atau bersantai di dek kolam renang biru laut yang mengundang. Anak-anak akan terhibur di Kids Playroom dengan berbagai macam aktivitas.



Gambar 2. 17 Sheraton Hong Kong, Tung Chung Hotel Grand Ballroom

Dirancang untuk memenuhi beragam kebutuhan MICE dan perencanaan pernikahan modern, Sheraton Hong Kong Tung Chung Hotel memiliki salah satu ballroom terbesar di Hong Kong dengan ruang pertemuan dalam dan luar ruangan seluas 3.400 m². Untuk acara berskala besar, Grand Ballroom tanpa pilar dapat menampung 1.300 tamu dan delegasi, serta dapat dibagi menjadi tiga area terpisah. Untuk acara yang lebih intim, ruang pertemuan terdiri dari dua teras luar ruangan, termasuk satu teras dengan pemandangan laut 270 derajat yang menakjubkan, ideal untuk pernikahan yang sempurna, dan empat ruang pertemuan multifungsi.

D. Visi dan Misi Hotel Sheraton & Four Points By Sheraton Hong Kong

a) Sheraton Core Values :

- Welcoming : Inviting, Warm and inclusive, *we welcome the world.*
- Assured : A trusted legacy with over 80 years of expertise and leadership in service, hospitality and community, Sheraton stands for *reliability, familiarity and excellence.*
- Community : *Sheraton is at the heart of a global and inclusive community.* The connector and facilitator of collective Power, we bring people together.

b) Sheraton Positioning : The World's Gathering Place

Sheraton unifies the world and empowers the collective to come together and thrive.

We are for the community over the individual.

The team over the star.

we invite we welcome we connect

EFFORTLESSLY BECAUSE IT'S IN OUR DNA

A space of permission and comfort, Sheraton is a place where experience where experiences are shared and where you feel like you belong.

We are where locals feel like guests and guests feel like locals.

SHERATON IS WORLD'S GATHERING PLACE

c) Four Points Core Values

- Honest
- Uncomplicated
- Comfort

d) Four Points Brand Mission :

Where timeless classics are woven with modern details.

Where business meets pleasure.

Where even when you're global, you can experience the local.

Designed for the independent traveler seeking balance, there's Four points.

Travel that suits your style.

Travel reinvented.

E. The Golden Standards

“The Golden Standards” tergabung dari berbagai filosofi bagaimana cara melayani tamu serta pedoman perusahaan yang harus diterapkan dan diingat oleh setiap staff yang bekerja di hotel Sheraton & Four Points by Sheraton Hong Kong, Tung Chung Hotel. “The Golden Standards” berfungsi sebagai pedoman dan petunjuk yang digunakan untuk menjalankan tugas dan tanggung jawab di hotel, yaitu:

Sheraton sees the world

Through the lens of community

Together , we are better

Four Points by Sheraton provides a place

Where business meets pleasure and

Offers a chance to kick back and

Relax for a greater travel experience.

Our primary goals is to ensure that every associate

Feels valued and motivated to provide

Exceptional service to our guests.

We highly encourage you to share your ideas and inspire one another

We aim to improve our service efficiency,

Guest satisfaction and associate loyalty.

I am thrilled to connect with

Each of you and listen to your invaluable suggestions.

F. Orang-orang/Lembaga yang Mendirikan Hotel Sheraton & Four Points by Sheraton Hong Kong, Tung Chung

Hotel Sheraton & Four Points by Sheraton Hong Kong, Tung Chung dimiliki oleh Marriott International, yang mengelola merek Sheraton di seluruh dunia. Marriott merupakan salah satu perusahaan perhotelan terbesar yang memiliki berbagai merek hotel. Berikut merupakan struktur organisasi yang ikut serta mengembangkan Hotel Sheraton & Four Points by Sheraton Hong Kong, Tung Chung.



Namun, Hotel Sheraton & Four Points by Sheraton Hong Kong, Tung Chung merupakan bagian dari proyek pengembangan yang besar yang melibatkan *Shimao Group*. Shimao Group adalah perusahaan pengembang real estat yang aktif di Hong Kong dan daratan Cina, dan mereka terlibat dalam berbagai proyek, termasuk hotel dan kompleks komersial. Kerja sama ini biasanya mencakup aspek perencanaan, pembangunan, dan manajemen properti. Berikut merupakan jajaran pemegang saham mayoritas *Shimao Group*.



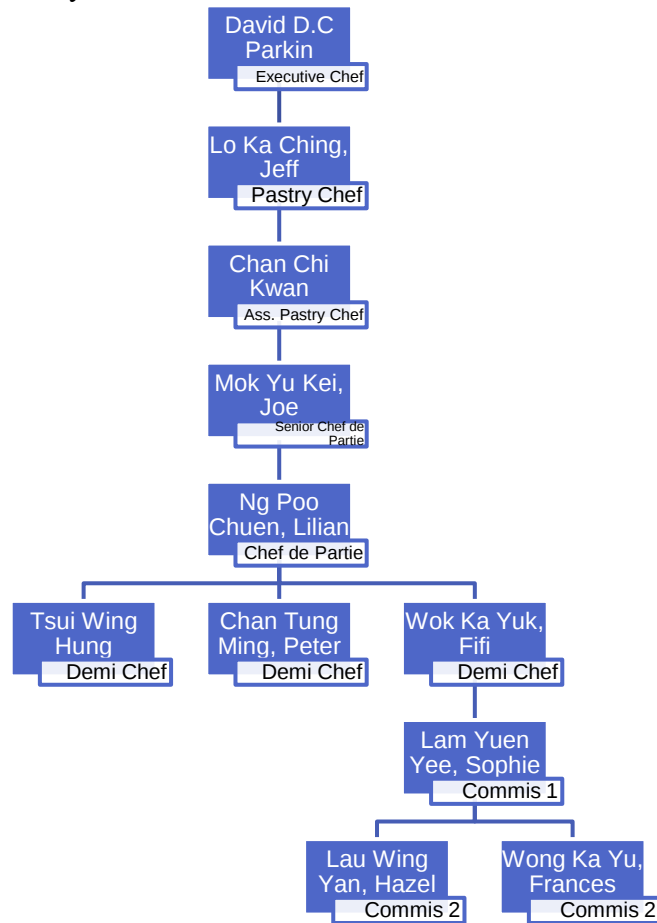
G. Struktur Organisasi

1. Struktur Organisasi Hotel

Berikut merupakan struktur organisasi yang ikut serta mengembangkan Hotel Sheraton & Four Points by Sheraton Hong Hong, Tung Chung.



2. Struktur Organisasi Pastry



H. Kegiatan Umum Perusahaan

Kegiatan Umum atau *Job Desc* dari departemen *pastry*, diantaranya:

1. Pastry Chef

- Menyampaikan berbagai informasi dan ketetapan dari berbagai bagian atasan hotel kepada staff dan trainee.
- Bertanggung jawab agar operasional berjalan dengan baik.
- Sebagai perantara departemen *pastry* dengan *Executive Chef*.
- Melakukan pemeriksaan setiap makanan apakah sudah sesuai SOP dan layak disajikan kepada tamu.
- Membuat jadwal kerja.
- Bertanggung jawab terhadap administrasi departemen *pastry*.
- Merencanakan, mengatur dan mengawasi pekerjaan di dalam *pastry*.
- Bertanggung jawab terhadap bahan makanan dan biaya bahan makanan.
- Membuat kreasi produk baru setiap *event* dan *season* baru.

2. Assistant Pastry Chef

- Membantu Pastry Chef dalam melaksanakan tugas.
- Menggantikan Pastry Chef saat tidak hadir.
- Menjadi perantara antara staff dan Pastry Chef.
- Bertanggung jawab untuk mengambil keputusan saat Pastry Chef tidak hadir.
- Membantu membuat produk.

- Membantu Pastry Chef dalam Membuat kreasi produk baru setiap *event* dan *season* baru.
3. Senior Chef de Partie
 - Membuat produk.
 - Bertanggung jawab atas jalannya outlet yang dipegang.
 - Memastikan kelancaran operasional setiap outlet.
 4. Chef de Partie
 - Membuat produk.
 - Memastikan kelancaran operasional.
 - Membantu mengecek stok bahan.
 5. Demi Chef
 - Membuat produk.
 - Memastikan semua orderan kue terpenuhi.
 - Komunikasi dengan departemen *In Room Dining*.
 - Memenuhi orderan *In Room Dining*.
 - Prepare produk untuk keesokan paginya (*overnight shift*).
 6. Commis 1
 - Menggantikan Demi Chef jika tidak hadir.
 - Membuat Produk.
 - Membantu produk yang dibutuhkan outlet
 7. Commis 2
 - Membuat produk.
 - Membantu Chef de Partie dan Demi Chef dalam operasional.

BAB III

PELAKSANAAN MAGANG

A. Pelaksanaan Magang

Pelaksanaan magang penulis di Hotel Sheraton & Four Points by Sheraton Hong Kong, Tung Chung dimulai pada tanggal 22 Juli 2024 Hingga 21 Januari 2025. Penulis ditempatkan di departemen F&B Product (pastry) yang dimana jam kerja penulis dibagi menjadi 3 jam kerja, yaitu:

1. 11.30 – 20.30 (Opening Sunset Grill)

Pada shift ini, penulis bertanggung jawab untuk melakukan opening di restoran Sunset Grill, dengan kegiatan sebagai berikut:

- 1) *Opening* dan *closing lunch* Sunset Grill.
- 2) Prepare bread dan serving bread basket.
- 3) Prepare garnish yang perlu disiapkan untuk *serving a la carte lunch* dan *dinner*.
- 4) Plating orderan dessert.
- 5) Mengecek ketersediaan bahan-bahan garnish di Sunset Grill.
- 6) Mengecek ketersediaan dessert dan membuat dessert.
- 7) *Opening dinner* di Sunset Grill.
- 8) Memastikan sudah *last order* dan seluruh order telah terpenuhi.

2. 12.30 – 21.30/ End (End Sunset Grill)

Pada shift ini, penulis bertanggung jawab untuk melakukan closing di restoran Sunset Grill, dengan kegiatan sebagai berikut:

- 1) *Closing lunch* Sunset Grill.
- 2) Prepare bread dan serving bread basket.
- 3) Prepare garnish yang perlu disiapkan untuk *serving a la carte lunch* dan *dinner*.
- 4) Plating orderan dessert.
- 5) Mengecek ketersediaan bahan-bahan garnish di Sunset Grill.
- 6) Mengecek ketersediaan dessert dan membuat dessert.
- 7) *Opening* dan *closing dinner* di Sunset Grill.
- 8) Memastikan sudah *last order* dan seluruh order telah terpenuhi.

3. 13.00 – 22.00 (Closing Sunset Grill)

Pada shift ini, penulis bertanggung jawab untuk melakukan closing di restoran Sunset Grill, dengan kegiatan sebagai berikut:

- 1) *Closing lunch* Sunset Grill.
- 2) Prepare bread dan serving bread basket.
- 3) Prepare garnish yang perlu disiapkan untuk *serving a la carte lunch* dan *dinner*.
- 4) Plating orderan dessert.
- 5) Mengecek ketersediaan bahan-bahan garnish di Sunset Grill.
- 6) Mengecek ketersediaan dessert dan membuat dessert.
- 7) *Opening* dan *closing dinner* di Sunset Grill.
- 8) Memastikan sudah *last order* dan seluruh order telah terpenuhi.

4. 13.00 – 22.00 (Lantau Café, Executive Lounge dan Tung Chung Kitchen)
 - 1) Membantu membuat produk untuk buffet
 - 2) Membantu untuk memenuhi ketersediaan buah-buahan dan *grass jelly*
 - 3) Menjaga buffet serta *refill*
 - 4) Menjadi runner di Lantau Café, Executive Lounge dan Tung Chung Kitchen.
 - 5) Closing di Lantau Café, Executive Lounge dan Tung Chung Kitchen.
 - 6) Set up supper di Tung Chung Kitchen
 - 7) *Prepare produk untuk Tung Chung Kitchen*

B. Kendala Yang Dihadapi

Adapun beberapa kendala yang dihadapi oleh penulis dalam menjalani *On The Job Training* di departmen Pastry di Hotel Sheraton & Four Points by Sheraton Hong Kong, Tung Chung, diantaranya:

- 1) Kendala Komunikasi

Saat penulis pertama kali memulai *On The Job Training*, terdapat kendala pada cara berbicara staf, dan adapun beberapa staf pastry yang tidak bisa berbahasa Inggris sehingga menimbulkan permasalahan seperti kesalah pahaman dalam komunikasi.
- 2) Budaya Kerja

Staf hotel bekerja sangat cepat dan efisien, yang mengharuskan penulis melakukan pekerjaannya dengan cepat dan sempurna.
- 3) Area Dapur

Penulis harus bekerja di meja kerja yang tidak begitu luas dan harus berbagi dengan staf lainnya mengingat dapur Pastry tidak begitu besar.

C. Solusi Pada Kendala Yang Dihadapi

Berikut merupakan solusi cara penulis mengatasi kendala yang dihadapi :

- 1) Kendala Komunikasi

Cara penulis mengatasi kendala komunikasi adalah dengan menggunakan bahasa tubuh serta dengan berjalannya waktu penulis dapat memahami sedikit bahasa lokal, sehingga dapat lebih memudahkan pekerjaan.
- 2) Budaya Kerja

Dengan seiring berjalannya waktu, penulis dapat menyesuaikan waktu dan cara kerja sehingga penulis dapat menyelesaikan tugas dengan baik dan tepat waktu
- 3) Area Dapur

Dalam kendala ini, penulis belajar untuk menggunakan area kerja yang kecil dan efisien serta mendahulukan staf yang membuat produk yang lebih penting (*Urgent*)

BAB IV

KESIMPULAN

A. Kesimpulan

Program magang (*On The Job Training*) ini sangat baik, memberikan penulis pengalaman kerja nyata dan membantu melatih keterampilan mahasiswa. Selama enam bulan melakukan magang (*On The Job Training*) ini, penulis menyimpulkan bahwa kerja tim dan komunikasi adalah elemen kunci dalam industri perhotelan untuk memastikan kelancaran operasional dan menjaga hubungan baik antara staf, peserta pelatihan, dan manajer. Selain itu, memiliki ketahanan fisik yang kuat, konsentrasi, dan ketahanan mental sangat penting untuk menghadapi setiap tantangan yang muncul.

Magang memberikan banyak manfaat bagi penulis, baik dari segi pengetahuan materi maupun keterampilan yang diberikan oleh para staf. Ini menawarkan pengalaman baru yang mendukung prospek karir penulis di masa depan. Selain itu, ini membantu memperluas koneksi dalam industri perhotelan.

B. Saran

Saran yang dapat penulis berikan dari program On The Training ini untuk penulis sendiri, kampus dan hotel, yaitu :

1. Bagi Penulis

- 1) Lebih meningkatkan rasa ingin tahu dalam bidang industri kuliner.
- 2) Lebih aktif mencari tau segala sesuatu yang dipelajari dapat selama magang.
- 3) Lebih pandai memanfaatkan peluang yang ada untuk belajar menambah pengetahuan serta relasi.
- 4) Harus lebih bisa menyesuaikan diri dan berbaur dengan staf.
- 5) Harus mempersiapkan diri untuk terjun ke dunia kerja sesungguhnya.

2. Bagi Kampus

- 1) Dapat menjalin relasi lebih luas dengan perusahaan-perusahaan ataupun hotel-hotel di dalam negeri maupun luar negeri.
- 2) Mengajari mahasiswa lebih banyak pengetahuan yang berhubungan dengan dunia kerja agar mahasiswa lebih siap dan percaya diri saat hendak menjalankan magang dan terjun ke dunia kerja.

3. Bagi Hotel Sheraton & Four Points by Sheraton Hong Kong, Tung Chung
 - 1) Tetap memberi kesempatan mahasiswa untuk melaksanakan magang.
 - 2) Memberi masukan atau evaluasi kepada anak magang agar bisa berkembang lebih baik.
 - 3) Meningkatkan jumlah staf pastry dibandingkan pekerja harian/paruh waktu di hotel.
 - 4) Disarankan untuk menambah peralatan dan material agar kegiatan operasional tidak terhambat.

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LAMPIRAN

1. Curriculum Vitae & Cover Letter



POLITEKNIK PARIWISATA BATAM
Jl. Gajah Mada, The Vitka City Complex
Tiban, Batam, Kepulauan Riau 29425
Indonesia

Telp + 62 778 354 0889
Email: info@btp.ac.id
https://btp.ac.id

APPLICATION LETTER ON THE JOB TRAINING

I, the undersigned below apply for On the Job Training and willing to follow and comply on every procedures and rules that is applied in Hotel and Batam Tourism Polytechnic.



Name	: Annely Calista Loi
Student Number	: 2023030084
Passport / ID Card Number	: X2834224 / 2171024309059001
Study Program	: Culinary Management
Hotel	: Sheraton & Four PointsTung Chung Hotel Hong Kong
OJT Program (Department)	: Pastry Division
Period	: July 2024 – December 2024

Batam, 1st March 2024,

Known by,
Head of Study Program
Culinary Management

Rosie Oktavia P.R. MM. Par
NIDN : 100719204

Proposed by,
Student,

Annely Calista Loi
SN : 2023030084



CURRICULUM VITAE

BIODATA MAHASISWA

FULL NAME / NAMA LENGKAP ANNELY CALISTA LOI		PLACE & DATE OF BIRTH / TEMPAT & TGL. LAHIR BATAM, 03 RD SEPTEMBER 2005	
SEX JENIS KELAMIN	☐ MALE LAKI-LAKI	☒ FEMALE PEREMPUAN	NATIONALITY KEBANGSAAN
STUDENT ID NIM		RELIGION AGAMA	
HOME ADDRESS / ALAMAT Komplek Sumber Agung Blok D No. 1, Kel. Sungai Jodoh, Kec. Batu Ampar, Kota Batam, Kepulauan Riau, 29452		WEIGHT BERAT BADAN	
MOBILE NO. No. PONSEL		HOME PHONE NO. No. TELPON RUMAH	
POSITION PRACTICAL TRAINING DESIRED (max. 2 divisions in 1 Department Head)			
☒ Kitchen Division ☒ Pastry Division ☐ Restaurant Division ☐ Bar Division ☐ Front Office Division ☐ Housekeeping Other ..F&B Service			
FORMAL EDUCATION / PENDIDIKAN FORMAL			
From Dari	To Hingga	School/Academy/University Sekolah/Akademi/Universitas	
2011	2016	Theodore Primary School	
2016	2019	Theodore Junior High School	
2019	2023	Yos Sudarso High School	
2023	Present	Batam Tourism Polytechnic	
LANGUAGES BAHASA		Ability Kemampuan	
English Bahasa Inggris		☐ Fair Biasa	
Mandarin Bahasa Mandarin		☒ Fair Biasa	
Indonesian Bahasa Indonesia		☐ Fair Biasa	
Chinese (Teochew) Bahasa Teochew		☐ Fair Biasa	
WORKSHOP OR COURSES PELATIHAN/KURSUS YANG PERNAH DIIKUTI		Year Tahun	
Daily Worker "Kedai Sabu Batam"		2022	
Hospitality Development Program		2023	
Workshop About On The Job Training		2023 & 2024	
Daily Worker "Harris Hotel Batam Centre"		2023	
Daily Worker "Batam Marriott Hotel Harbour Bay"		2024	
SKILLS / KETERAMPILAN		Place Tempat	
		Grand Batam Mall	
		Batam Tourism Polytechnic	
		Demo Kitchen BTP	
		Harris Hotel Batam Centre	
		Batam Marriott Hotel Harbour Bay	



COMPUTER KOMPUTER ☒ MS. Office ☐ Adobe Photoshop ☐ Corel Draw ☐ Other		☒ Typewriting Mengetik	☒ Hotel Skills Keterampilan Hotel
HEALTH / KESEHATAN			
How is your health? Bagaimana kesehatan anda?		☒ Excellent Sangat Baik	☐ Good Baik
Do you have any physical disability? E.g. Limbs, Sight, Hearing, etc Adakah anda mengalami cacat fisik? Seperti lumpuh, cacat penglihatan, pendengaran, atau lainnya		☒ Yes, please explain Ya, tolong jelaskan I have nearsightednes which requires me to wear glasses.	☐ No Tidak
Have you ever had any operations or serious disease? Apakah anda pernah menjalani operasi pembedahan atau mengidap penyakit serius?		☐ Yes, please explain Ya, tolong jelaskan	☒ No Tidak
Do you suffer from any disease that requires medication? Adakah anda mengidap sebarang penyakit yang memerlukan obat-obatan?		☐ Yes, please explain Ya, tolong jelaskan	☒ No Tidak
Are you pregrant? Apakah anda sedang mengandung?		☐ Yes, please explain Ya, tolong jelaskan	☒ No Tidak
FAMILY / KELUARGA			
Name Nama	Relationship Hubungan	Home Address Alamat Rumah	Phone /Mobile Telepon/Ponsel
Muhamad Ali	Father	Komplek Sumber Agung Blok D No. 1	085365538822
Kha Kiau	Mother	Komplek Sumber Agung Blok D No. 1	0811777959
DECLARATION / PERNYATAAN ☒ I HEREBY DECLARE THAT THE INFORMATION GIVEN IS COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I REALIZE THAT ALL MATERIALS SUBMITTED IN SUPPORT OF MY APPLICATION FOR ADMISSION BECOME THE PROPERTY OF YOUR HOTEL. I AM AWARE THAT ANY MISREPRESENTATION OR MISSION OF FACTS IN MY APPLICATION WILL JUSTIFY THE DENIAL OF ADMISSION, THE CANCELLATION OF ADMISSION OR EXPULSION. Dengan ini saya menyatakan dengan sesungguhnya bahwa semua informasi yang saya sampaikan dalam dokumen ini adalah benar dan akurat. Saya menyadari bahwa semua dokumen yang saya gunakan untuk menunjang aplikasi pendaftaran ini menjadi milik hotel. Apabila ditemukan penipuan/pemalsuan atas informasi yang saya sampaikan, saya bersedia dikenakan sanksi.			

Batam, 1st March 2024

Annely Calista Loi

2. *Letter Of Acceptance (LOA) Sebelum Magang*



POLITEKNIK PARIWISATA BATAM
Jl. Gajah Mada, The Vitka City Complex
Tiban, Batam, Kepulauan Riau 29425
Indonesia

Telp + 62 778 354 0889
Email: info@btp.ac.id
<https://btp.ac.id>

16 July 2024

Nomor : 431/SKL/BTP/VII/2024
Subject : Statement Letter for OJT

To
Mr. Patrick Chan
Director of Human Resources
Sheraton & Four Points by Sheraton
Hong Kong Tung Chung
9 Yi Tung Road, Tung Chung, Lantau Island, N.T.,
Hong Kong

Dear Sir,

On behalf of this letter, we are delighted to inform you of our student who is going to join the internship program at your hotel. The student's name is below :

Name : Annely Calista Loi
NIM : 2023030084
Position : F&B Product

This student has finished the first entry of administration and academic matters on campus and is permitted to join the internship program at your hotel. This 6 (six) months of internship program is mandatory for our students take to complete the study program on campus starting from 7/23/2024 until 1/19/2025. We hope that our student may contribute their skill and knowledge and gain experience during training.

We feel so honour to have this partnership in training and look forward to developing our future collaboration.

Best Regards,

Siska Amelia Maldin, S.Pd., M.Pd.
On Behalf of Director Batam Tourism Polytechnic

3. Kontrak Magang Dan/Atau Kerja Dari Hotel Dan/Atau Perusahaan

PRIVATE & CONFIDENTIAL

July 22, 2024

Ms. Annely Calista Loi
Present

Dear Annely,

It is with much pleasure that we confirm the offer for your internship at Brand Rise Limited T/A Sheraton Hong Kong Tung Chung and Four Points by Sheraton Hong Kong, Tung Chung. The Hotel is managed by a wholly-owned subsidiary of Marriott International, Inc. ("Marriott"). By signature of this offer, you agree to the following terms and conditions:

Position: Student Trainee – Food & Beverage

Period: July 24, 2024 to January 21, 2025

Allowance

An allowance or its pro-rata of Hong Kong Dollars Seven Thousand Dollars (HK\$7,000) per month will be paid to you as training allowance.

Working Days and Working Hours

Your working days and working hours may vary from time to time and will be assigned to you by your Manager. Basic attendance hours shall be 45 hours a week. Meal(s) and/or tea break(s) up to a maximum of 1 hour per working day are included in the 45 hours. When you are unable to finish your work within this time frame, you are entitled to work in excess of the 45 hours a week at your own discretion without additional training allowance.

Annual Leave

You will be entitled to six (6) days of annual leave.

Holidays

You will be entitled to either statutory (operation role) or public holidays (administrative support role) depends on your job nature. Should you be scheduled to work on statutory or public holiday, an alternative holiday will be arranged for you by your manager.

Page 2

Duty Meals

The Hotel provides Trainees free duty meals in the associate cafeteria.

Job Duties

You will report to the Manager. Your duties shall be in accordance with those tasks assigned by Manager, as well as those assigned by your Supervisor.

Medical Benefits

Based on your training duration, you are eligible to participate in the medical plan operated by Health Maintenance Medial Practical Limited which is administered by the Hotel. More information will be available at your orientation.

Notice Period

This Training Agreement must be terminated by either party. It should be seven (7) days advance notice or payment in lieu is required. The termination notice from the Trainee must be in writing and addressed to the Manager.

Internship Conditions

All other terms and conditions will be bound by rules and regulations in those written and verbal instructions of the Management in Brand Rise Limited T/A Sheraton Hong Kong Tung Chung and Four Points by Sheraton Hong Kong, Tung Chung.

During the term of this agreement, you agree to devote all your working time and effort to the business of the Company and to carry out diligently the duties assigned to you by your supervisor. Failure to perform duties and assignments and/or failure to follow Company rules, practices, procedures and policies will result in this agreement being terminated.

Page 3

Waiver and release of liability

In consideration of Brand Rise Limited T/A Sheraton Hong Kong Tung Chung and Four Points by Sheraton Hong Kong, Tung Chung offering the opportunity for me to participate in internship program at Brand Rise Limited T/A Sheraton Hong Kong Tung Chung and Four Points by Sheraton Hong Kong, Tung Chung. I, Annely Calista Loi for myself, my heirs, assigns, executors and administrators, do hereby release and forever discharge Marriott, the Hotel and the Hotel owner, and each of their respective affiliates, officers, directors, employees, servants, agents, representatives, successors and assigns from all manners of action, causes of action, suit, debts, damages, claims and demands of any type or kind whatsoever that may arise on account of any reason or cause, injury or death, whatsoever, occurring from, connected with, or originating from the internship program at the Hotel. Furthermore, I recognize and acknowledge that I am a student being permitted on the Hotel premises and I am not an employee, agent or servant of the Hotel.

The parties agree that, except for Marriott International, Inc. and its affiliates, a person who is not a party to this agreement shall not have any rights to enforce any term of this agreement.

If you are prepared to accept the conditions outlined in the foregoing paragraphs, please sign the duplicate copy of this letter and return it to the undersigned.

We look forward to welcoming you as part of the Marriott family, joining us in making this one of the best Marriott Hotels in the world.

Yours sincerely

Brand Rise Limited



Patrick Chan
Director of Human Resources
Sheraton Hong Kong Tung Chung Hotel
Four Points by Sheraton Hong Kong Tung Chung

Agreed and accepted by



Name: Annely Calista Loi
Date: 23 July 2014

This agreement supersedes all prior agreements, written or oral, and sets forth the entire agreement between you and the Hotel relating to the terms of your employment and may not be orally changed, modified, renewed, or extended.

I, Annely Calista Loi, further understand that no such promise or guarantee of any type concerning terms and/or conditions is binding upon the Hotel unless made in writing.

4. Sertifikat Magang



Lampiran 4 Sertifikat Magang

5. Surat Keterangan Telah Melaksanakan Magang/Referensi Dari Perusahaan



January 17, 2025

TO WHOM IT MAY CONCERN

This is to certify that Ms. Annely Calista Loi, holder of Indonesian Passport No. X2834224, was in the employment of the Sheraton & Four Points by Sheraton Hong Kong Tung Chung as:

<u>Job Title</u>	<u>Department</u>	<u>From</u>	<u>To</u>
Student Trainee	Pastry	July 24, 2024	January 21, 2025

During the internship period, she had performed to our satisfaction. We would like to take this opportunity to extend to her our appreciation from the Sheraton & Four Points by Sheraton Hong Kong Tung Chung and we wish her all the best in her future endeavors.

Yours sincerely

Brand Rise Limited



Tony Hui

Assistant Human Resources Manager

TH/EL/gt

**SHERATON & FOUR POINTS BY SHERATON
HONG KONG TUNG CHUNG**

9 Yi Tung Road,
Tung Chung, Lantau Island, N.T., Hong Kong

SHERATON | [Sheraton.marriott.com](https://www.sheraton.marriott.com)
FOUR POINTS BY SHERATON | [Four-points.marriott.com](https://www.four-points.marriott.com)

6. Internship Performance Evaluation



STUDENT PERFORMANCE EVALUATION

Name : Annely Calista Loi
 Hotel Name of practice : SHERATON & FOUR POINTS BY SHERATON HONG KONG
 Department : Pastry Kitchen
 Date of Appraisal from : 10/1/2025

The purpose of this evaluation is to provide an objective measure of student performance during the Supervised Field training. Rating will be done in a scale value of 0 – 100 as follows:

Grade: A = 80 – 100 : (Very Good Performance)
 B = 68 – 79.99 : (Good Performance)
 C = 56 – 67.99 : (Satisfactory Performance)
 D = 45 – 55.99 : (Unsatisfactory Performance)
 E = 0 – 44.99 : (Poor Performance)
 Note : Minimum Passing Grade C = 56 – 67.99

PART 1 ABILITY AND APPLICATION

Please give into application section:

No	CRITERIA & JUSTIFICATION	SCALE VALUE				
		A (80 -100)	B (68 -79.99)	C (56-67.99)	D (45-55.99)	E (0-44.99)
A.	PERFORMANCE					
1	JOB KNOWLADGE					
	• Understand all aspect of work at outlet of practice assigned	97				
	• Knowledge of facilities and equipment at outlet of practice assigned					
	• Mastery of English (written and oral)					
2	QUANTITY OF WORK					
	• Output of work has be done	98				
	• Completion of task and performance of daily duties					
3	QUALITY OF WORK					
	• Accurate and neat care of equipment and working areas	99				
	• Meets work quality requirement					
	• Stability, persistence, orderliness constant work under <u>pressure</u>					



No	CRITERIA & JUSTIFICATION	SCALE VALUE				
		A (80 -100)	B (68 -79.99)	C (56-67.99)	D (45-55.99)	E (0-44.99)
B. CHARACTER						
4	MOTIVATION					
	• Enthusiasm towards job and effort to acquire necessary information to perform duties	98				
	• The desire and effort					
	• Willingness to accept responsibility					
5	COURTESY AND TACT					
	• Politeness , attention and respect other people (the guest fellow workers and superior)	99				
6	TEAM WORK					
	• Demonstrate the development of effective working relationships with staff and management	97				
	• Demonstrate an ability to listen to others, actively contribute to the team and demonstrate flexibility in adapting to team priorities					
7	COMMUNICATION					
	• Demonstrate and understanding of various customers enquiries and communicate these accurately when referring the matter, as appropriate	99				
	• Prepare a range of documentation which demonstrates an ability to identify the key issues or points and communicate these clearly, concisely and effectively					
8	APPLIED TECHNOLOGY					
	• Ability to use machines and equipment found in the workplace	98				
9	PERSONAL APPEARANCE					
	• Personal grooming, hair, shoes, comportment and general outlook	99				
10	ATTENDANTE					
	• Reliability and punctuality to be on job	100				



No	CRITERIA & JUSTIFICATION	SCALE VALUE				
		A (80 -100)	B (68 -79.99)	C (56-67.99)	D (45-55.99)	E (0-44.99)
11	<u>PASTRY BAKERY KNOWLEDGE & OPERATIONAL</u> (Choose one regarding their job)					
	Prepare hot and cold dessert	98				
	Prepare and procedure yeast goods	n/a				
	Prepare and procedure pastries	99				
	Prepare bakery products for patissiers	98				
	Prepare and present gateaux, torten and cakes	98				
	Prepare dessert to meet special dietary requirements	98				
	Prepare and procedure cakes	97				
	Manage workplace relations	98				
	Receive and store stocks	97				
	Prepare and display petits fours	98				
	Prepare and model marzipan	99				
	Prepare and display sugar work	n/a				
	Plan, prepare and display sweet buffet showpieces	n/a				
	ability to provide cleanest working area	99				
	SCORE = $\frac{\text{TOTAL MARK}}{\text{TOTAL NO}}$	98.2 = $\frac{2063}{21}$				

13/4/23



PART 2. CAPACITY & AMBITION FOR ADVANCE

1. Check (V) application (more than one section may apply)

REGRESSING	NOT LIKELY TO ADVANCE	PROGRESSING	SATISFACTORY	MAX PERFORMANCE ON JOB
			✓	✓

2. Students reaction to review and suggestion was : (check (V) one)

Appreciation (complete willing to strive for improvement)	Interest (Will try to follow suggestion)	Disinterest (Satisfied with present status)	Resentment (feels review is imposition)
✓			

3. Review your rating and comments, then briefly outline what action you will take or suggest to maintain, improve or correct the behavior and output of this students as a overall evaluation grade.

Anely is Great, recommend to everyone.

Date : 10/1/2025

Signature :

(Appraiser)

(Head of Department)



(Training Personnel)

(Student)

7. Recommendation Letter


SHERATON
喜來登酒店
EST. 1937

Page 1 of 1

08/01/2025

To whom it may concern

This is to confirm that Annely Calista Loi has worked at Sheraton Hotel Tung Chung, Hong Kong from July 24 2024 to January 21 2025 as a Trainee Chef

In this time, Annely has worked as a Chef in Sheraton Hotel Tung Chung (Hong Kong). Annely was a member of the Pastry team.

In this time, Annely has shown competent skill levels in this area. She has always worked diligently in the given time limits. She is able to communicate properly and well organized. Conducts herself in a calm & friendly manor.

Am happy to recommend Annely in a similar role I wish her the best of luck in the future

Yours Sincerely



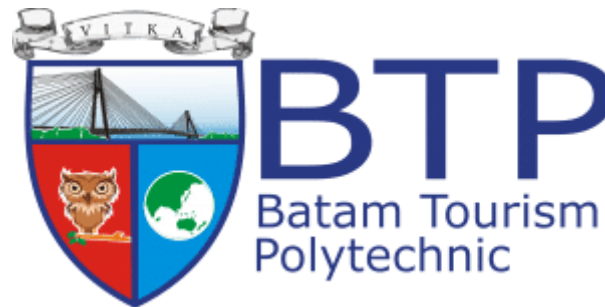
David R.C. Parkin
Executive Chef
Sheraton Hotel & Four Points by Sheraton Tung Chung HK

8. Dokumentasi

*Lampiran 8 Dokumentasi*

9. Daily Activities

**LOG BOOK HARIAN KEGIATAN MAGANG MAHASISWA
MANAJEMEN KULINER
DI HOTEL SHERATON & FOUR POINTS BY SHERATON HONG KONG, TUNG CHUNG**



Disusun Oleh :

**Annely Calista Loi
2023030084**

**MANAJEMEN KULINER
POLITEKNIK PARIWISATA BATAM
2024**



DAILY ACTIVITIES

Name : Anney Callista Lol

Student Number : 2023030084

Department : F n B kitchen (culinary) - Pastry

No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1	01	24/07/24 (Wednesday)	Pastry	- Orientation of HR Department - Plating birthday cake - Cut n Peeling Orange - Prepare buffet tables - Set up Four Points G-lounge.		
2	02	25/07/24 (Thursday)	Pastry	- Prepare lunch for Sunset Grill - Learn bread basket - Plating birthday cake - Prepare dinner for SG (Sunset Grill) - Learn & SG A LA CARTE menu (dinner)		
3	03	26/07/24 (Friday)		DAY OFF.		

4	04	27/07/24 (Saturday)	Pastery	- Prepare lunch for SGT - Opening SGT lunch n Dinner - Plating Plum n Pear crumble, basque cheese cake, tiramisu and chocolate ale cake.	7	
5	05	28/07/24 (Sunday)	Pastery	- Opening lunch and dinner SGT - taking bread order - Plating dessert order - making mango and passion fruit pannacotta	7	
6	06	29/07/24 (Monday)	Pastery	- Opening lunch and dinner SGT - taking bread and dessert order - make strawberry lime	7	
7	07	30/07/24 (Tuesday)	Pastery	- Opening lunch and dinner SGT - taking bread and dessert order - make strawberry lime - Help staff to make SGT products	7	
8	08	31/07/24 (Wednesday)	Pastery	- Help taking dessert order (SGT) - making SGT order products - Stand in buffet section - closing buffet	7	
9	09	01/08/24 (Thursday)	Pastery	- taking bread and dessert order (SGT) - Cut Fruit (Dragon fruit) - Change Clean Pastery drawer - Stand and closing buffet.	7	
10	10	02/08/24 (Friday)	Pastery	DAY OFF	7	

11	11	03/08/24 (Saturday)	Pastory	- Opening lunch and dinner Sca - Closing lunch Sca - Make Sca Products - Taking Order (Dessert n Bread)		
12	12	04/08/24 (Sunday)		DAY OFF.		
13	13	05/08/24 (Monday)		DAY OFF		
14	14	06/08/24 (Tuesday)	Pastory	- Opening lunch and dinner Sca - Closing lunch Sca - Make Sca Products - Taking Dessert and bread order		
15	15	07/08/24 (Wednesday)	Pastory	- Opening lunch and dinner Sca - Closing lunch Sca - Make Sca Products - Taking bread and dessert order		
16	16	08/08/24 (Thursday)	Pastory	- Opening lunch and dinner Sca - Closing lunch Sca - Make Sca Products - Taking bread and dessert order		
17	17	09/08/24 (Friday)	Pastory	- Opening lunch and dinner Sca - Closing lunch Sca - Make Sca Products - Taking bread and dessert order.		

18	18	10/08/24 (Saturday)		DAY OFF	7	
19	19	11/08/24 (Sunday)	Pastery	- Opening lunch and dinner Sca - closing lunch Sca - Prepare dinner and Sca Products - taking bread and dessert order	7	
20	20	12/08/24 (Monday)		DAY OFF	7	
21	21	13/08/24 (Tuesday)	Pastery	- Opening lunch and dinner Sca - closing lunch Sca - learn new week lunch menu (Pasting) - taking bread and dessert order	7	
22	22	14/08/24 (Wednesday)	Pastery	- Opening lunch and dinner Sca - closing lunch Sca - taking bread and dessert order - Prepare dinner and make Sca Products - learn to make Apple tart (Sca menu)	7	
23	23	15/08/24 (Thursday)		DAY OFF	7	
24	24	16/08/24 (Friday)	Pastery	- Opening lunch and dinner Sca, closing lunch - taking bread and dessert order - Prepare dinner and make Sca Products	7	

25	25	17 10B 124 (Saturday)	Pastory	- Opening lunch, dinner Sci, closing lunch Sci - taking bread and dessert order - Prepare dinner and make Sci Products - make Plum and Peas Cumble	7	
26	26	18 10B 124 (Sunday)	Pastory	- Opening lunch, dinner Sci, closing lunch Sci - taking bread and dessert order - Prepare plum and peas Cumble - Prepare dinner and Sci Products	7	
27	27	19 10B 124 (Monday)	Pastory	- closing lunch and dinner Sci, opening dinner - taking bread and dessert order - Prepare Sci Products, Prepare for dinner - closing buffet	7	
28	28	20 10B 124 (Tuesday)		DAY OFF	7	
29	29	21 10B 124 (Wednesday)		DAY OFF	7	
30	30	22 10B 124 (Thursday)	Pastory	- taking dessert n Bread Order at Sci - closing Sci - Making Plum n Pear Cumble (Sci Products).	7	
31	31	23 10B 124 (Friday)	Pastory	- cut Grass Jolly - making new Product (Creek Event) - make bread box 11 - Runner at Four Point, 6-lounge (shooting) and drink - closing at 6-lounge and set up four points supper.	7	

32	32	24/08/24 (Saturday)		DAY OFF (SH)	7	
33	33	25/08/24 (Sunday)		DAY OFF (SH)	7	
34	34	26/08/24 (Monday)		DAY OFF	7	
35	35	27/08/24 (Tuesday)	PASTRY	- Closing lunch, dinner Sg, opening dinner Sg - Taking bread and dessert order - Prepare Product (SG) (Strawberry lime, Almond, bday cake, bread).	7	
36	36	28/08/24 (Wednesday)	PASTRY	- Closing lunch, opening n closing dinner Sg - taking bread and dessert order - Prepare Sg products (Panna cotta, Strawberry lime, bread).	7	
37	37	29/08/24 (Thursday)	PASTRY	- Closing lunch, opening n closing dinner Sg - taking bread and dessert order - Prepare Sg products (Panna cotta, ^{lime} Strawberry lime, bread)	7	
38	38	30/08/24 1st (Friday)		DAY OFF	7	

39	39	31/06/24 (Saturday)	Pastry	- Opening and closing SGI lunch and dinner - Plating dessert and bread basket - Prepare for dinner party event (Cathay Pacific) - Plating fruit platter and dessert plater.	7	
40	40	1/9/24 (Sunday)	Pastry	- Opening and closing SGI dinner, closing lunch - Plating dessert and bread basket - taking dessert and bread order - Prepare and moving SGI products	7	
41	41	2/9/24 (Monday)	Pastry	- Opening and closing dinner SGI, closing lunch - taking bread and dessert order - Prepare and moving SGI products - Prepare for tomorrow party.	7	
42	42	3/9/24 (Tuesday)	Pastry	- Opening and closing dinner SGI, closing lunch - taking bread and dessert order - Prepare SGI products and party platter - Plating fruit platter and dessert plater	7	
43	43	4/9/24 (Wednesday)		DAY OFF	7	
44	44	5/9/24 (Thursday)	Pastry	- Opening and closing dinner SGI, closing lunch - taking bread and dessert order - Prepare and moving SGI products. - moving buffet products & making and vanishing - Runner for cafe and e-lounge	7	
45	45	6/9/24 (Friday)	Pastry.	- Opening and closing dinner SGI, closing lunch - taking bread and dessert order - Prepare and moving SGI products	7	

46	46	7/9/24 (Saturday)	Pastery	- Opening and closing lunch and opening dinner - taking bread basket and dessert order - Prepare and making Sci Product	7	
47	47	8/9/24 (Sunday)	Pastery	- Opening and closing dinner and opening closing lunch (Sci) - taking bread basket and dessert order - Prepare and making Sci Product	7	
48	48	9/9/24 (Monday)	Pastery	- Opening and closing dinner and closing lunch (Sci) - Prepare and making Sci Products - taking bread basket and dessert order	7	
49	49	10/9/24 (Tuesday)	Pastery	- Opening and closing dinner and closing lunch (Sci) - Prepare and making Sci Products - taking bread basket and dessert order	7	
50	50	11/9/24 (Wednesday)	Pastery	- Opening and closing dinner and closing lunch (Sci) - Prepare and making Sci Products - taking bread basket and dessert order	7	
51	51	12/9/24 (Thursday)		1 DAY OFF	7	
52	52	13/9/24 (Friday)	Pastery.	- Opening and closing dinner and closing lunch (Sci) - Prepare and making Sci Products - taking bread basket and dessert order	7	

53	53	14/9/24 (Saturday)	Pastory	- Opening and closing dinner and closing lunch (Sci) - Preparing and making Sci Products - taking bread basket and dessert order	7	
54	54	15/9/24 (Sunday)	Pastory	- opening and closing dinner and closing lunch (Sci) - Preparing and making Sci Products - taking bread basket and dessert order	7	
55	55	16/9/24 (Monday)	Pastory	- Opening and closing dinner and closing lunch (Sci) - Preparing and making Sci Products - taking bread basket and dessert order	7	
56	56	17/9/24 (Tuesday)	Pastory	- Opening and closing dinner and closing lunch (Sci) - Preparing and making Sci Products - taking bread basket and dessert order	7	
57	57	18/9/24 (Wednesday)	Pastory	- Opening and closing lunch Sci, Opening lunch (Sci) - Preparing and making Sci Products - taking bread basket and dessert order	7	
58	58	19/9/24 (Thursday)		DAY OFF	7	
59	59	20/9/24 (Friday)		DAY OFF	7	

60	60	21/9/24 (Saturday)	Pastry	- Opening and closing lunch, opening dinner (Sat) - taking bread basket order and dessert order - Prepare and making Sat Products	7	
61	61	22/9/24 (Sunday)	Pastry	- Closing lunch, opening and closing dinner - taking bread basket order and dessert order - Prepare and making Sat Products	7	
62	62	23/9/24 (Monday)	Pastry	- Opening and closing lunch, opening dinner (Sat) - taking bread basket order and dessert order - Prepare and making Sat Product	7	
63	63	24/9/24 (Tuesday)	Pastry	- Opening and closing lunch, opening dinner (Sat) - taking bread basket and dessert order - Prepare and making Sat Product	7	
64	64	25/9/24 (Wednesday)	Pastry	- Closing lunch, opening and closing dinner - taking bread basket order and dessert order - Prepare and making Sat Products	7	
65	65	26/9/24 (Thursday)	Pastry	Not off	7	
66	66	27/9/24 (Friday)	Pastry	- Opening and closing lunch, opening dinner (Sat) - taking bread and dessert order - Prepare and making Sat Product	7	

67	67	28/9/24 (Saturday)	Pastery	- Closing lunch, opening and closing dinner (Sc) - Plating dessert and bread basket (order) - Prepare and making Sc products	7	
68	68	29/9/24 (Sunday)		Day off	7	
69	69	30/9/24 (Monday)	Pastery	- Opening and closing lunch Sc, opening dinner - Taking bread basket and dessert order - Prepare and making Sc products	7	
70	70	1/10/24 (Tuesday)	Pastery	- opening and closing lunch, opening dinner - taking bread basket and dessert order - Prepare and making Sc order	7	
71	71	2/10/24 (Wednesday)	Pastery	- closing lunch, opening and closing dinner Sc - taking bread basket and dessert order - Prepare and making Sc products	7	
72	72	3/10/24 (Thursday)		Day off	7	
73	73	4/10/24 (Friday)		Day off	7	

74	74	5/10/24 (Saturday)	Pasting	- Closing Opening and closing lunch, opening dinner (SG) - Prepare and making SG Products - taking bread, dessert order	7	
75	75	6/10/24 (Sunday)	Pasting	- Closing lunch, opening and closing dinner (SG) - Prepare and making SG Products - taking bread, dessert order	7	
76	76	7/10/24 (Monday)	Pasting	- Closing lunch, opening and closing dinner (SG) - Prepare and making SG Products - taking bread basket and dessert order	7	
77	77	8/10/24 (Tuesday)	Pasting	- closing lunch, opening and closing dinner (SG) - Prepare and making SG Products - taking bread basket and dessert order	7	
78	78	9/10/24 (Wednesday)		Day off	7	
79	79	10/10/24 (Thursday)		Day off	7	
80	80	11/10/24 (Friday)	Pasting	- Opening and closing lunch, opening dinner (SG) - Prepare and making SG Products - taking bread basket and dessert order	7	

95	95	26/10/24 (Saturday)	Pastry	- Closing lunch opening and closing dinner (Sci) - taking bread basket and dessert order - Prepare and making Sci Products	7	
96	96	27/10/24 (Sunday)	Pastry	- Closing lunch opening and closing dinner (Sci) - taking bread basket and dessert order - Prepare and making Sci Products	7	
97	97	28/10/24 (Monday)	Pastry	- Closing lunch and opening and closing dinner (Sci) - taking bread and dessert order - Prepare and making Sci Products	7	
98	98	29/10/24 (Tuesday)	Pastry	- Closing lunch, opening and closing dinner (Sci) - taking bread basket and dessert order - Prepare and making Sci Products.	7	
99	99	30/10/24 (Wednesday)	Day off		7	
100	100	31/10/24 (Thursday)	Day off		7	
101	101	1/11/24 (Friday)	Pastry	- Opening and closing lunch, opening dinner (Sci) - taking bread basket and dessert order - Prepare and make tomorrow party guest - Prepare weekend dessert	7	

B1	B1	12/10/24 (Saturday)	Pastory	- Opening and closing lunch, Opening dinner (29) - Prepare and making S4 Products - taking bread basket and dessert order	7	
B2	B2	13/10/24 (Sunday)	Pastory	- Opening and closing lunch, Opening dinner (50) - Prepare and making S4 Products - taking bread and dessert order.	7	
B3	B3	14/10/24 (Monday)		Day OFF	7	
B4	B4	15/10/24 (Tuesday)		Day OFF	7	
B5	B5	16/10/24 (Wednesday) (Thursday)		Day OFF	7	
B6	B6	17/10/24 (Friday) (Thursday)	Pastory	- Prepare Product until tungtung litchan (20) - Prepare litchan until tek - buak product S4 - Jaga Care litchan (buffer)	7	
B7	B7	18/10/24 (Saturday) (Friday)	Pastory	- Closing lunch, Opening and closing dinner - Prepare and making weekend deaser - Prepare and taking bread and dessert order	7	

88	88	19/10/24 (Saturday)	Pastry	- Opening and closing lunch, opening dinner - Taking bread and dessert order - making and prepare Sri Products	7	
89	89	20/10/24 (Sunday)	Pastry	- Opening and closing lunch, opening dinner - Taking bread and dessert order - making and prepare Sri Products	7	
90	90	21/10/24 (Monday)		Day off	7	
91	91	22/10/24 (Tuesday)		Day off	7	
92	92	23/10/24 (Wednesday)	Pastry	- Stand on Lantau cafe buffet (lunch) - closing and prepare lantau dinner - making lantau products (susu, dairy, custard) - stand and closing lantau cafe dinner	7	
93	93	24/10/24 (Thursday)	Pastry	- stand on lantau cafe buffet (lunch) - cut fruit - stand and closing lantau cafe dinner	7	
94	94	25/10/24 (Friday)	Pastry	- closing lunch, opening and closing dinner (sri) - taking bread basket and dessert order - making and prepare Sri products - prepare dessert for weekend brunch	7	

102	102	2/11/24 (Saturday)	PASTRY	- Opening and closing lunch, opening dinner (party) - Stand for lunch party event (buffet) - taking and prepare dessert order and products	7	
103	103	3/11/24 (Sunday)	PASTRY	- Opening and closing lunch, opening dinner - taking bread and dessert order - Prepare and making dessert products (SG)	7	
104	104	4/11/24 (Monday)	PASTRY	- Closing lunch, opening and closing dinner (SG) - taking bread and prepare order dessert - Prepare product for event	7	
105	105	5/11/24 (Tuesday)	PASTRY	- closing lunch, opening and - Opening and closing lunch, opening dinner - taking bread and dessert order - Prepare product for a cake and event	7	
106	106	6/11/24 (Wednesday)	PASTRY	- opening and closing lunch, opening dinner - taking bread and dessert order - Prepare product (Party) - Refill and stand for event (cooking party)	7	
107	107	7/11/24 (Thursday)		Day off	7	
108	108	8/11/24 (Friday)		Day off	7	

109	109	9/11/24 (Saturday)	Pastery	- Opening and closing lunch, opening dinner - taking bread basket and dessert order - Prepare SM Product	7	
110	110	10/11/24 (Sunday)	Pastery	- Opening and closing lunch, opening dinner - taking bread basket and dessert order - Prepare SM Product	7	
111	111	11/11/24 (Monday)	Pastery	- closing lunch, opening and closing dinner - taking bread and dessert order - Prepare SM Product	7	
112	112	12/11/24 (Tuesday)	Pastery	- closing lunch, opening and closing dinner - taking bread and dessert order - Prepare SM Product	7	
113	113	13/11/24 (Wednesday)		Off	7	
114	114	14/11/24 (Thursday)	Pastery	- Opening and closing lunch, opening dinner - taking bread and dessert order - Prepare SM Product - Prepare tomorrow's unit product.	7	
115	115	15/11/24 (Friday)	Pastery	- Opening and closing lunch, opening dinner - taking bread and dessert order - Prepare SM Product and working SM Product - Unit (A to C) work.	7	

116	116	16/11/24 (Saturday)	Pastory	- Opening and closing lunch, opening dinner - Taking bread and dessert order - Prepare sch product - Prepare next week lunch set	7	
117	117	17/11/24 (Sunday)		Day off	7	
118	118	18/11/24 (Monday)	Pastory	- Opening and closing lunch (Sch) - Taking bread and dessert order - Prepare sch product - Staff party^(1st) - Stand at 2nd session party	7	
119	119	19/11/24 (Tuesday)	Pastory	- Closing lunch, opening and closing dinner - Taking bread and dessert order - Prepare sch product	7	
120	120	20/11/24 (Wednesday)	Pastory	- Closing lunch, opening and closing dinner - Taking bread and dessert order - Prepare sch product	7	
121	121	21/11/24 (Thursday)		Day off	7	
122	122	22/11/24 (Friday)		Day off	7	

123	123	23/11/24 (Saturday)	Pasting	- Opening and closing lunch, opening dinner - Taking bread and dessert order - Prepare for product and next week lunch set - Giving (Sci)	5	
124	124	24/11/24 (Sunday)	Pasting	- Opening and closing lunch, opening dinner - Taking bread and dessert order - Prepare for product and next week lunch set	7	
125	125	25/11/24 (Monday)		Rel off	7	
126	126	26/11/24 (Tuesday)		Rel off	7	
127	127	27/11/24 (Wednesday)		Rel off	7	
128	128	28/11/24 (Thursday)	Pasting	- Closing and opening dinner, opening closing lunch - Taking bread and dessert order - Prepare for product (cheese n bread) (Cho. mouse and creme brulee)	7	
129	129	29/11/24 (Friday)	Pasting	- Closing and opening lunch, opening dinner - Taking bread and dessert order - Prepare for bread and dessert - Prepare weekend desserts.	7	

130	130	30/11/24 (Saturday)	Pastor	- Opening and closing lunch, opening dinner - Taking bread and dessert order - Prepare SC bread and dessert - Prepare next week lunch set (cho bar)	7	
131	131	1/12/24 (Sunday)	Pastor	- Opening and closing lunch, opening dinner - Taking bread and dessert order - Prepare SC bread and dessert - Prepare next week lunch set (Apple tart)	7	
132	132	2/12/24 (Monday)	Pastor	- Closing lunch, opening and closing dinner - Taking bread and dessert order - Prepare SC dessert and bread (Christmas Pudding, etc).	7	
133	133	3/12/24 (Tuesday)	Pastor	- Closing lunch, opening and closing dinner - Taking bread and dessert order - Prepare SC dessert and bread (cho. bar, Christmas Pudding, Tiramisu, bread).	7	
134	134	4/12/24 (Wednesday)		Day off	7	
135	135	5/12/24 (Thursday)		Day off	7	
136	136	6/12/24 (Friday)	Pastor	- Opening and closing lunch, opening dinner - Taking dessert and bread order - Prepare SC product (dessert and bread) - Prepare weekend dessert	7	

137	137	7/12/24 (Saturday)	Pastor	- Opening and closing lunch, opening dinner - taking dessert and bread basket order - Prepare next week lunch set (tomorrow) - Prepare Sci bread and dessert	7	
138	138	8/12/24 (Sunday)	Pastor	- Opening and closing lunch, opening dinner - taking dessert and bread order - Prepare next week lunch set (cho tort) - Prepare Sci bread and dessert	7	
139	139	9/12/24 (Monday)	Pastor	- closing lunch, opening and closing dinner - taking dessert and bread order - Prepare Sci dessert and bread - cut fruit	7	
140	140	10/12/24 (Tuesday)	Pastor	- closing lunch, opening and closing dinner - taking dessert and bread order - Prepare Sci dessert and bread - Prepare tomorrow's Guest dinner (VUMP)	7	
141	141	11/12/24 (Wednesday)		Day off	7	
142	142	12/12/24 (Thursday)		Day off	7	
143	143	13/12/24 (Friday)	Pastor	- Opening and closing lunch, and closing opening dinner - taking dessert and bread basket order - Prepare tomorrow's weekend dessert - Prepare Sci bread and dessert - cut fruit	7	

144	144	14/12/24 (Sunday)	Pastory	- Opening and closing lunch, opening dinner - taking dessert and bread order - Prepare set bread and dessert - cut fruit - Prepare next week lunch set	7	
145	145	15/12/24 (Sunday)	Pastory	- opening and closing lunch, opening dinner - taking dessert and bread basket order - prepare set bread and dessert - cut fruit - Prepare next week set lunch	7	
146	146	16/12/24 (Monday)	Pastory	- closing lunch, opening and closing dinner - taking dessert and bread order - Prepare set bread and dessert (lemon tarts) - Prepare next week lunch set	7	
147	147	17/12/24 (Tuesday)	Pastory	- closing lunch, opening and closing dinner - taking dessert and bread basket order - Prepare set bread and dessert (cheese cake)	7	
148	148	18/12/24 (Tuesday) (Wednesday)		Day OFF	7	
149	149	19/12/24 (Thursday)		Day OFF	7	
150	150	20/12/24 (Friday)	Pastory	- Opening and closing lunch, opening dinner - taking dessert and bread order - Prepare weekend set lunch - Prepare next week lunch set (Whiskey & Cho cream)	7	

151	151	21/12/24 (Saturday)	Pastory	- Opening n closing lunch, opening dinner - Taking dessert and bread order - Prepare next week set lunch - Prepare SC Bread and dessert	7	
152	152	22/12/24 (Sunday)	Pastory	- Opening n closing lunch and dinner SC - Taking dessert and bread order - Prepare next week set lunch and Christmas set dinner	7	
153	153	23/12/24 (Monday)	Pastory	- Opening n closing lunch n dinner SC - Taking dessert and bread order - Christmas Eve - Prepare dessert and bread - Carols	7	
154	154	24/12/24 (Tuesday)	Pastory	- Opening and closing lunch n dinner SC - Taking dessert and bread order - Prepare dessert and bread - Christmas Eve	7	
155	155	25/12/24 (Wednesday)	Pastory	- Opening n closing lunch and opening dinner - Taking dessert and bread order - Prepare dessert and bread - Christmas	7	
156	156	26/12/24 (Thursday)	Pastory	- Opening n closing lunch, opening dinner - Taking dessert and bread order - Prepare dessert and bread - Cleaning (deep)	7	
157	157	27/12/24 (Friday)		Day off	7	

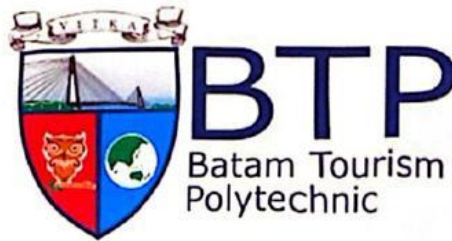
158	158	28/12/24 (Saturday)	Pastery	- closing lunch, opening and closing dinner - taking bread and dessert order - Prepare bread and dessert (All n Powder) - Prepare meat with set lunch (milk rice)	WM	
159	159	29/12/24 (Sunday)	Pastery	- Opening and closing lunch opening dinner - taking bread basket and dessert order - Prepare bread and dessert (tiramisu) - Prepare milk rice	WM	
160	160	30/12/24 (Monday)	Pastery	- closing lunch, opening and closing dinner - taking bread basket and dessert order - Prepare bread and dessert - eat cut fruit.	WM	
161	161	31/12/24 (Tuesday)	Pastery	- Opening and closing lunch, opening dinner - taking bread and dessert order - Prepare bread and dessert - make lemon posy, white chocolate. - New Year GVL	WM	
162	162	1/01/25 (Wednesday)	Pastery Pastery	- opening and closing lunch, opening dinner - taking bread and dessert order - Prepare bread and dessert - make tiramisu, hazelnut Granache, Tulle, and Poche Pear, etc.	WM	
163	163	2/01/25 (Thursday)		Relief OFF	WM	
164	164	3/01/25 (Friday)	Pastery	- closing lunch, opening and closing dinner - taking bread basket and dessert order - Prepare bread and dessert - Prepare weekend dessert - teach staff at SG	WM	

165	165	4/01/25 (Saturday)		Day off	WM	
166	166	5/01/25 (Sunday)	Pastory	- Opening and closing lunch, opening dinner - taking bread basket and dessert order - Prepare bread and dessert - Prepare next week Sat lunch	WM	
167	167	6/01/25 (Monday)		Day off	WM	
168	168	7/01/25 (Tuesday)	Pastory	- closing lunch, opening and closing dinner - taking bread basket and dessert order - Prepare bread and dessert	WM	
169	169	8/01/25 (Wednesday)	Pastory	- help to check buffet (cafe, Tel) - Cut fruit - Stand at Laitav cafe (dinner) - closing Laitav cafe.	WM	
170	170	9/01/25 (Thursday)		Day off	WM	
171	171	10/01/25 (Friday)	Pastory	- Opening and closing lunch and buffet - taking bread basket and dessert order - Prepare bread and dessert - Teach staff at Sat	WM	

179	179	18101125 (Saturday)		# 170		
180	180	19101125 (Sunday)		# 170		
181	181	20101125 (Monday)		AL		
182	182	21101125 (Tuesday)		AL		

10. Log Book Mingguan

**LOG BOOK MINGGUAN KEGIATAN MAGANG MAHASISWA
MANAJEMEN KULINER**



Disusun Oleh :

**Annely Calista Loi
2023030084**

Sheraton & Four Points Hong Kong Tung Chung Hotel

**MANAJEMEN KULINER
POLITEKNIK PARIWISATA BATAM
2024**

**LOG BOOK MINGGUAN KEGIATAN MAGANG MAHASISWA
DI SHERATON & FOUR POINTS BY SHERATON HONG KONG
TUNG CHUNG HOTEL**

LEMBAR PENGESAHAN

Disusun oleh : Annely Calista Loi

2023030084

Telah disetujui oleh

Dosen Pembimbing Magang	Pastry Chef
	
Tirta Mulyadi, S.E., M.M.Par	Jeff Lo
NIDN : 1021078002	ID : 560

Mengetahui,

Kepala Program Studi Manajemen Kuliner




Rosie Oktavia Puspita Rini, SE., MM.Par
NIDN : 1007109204

**LOG BOOK MINGGUAN KEGIATAN MAGANG MAHASISWA
DI SHERATON & FOUR POINTS BY SHERATON HONG KONG
TUNG CHUNG HOTEL**

Nama : Annely Calista Loi
NIM : 2023030084

Tanggal	Kegiatan	Bukti	Tanda Tangan
24 Juli – 30 Juli 2024	1. Orientation by HR Departement 2. Plating Birthday cake 3. Prepare for buffet refill 4. Set up at Tung Chung Kitchen and E-Lounge 5. Learn at Sunset Grill (prepare, bread basket, plating) 6. Learn to opening and closing at Sunset Grill 7. Learn to make Sunset Grill Product 8. Learn wording 9. Learn how to plate lunch set (Creme Brulee & Pannacotta) 10. 1 Day Off		

		 	
			
31 Juli – 6 Agustus 2024	1. Taking Sunset Grill dessert and bread basket order 2. Learn how to make Sunset Grill dessert 3. Learn how to plate all a la carte dessert 4. 3 Day Off	     	

			
7 Agustus – 13 Agustus 2024	1. Taking Sunset Grill dessert and bread basket order 2. Learn how to make Sunset Grill dessert 3. Learn to plate new week lunch set (Chocolate Bar & Apple Tart) 4. 2 Day Off		
14 Agustus – 20 Agustus 2024	1. Taking Sunset Grill dessert and bread basket order 2. Opening Sunset Grill lunch and dinner 3. Learn how to make Sunset Grill dessert 4. Learn to plate new week lunch set (Cheese cake & Mille Fuille) 5. Learn how to prepare SG products 6. Learn to plate weekend brunch menu 7. 2 Day Off		

			
21 Agustus – 27 Agustus 2024	1. Taking Sunset Grill dessert and bread basket order 2. Opening Sunset Grill lunch and dinner 3. Make Sunset Grill dessert 4. Learn Wording 5. Prepare ordered bread 6. Learn how to prepare SG products 7. Cut Grassjelly 8. Make new buffet menu (Greek event) 9. Runner at Tung Chung Kitchen, Cafe Lantau, and E-Lounge 10. Closing E-lounge and set up Tung Chung Kitchen supper 11. 2 Day Off, 2 SH		

28 Agustus – 3 September 2024	1. Taking Sunset Grill dessert and bread basket order 2. Opening and closing Sunset Grill lunch and dinner 3. Make Sunset Grill dessert 4. Prepare SG products 5. Learn how to prepare event 6. Learn to plate dessert platter & fruit platter 7. Learn to stand alone at sg 8. 1 Day off		<i>WV</i>
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4 September – 10 September 2024	1. Taking Sunset Grill dessert and bread basket order 2. Opening and closing Sunset Grill lunch and dinner 3. Make Sunset Grill dessert 4. Prepare SG products 5. Stand alone at SG 6. Teach Friend to do opening at SG and taking bread basket order 7. Make pannacotta and Chocolate Mousse 8. 1 Day off		
11 September – 17 September 2024	1. Taking Sunset Grill dessert and bread basket order 2. Opening and closing Sunset Grill lunch and dinner 3. Make Sunset Grill dessert 4. Prepare SG products 5. Stand alone at SG 6. Fulfill guest request in orders		

18 September – 24 September 2024	1. Taking Sunset Grill dessert and bread basket order 2. Opening and closing Sunset Grill lunch and dinner 3. Make Sunset Grill dessert 4. Prepare SG products 5. Stand alone at SG 6. Fulfill guest request in orders 7. Make lunch set dessert (Pannacotta & Cheese cake)		
25 September – 1 Oktober 2024	1. Taking Sunset Grill dessert and bread basket order 2. Opening and closing Sunset Grill lunch and dinner 3. Make Sunset Grill dessert 4. Prepare SG products 5. Stand alone at SG 6. Fulfill guest request in orders 7. Make lunch set dessert 8. Manage bread and cheese crackers order		
2 Oktober – 8 Oktober 2024	1. Taking Sunset Grill dessert and bread basket order 2. Opening and closing Sunset Grill lunch and dinner 3. Make Sunset Grill dessert 4. Prepare SG products (cook plum) 5. Stand alone at SG 6. Fulfill guest request in orders 7. Make lunch set dessert (apple tart)		

	8. Manage bread and cheese crackers order 9. Prepare food testing for event		2/11
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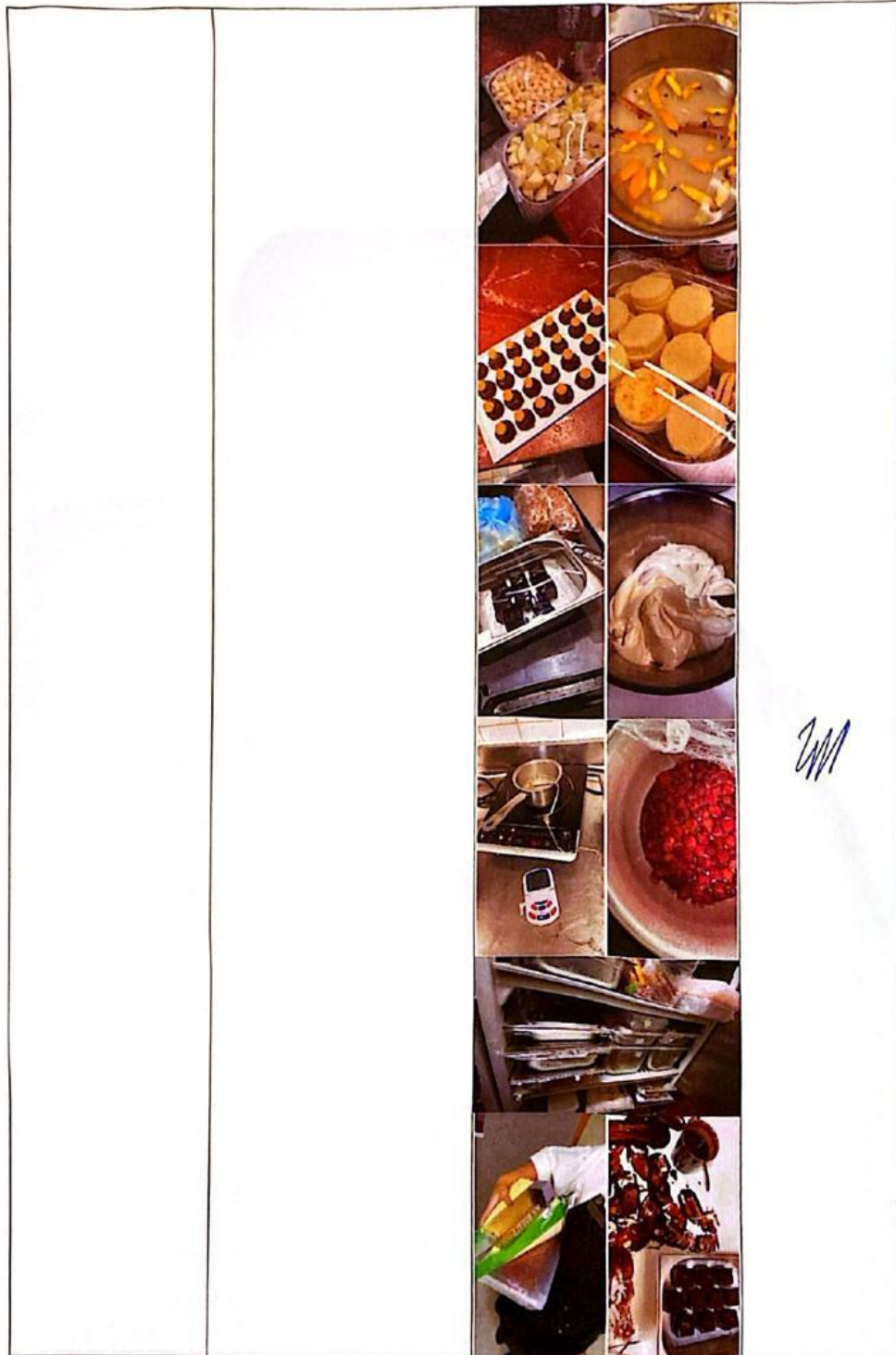
9 Oktober – 15 Oktober 2024	1. Taking Sunset Grill dessert and bread basket order 2. Opening and closing Sunset Grill lunch and dinner 3. Make Sunset Grill dessert 4. Prepare SG products (cook pear) 5. Stand alone at SG 6. Fulfill guest request in orders 7. Make lunch set dessert 8. Manage bread and cheese crackers order		<i>Jon</i>
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16 Oktober - 22 Oktober 2024	1. Taking Sunset Grill dessert and bread basket order 2. Opening and closing Sunset Grill lunch and dinner 3. Make Sunset Grill dessert 4. Prepare SG products 5. Stand alone at SG 6. Fulfill guest request in orders 7. Make lunch set dessert 8. Manage bread and cheese crackers order 9. Prepare dessert for Tung Chung Kitchen 10. International Chef Day		<i>CM</i>
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23 Oktober – 29 Oktober 2024	1. Taking Sunset Grill dessert and bread basket order 2. Opening and closing Sunset Grill lunch and dinner 3. Make Sunset Grill dessert 4. Prepare SG products 5. Stand alone at SG 6. Fulfill guest request in orders 7. Make lunch set dessert 8. Manage bread and cheese crackers order 9. Stand and Closing at Lantau Cafe 10. Cut Fruit 11. Make Dining City Set Dessert (earl grey basque cheese cake & ale cake)		TM
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30 Oktober – 5 November 2024	1. Taking Sunset Grill dessert and bread basket order 2. Opening and closing Sunset Grill lunch and dinner 3. Make Sunset Grill dessert 4. Prepare SG products 5. Stand alone at SG 6. Fulfill guest request in orders 7. Make lunch set dessert (apple tart) 8. Manage bread and cheese crackers order 9. Prepare and stand for SG Event 10. Clean freezer		
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6 November – 12 November 2024	1. Taking Sunset Grill dessert and bread basket order 2. Opening and closing Sunset Grill lunch and dinner 3. Make Sunset Grill dessert 4. Prepare SG products 5. Stand alone at SG 6. Fulfill guest request in orders 7. Make lunch set dessert 8. Manage bread and cheese crackers order 9. Prepare and stand for SG Event 10. Tidy and change date dot at SG rack freezer		



			
13 November – 19 November 2024	1. Taking Sunset Grill dessert and bread basket order 2. Opening and closing Sunset Grill lunch and dinner 3. Make Sunset Grill dessert 4. Prepare SG products 5. Stand alone at SG 6. Fulfill guest request in orders 7. Make lunch set dessert (mille feuille and basque cheese cake) 8. Manage bread and cheese crackers order 9. Prepare and stand for SG Event (a la carte event) 10. Staff party		

		 	
20 November – 26 November 2024	1. Taking Sunset Grill dessert and bread basket order 2. Opening and closing Sunset Grill lunch and dinner 3. Make Sunset Grill dessert 4. Prepare SG products 5. Stand alone at SG 6. Fulfill guest request in orders 7. Make lunch set dessert 8. Manage bread and cheese crackers order	 	

	9. Prepare and stand for SG Event		 
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27 November – 3
December 2024

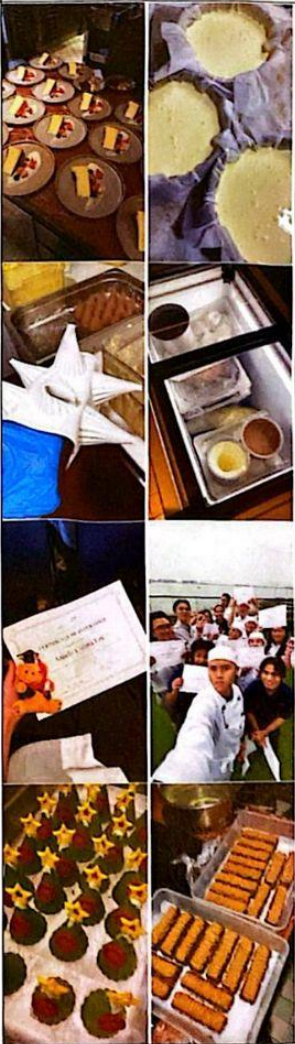
1. Taking Sunset Grill dessert and bread basket order
2. Opening and closing Sunset Grill lunch and dinner
3. Make Sunset Grill dessert
4. Prepare SG products
5. Stand alone at SG
6. Fulfill guest request in orders
7. Make lunch set dessert (creme brulee & cho mousse, apple tart & chocolate bar)
8. Manage bread and cheese crackers order
9. Pastry staff party



JW

			
4 Desember – 10 Desember 2024	1. Taking Sunset Grill dessert and bread basket order 2. Opening and closing Sunset Grill lunch and dinner 3. Make Sunset Grill dessert 4. Prepare SG products (micro sponge cake) 5. Stand alone at SG 6. Fulfill guest request in orders 7. Make new lunch set dessert (hazelnut coffee tart) 8. Manage bread and cheese crackers order		

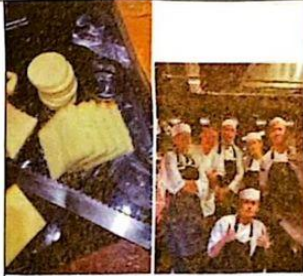
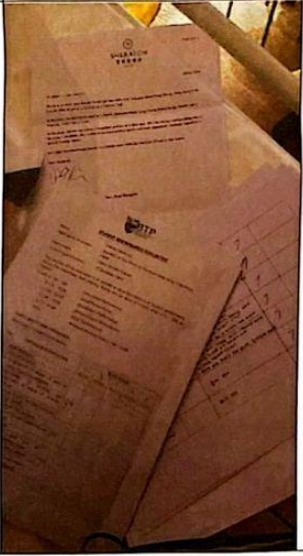
			
11 Desember – 17 Desember 2024	1. Taking Sunset Grill dessert and bread basket order 2. Opening and closing Sunset Grill lunch and dinner 3. Make Sunset Grill dessert 4. Prepare SG products 5. Stand alone at SG 6. Fulfill guest request in orders 7. Make new lunch set dessert (hazelnut coffee tart & red wine poached pear) 8. Manage bread and cheese crackers order 9. Prepare dessert for christmas		

			
18 Desember – 24 Desember 2024	1. Taking Sunset Grill dessert and bread basket order 2. Opening and closing Sunset Grill lunch and dinner 3. Make Sunset Grill dessert 4. Prepare SG products 5. Stand alone at SG 6. Fulfill guest request in orders 7. Make new lunch set dessert (red wine poached pear & basque cheese cake, Chocolate bar) 8. Manage bread and cheese crackers order 9. Prepare dessert for christmas 10. Christmas eve 11. Graduation	  	

		 	
25 Desember – 31 Desember 2024	1. Taking Sunset Grill dessert and bread basket order 2. Opening and closing Sunset Grill lunch and dinner 3. Make Sunset Grill dessert 4. Prepare SG products 5. Stand alone at SG 6. Fulfill guest request in orders 7. Make new lunch set dessert (cranachan raspberry, basque cheese cake, chocolate bar, tiramisu & mille feuille) 8. Manage bread and cheese crackers order 9. Prepare dessert for christmas 10. Christmas, and new year 11. Cleaning	       	

		 	
1 Januari – 7 Januari 2025	1. Taking Sunset Grill dessert and bread basket order 2. Opening and closing Sunset Grill lunch and dinner 3. Make Sunset Grill dessert 4. Prepare SG products 5. Stand alone at SG 6. Fulfill guest request in orders 7. Make new lunch set dessert (mille feuille & yuzu basque cheese cake) 8. Manage bread and cheese crackers order 9. New year 10. Cut Fruit	       	

8 Januari – 14 Januari 2025	1. Taking Sunset Grill dessert and bread basket order 2. Opening and closing Sunset Grill lunch and dinner 3. Make Sunset Grill dessert 4. Prepare SG products 5. Stand alone at SG 6. Fulfill guest request in orders 7. Make new lunch set dessert (pannacotta & tiramisu) 8. Manage bread and cheese crackers order 9. Cut Fruit 10. Last day		
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15 Januari – 21 Januari 2025	Clearance & Annual Leave		W