

## LAMPIRAN

### Lampiran 1 Gedung Hotel Fairfield by Marriott Surabaya



### Lampiran 2 Kava Restaurant



Lampiran 3 *Banquet Event Order*

Kava

**Banquet Event Order**

Account Name: KEADILAN PEMBERIAN PSMA Contact Name: Ms. LINDA Address: Jl ID Telephone: Fax:	Contract Number: 254702 Sales Manager: Sabrina Rachmani Booking Type: Booking Name: KEMENDIRBUD PSMA MEETING Represented by:
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**Monday, July 29, 2019**

Time	Room	Function	Set-up	Exp	Rental
09:00 - 22:00	Ballroom	Meeting	U-Shape	182	Incl
09:00 - 10:00	Foyer Ballroom	Coffee Break I	Coffee Break	182	Incl
11:30 - 13:00	Foyer Ballroom	Lunch Buffet	Coffee Break	182	Incl
13:00 - 22:00	Studio V	Breakout IV	Schoolroom	30	Incl
13:00 - 22:00	Studio IV	Breakout III	Schoolroom	30	Incl
13:00 - 22:00	Studio II	Breakout II	Schoolroom	30	Incl
13:00 - 22:00	Studio I	Breakout I	Schoolroom	30	Incl
13:00 - 22:00	Studio VI	Breakout V	Schoolroom	30	Incl
13:00 - 22:00	Studio VII	Breakout VI	Schoolroom	30	Incl
14:30 - 15:30	Foyer 2A	Coffee Break II	Coffee Break	62	Incl
14:30 - 15:30	Foyer 3A	Coffee Break II	Coffee Break	120	Incl
17:30 - 19:00	Foyer 2A	Dinner Buffet	Coffee Break	62	Incl
17:30 - 19:00	Foyer 3A	Dinner Buffet	Coffee Break	120	Incl
19:30 - 20:30	Foyer 2A	Coffee Break III	Coffee Break	62	Incl
19:30 - 20:30	Foyer 3A	Coffee Break III	Coffee Break	120	Incl

**BANQUET**

- Please set up U - Shape for 182px
- Please set up Classroom for breakout @30person
- Please set up mini sound system for breakout room
- Please set up LCD 3000L for breakout room
- Please set up Sofa & Coffee Table for 5 person
- Please set up meeting amenities with goblet
- Please set up Lembar Burung Garuda, Foto Presiden & Wapres, Bendera Indonesia at Ballroom
- Please set up podium at Ballroom
- Please set up standard sound system at Ballroom
- Please set up 2 set LCD & Screen 3x4
- Please set up extension cable
- Please set up Registration 4 table @4chair
- Please set up 3x Coffee break: 1x Lunch & 1x Dinner for this event
- Signage "KEMENDIRBUD PSMA MEETING"

**KITCHEN**

- Menu Lunch:  
Sayur asam  
Nasi putih  
Ayam bumbu rujak  
Gado-gado goreng  
Tumis kacang panjang & tempe

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Lampiran 4 *Menu makanan*

Assorted Japan Pasar



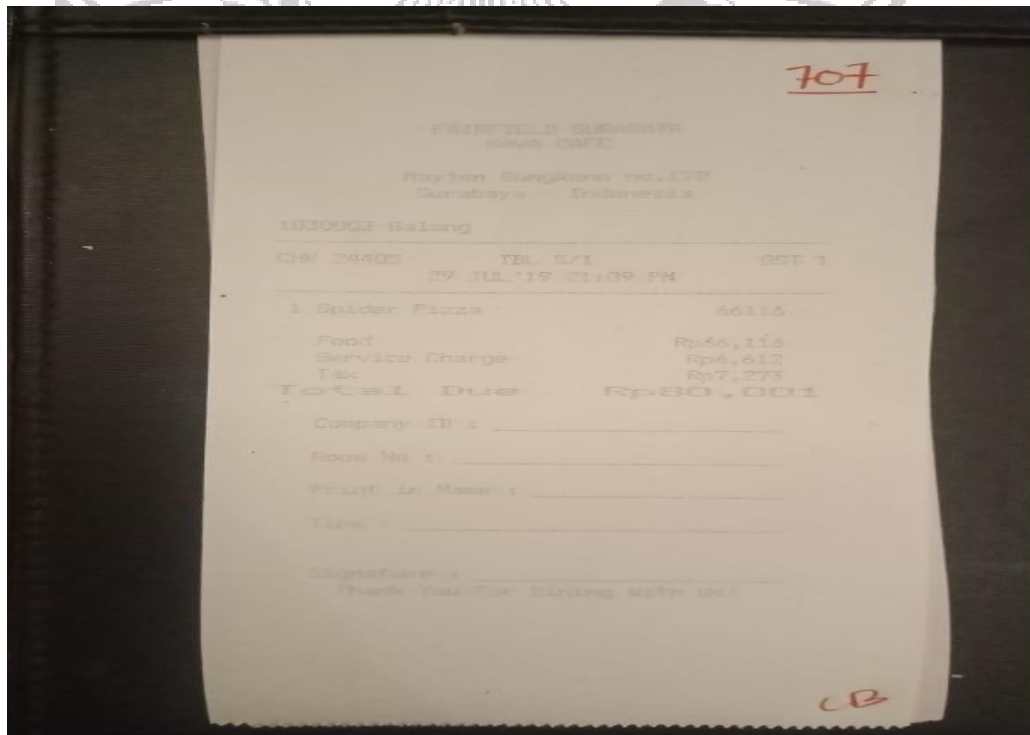
<p><b>Sweet</b></p> <p><b>PISANG GORENG   65K</b> Deep Fryd Crushed Flour Banana / chocolate sauce / condensed cheese</p> <p><b>CREAM BRULEE   45K</b> Custard base / caramelized sugar</p> <p><b>NEW YORK CHEESE CAKE   65K</b> Cream cheese / sour cream / strawberry sauce</p> <p><b>ES CAMPUR   45K</b> Mango-chicken / avocado / mango / jack fruit / young coconut / milk / simple syrup</p> <p><b>ASSORTED JAJAN PASAR   45K</b> Indonesian Traditional Sweet</p>	<p><b>Kids</b></p> <p><b>DRAGON BALL   50K</b> Beef meatball / pangsit crackers / egg noodle</p> <p><b>TWETY   50K</b> Fried chicken breaded flour / French fries</p> <p><b>JUNIOR BURGER   50K</b> Mini beef patty / cheese / lettuce / French fries</p> <p><b>FRENCH FRIES   65K</b></p>
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Junior Burger



Lampiran 5 Bill Kava Restaurant



Lampiran 6Sertifikat OJT



**Fairfield**  
BY MARRIOTT  
SURABAYA

**TRAINEE PERFORMANCE EVALUATION**

Name : Achmad Rizaldi . S Dept : F&B Service  
 School / University : Universitas Muhammadiyah Jember  
 Periode : January 3, 2019 – July 3, 2019

No	Criteria and Justification	Rating Scale					Remarks Catatan
		1	2	3	4	5	
<b>A</b>	<b>WORK PERFORMANCE</b> Prestasi Kerja						
1	Job Knowledge Pengenalan tentang pekerjaan			3			
2	Quality Of Work Kualitas Pekerjaan			3			
3	Work Efficiency Efisiensi Kerja			3			
4	Attendance Kehadiran			3			
5	Communication Kecakapan dalam bekerja		2				
6	Learning New Procedur and Task Mempelajari prosedur dan tugas baru				4		
7	Service Orientation Orientasi terhadap pelayanan			3			
<b>B</b>	<b>CHARACTER</b> Karakter						
8	Attitude Sikap dan Tingkah Laku			3			
9	Responsibility Tanggung Jawab			3			
10	Motivation Motivasi dan semangat			3			
11	Persistence Ketekunan			3			
12	Adaptability Beradaptasi dengan lingkungan kerja baru			3			
13	Initiative Inisiatif			3			
14	Personal Grooming & Hygiene Kepelipatan & Kebersihan			3			
GPA = Total Score : 14							<b>Total : 42</b>
Absence		With Permission Without Permission With Doctor Referral		Days Days Days		GPA : 3.00 (Scale : 5)	

Rating Scale : 1 = Poor 2 = Fair 3 = Good 4 = Very Good 5 = Excellent

Surabaya July 03, 2019

Approved by

YANUAR SAPTA  
Asst. FB Manager

FAIRFIELD MARRIOTT HUMAN RESOURCES DEPARTMENT

AJI ANDRI, A  
Training Coordinator

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Lampiran 7 Dokumentasi Selama OJT

