

**APPRENTICESHIP REPORT
SONA VIEW HOTEL
DUMAI-RIAU**

HINIRTA SUZILA

5203211150



**ENGLISH STUDY PROGRAM
LANGUAGE DEPARTEMENT
STATE POLYTECHNIC OFBENGKALIS
BENGKALIS**

2024

ACCEPTANCE SHEET

This is to certify that we have been examined the apprenticeship report of Hinirta Suzila Reg. Number 5203211155 who has done the apprenticeship at Sonaview Hotel started from February 26th to - July 26th 2024. This report is used for partial fulfillment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respects, and any all revisions required by the apprenticeship report examine committee had been made.

Bengkalis, Juli 12th 2024

Accepted By:

Advisor



Desi Wahana, S.Pd.i., M.Li
NIP.198812012022032002

Approved By:

Head of English Study Program
State Polytechnic of Bengkalis



Ari Satria, M.pd.B.I
NIP.198805172015041002

APPROVAL SHEET

**APPROVAL SHEET
APPRENTICESHIP REPORT
SONA VIEW HOTEL
DUMAI-RIAU**

Written as one of the condition for completing apprenticeship

HINIRTA SUZILA

5203211150

Dumai, June 26th 2024

General Manager,
SonaView Hotel



**SONA VIEW
HOTEL**
Eka Sari Dewi
GENERAL MANAGER

Advisor



Desi Wahana, S.Pd.I., M.Li
NIP. 198812012022032002

Approved by,

Head of English Language Study Program

- State Polytechnic of Bengkalis



Ayu Satvia, M.Pd.B.I
NIP. 198805172015041002

AKNOWLEDGEMENT

Alhamdulillahirabbilalamin, all praise and gratitude to Allah subhanahu wa ta'ala who has given health benefits and opportunities so that the author can complete his internship report at the Sona View Hotel Dumai on time.

In preparing this, many parties provided suggestions, motivation and assistance in completing this report. The author would like to thank:

1. Johny Custer, S.T., M.T as the Director of State Polytechnic of Bengkalis.
2. Diah Paramita Sari, M.Pd as the Head of Language Department
3. Ari Satria, M. Pd.BI as the Head of English Study Program
4. Boni Saputra, S.Pd., M.Pd as the Academic advisor
5. Rionaldi, M.Pd., CICS as the Coordinator and Advisor of Apprenticeship.
6. Desi Wahana s.Pd.I., M.Li. as the advisor apprenticeship
7. All lecturers of Language Department

The author really needs suggestions and advice, finally the report can be completed on time, the author hopes it can be useful for readers.

Bengkalis, June 26th 2024

Hirita Suzila
Reg. Number 5203211150

TABLE OF CONTENTS

TITLE PAGE	I
APPROVAL SHEET	II
ACCEPTANCE SHEET	III
ACKNOWLEDGE	IV
TABLE OF CONTENTS	V
LIST OF TABLES	VI
LIST OF FIGURES	VII
LIST OF APPENDICES	VII
CHAPTER I INTRODUCTION	
1.1 Background of apprenticeship.....	1
1.2 Purpose of apprenticeship	2
1.3 Significance of apprenticeship	2
CHAPTER II GENERAL OF THE COMPANY	
2.1 Company Histor	3
2.2 Vision and Mission	4
2.3 Kind of business	4
2.4 Organization structure	4
CHAPTER III SCOPE OF THE APPRENTICESHIP	
3.1 Job description	7
3.2 System and Procedure	10
3.3Obstacle and Solution	13
3.4 Apprenticeship	9
CHAPTER IV CONCLUSION AND SUGGESTION	
4.1 Conclusion	29
4.2 Suggestion.....	29
REFERENCES	30
APPENDICES	31

LIST OF TABLES

Table 3.1. Daily Activities of February 26 th 2024 to March 2 nd 2024.....	14
Table 3.2 Daily Activities of March 4 th 2024 to March 9 th 2024.....	15
Table 3.3 Daily Activities of March 11 th 2024 to March 16 th 2024.....	16
Table 3.4 Daily Activities of March 18 th 2024 to March 23 th 2024.....	17
Table 3.5 Daily Activities of March 25 th 2024 to March 31 th 2024.....	18
Table 3.6 Daily Activities of April 1 st 2024 to April 7 th 2024.....	19
Table 3.7 Daily Activities of April 8 th 2024 to April 14 th 2024.....	20
Table 3.8 Daily Activities of April 15 th 2024 to April 21 nd 2024.....	20
Table 3.9 Daily Activities of April 22 nd 2024 to April 28 th 2024.....	21
Table 3.10 Daily Activities of April 29 th 2024 to Mei 5 th 2024.....	22
Table 3.11 Daily Activities of Mei 6 th 2024 to Mei 12 th 2024.....	23
Table 3.12 Daily Activities of Mei 13 th 2024 to Mei 19 th 2024.....	24
Table 3.13 Daily Activities of Mei 20 th 2024 to Mei 26 th 2024.....	24
Table 3.14 Daily Activities of Mei 27 th 2024 to June 2 nd 2024.....	25
Table 3.15 Daily Activities of June 3 rd 2024 to June 9 th 2024.....	25
Table 3.16 Daily Activities of June 10 th 2024 to June 16 th 2024.....	26
Table 3.17 Daily Activities of June 17 th 2024 to June 23 th 2024.....	27
Table 3.18 Daily Activities of June 24 th 2024 to June 26 th 2024.....	27

LIST OF FIGURES

Figure 2.1 Sona View Hotel.....	3
Figures 2.2 Sundara Restaurant	4
Figures 2.3 Skylong	5
Figures 2.4 Superior.....	5
Figures 2.5 Deluxe Room Double Bed	5
Figures 2.6 Deluxe Room Twin Bed	6
Figures 2.7 Health Club	6
Figure 2.8 Structure Organizational Company	4
Figures 3.1 Handle Breakfast.....	10
Figures 3.2 Room Meeting.....	11
Figures 3.3 Handle Lunch	11
Figures 3.4 Handling Dinner.....	12
Figures 3.5 Check Item	12
Fifures 3.6 Prepare Cake for Breakfast.....	12
Figures 3.7 Make Breakfast Cake	13

LIST OF APPENDICES

APPENDIX 1 Sertificate Intership	31
APPENDIX 2 List of Attendance	32
APPENDIX 3 Daily Activities Apprenticeship	37
APPENDIX 4 Logbook of Activity in Siakad	79

CHAPTER 1

INTRODUCTION

1.1 Background of Apprenticeship

Internship is a job training process, so that students have experience and know about the world of work before they enter, then they will already know and channel the knowledge they gain into the world of work.

The State Polytechnic of Bengkalis is one of the vocational higher education institutions that we believe is located on Bengkalis Island, on street Bathin Alam, Sungai Alam, which was founded in 2000. The State Polytechnic of Bengkalis has 8 departments, namely Naval Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, Business Administration, Information Engineering, Languages, and Maritime Affairs. Each department has its own competencies that are needed in the world of work. Graduation requirements are final internship and internship reports. Internships are carried out after State Polytechnic of Bengkalis students have completed a minimum of 6 semesters of study. Based on the above, the author conveys, that the author, as a 6th semester language student at the state polytechnic of Bengkalis, did an internship for around 4 months, the author chose the opportunity to do an internship at the Sona View Hotel, the reason was because he wanted to gain experience working in a hotel.

In this case, learning during lectures is closely related to the field of hospitality. Based on this, the author hopes that the experience gained can be helpful and applied in the world of work later. On February 26-June 26 2024 the author did an internship. The author was placed in FB Services and FB Products as pastries.

1.2 Purpose of Apprenticeship

- To find out the types of jobs available at the Sona View Hotel
- To find out the rules at Sona View Hotel

- Looking up for experience working in a hotel

1.3 Significance of the Apprenticeship

This section explains 3 important aspects, namely for apprentices, State Polytechnic of Bengkalis and companies.

1.3.1 Significance for the Apprenticeship

- Through this program, interns can learn how to work well, be disciplined and beresponsible.
- Through this program, interns can learn things related to the world of work, which canhelp them become professional people.
- Through this program, interns can channel the knowledge gained in lectures into theworld of work.

1.3.2 Significance for the State polytechnic of Bengkalis

- Internships help Polytechnics to prepare participants to enter the world of work.
- Internships also help polytechnics to display good qualities before entering the worldof work. And also help teach and impart knowledge to apprentices.

1.3.2 Significance for the Company

- The internship program allows Sona View Hotel to look for someone who can build agood, positive image for the hotel.

Chapter II

General Description of the Company

2.1 Company History

2.1.1 Sona View Hotel

It is one of the hotels in Dumai, located on Patimura street No. 40 Dumai city, built in 2017 which has 78 rooms with standard, superior and deluxe types. In the rooms there is also hot and cold water and is equipped with wifi. This three-star hotel has seven floors. Each floor has a restaurant, meeting room, guest room, gym and sauna.

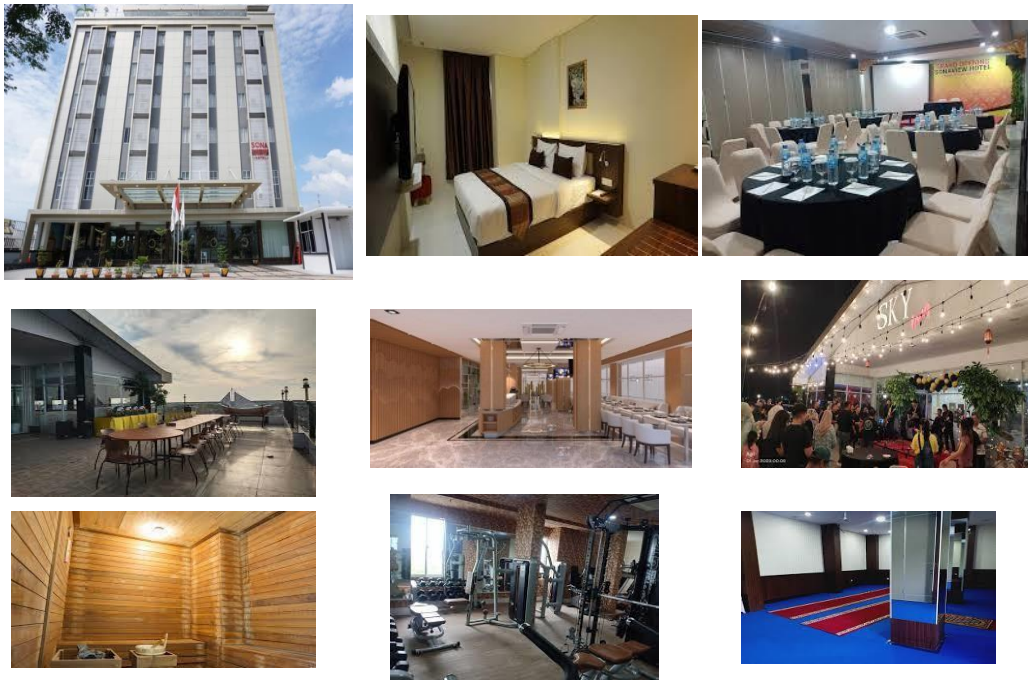


Figure 2.1 Sona View Hotel

2.2 Vision And Mission

There were several visions and missions at the Sona view Hotel.

2.2.1 Vision

Become a Hotel Management Professional local with good reputation, strong and brave in facing competition high in the Hospitality Industry.

2.2.2 Mission

- Creating a positive and conducive work environment, where employees can be motivated to be the best in everything they do.
- Providing comfort and satisfaction in meeting guest needs, by treating guests as part of a family and not as customers.
- Developing good relationships that are mutually beneficial for business partners based on trust, independence and always providing the best results.

2.3 Kind Business

The existing businesses managed by Sona View Hotel are:

1. Restaurant

- Sundara Restaurant

Is a restaurant in the lobby, which is usually used for breakfast for room guests and outside guests.



Figures 2.2 Sundara Restaurant

- Sky Lounge restaurant
Is a restaurant on the seventh floor, this restaurant faces the sea which makes it an interesting place to visit.



Figures 2.3 Skylong

2. Guest room

- Superior

<p>SUPERIOR DOUBLE</p>		<p>FACILITIES</p> <p>BASIC</p> <ul style="list-style-type: none"> • Sarapan Pagi untuk 2 Pax <p>ROOM AMENITIES</p> <ul style="list-style-type: none"> • Air Conditioner • LED TV 42 Inch Multisystem • Water Heater for Coffee & Tea • Reading Light • Desk Lamp • Luggage Rack • Hanger
<p>SUPERIOR TWIN</p>		
<p>BATHROOM AMENITIES</p> <ul style="list-style-type: none"> • Hot & Normal Water • Shower • Towel • Toiletries 		

Figures 2.4 Superior

- Dulexe Room Double Bed

<p>DELUXE ROOM DOUBLE BED TYPE</p>		<p>FACILITIES</p> <p>BASIC</p> <ul style="list-style-type: none"> • Sarapan Pagi untuk 2 Pax <p>ROOM AMENITIES</p> <ul style="list-style-type: none"> • Air Conditioner • LED TV 42 Inch Multisystem • Refrigerator Minibar • Water Heater for Coffee & Tea • Reading Light • Desk Lamp • Luggage Rack • Hanger
<p>BATHROOM AMENITIES</p> <ul style="list-style-type: none"> • Hot & Normal Water • Hair Dryer • Shower • Towel • Toiletries 		

Figures 2.5 Deluxe Room Double Bed

- Deluxe Room Twin Bed



Figures 2.6 Deluxe Room Twin Bed

3. Health Club

It is a sports area located on the 2nd floor



Figures 2.7 Health Club

2.4 Organizational Structure

Organizational structure is an arrangement used to define tasks, positions and relationships within an organization in a company.

The author completed 4 months of practical work at Sona View Hotel as an intern. from 26 February to 26 July 2024. Internships are carried out in the Food & Beverage Service Department and Food & Beverage Product. The organizational structure of Sona View Hotel can be seen below:

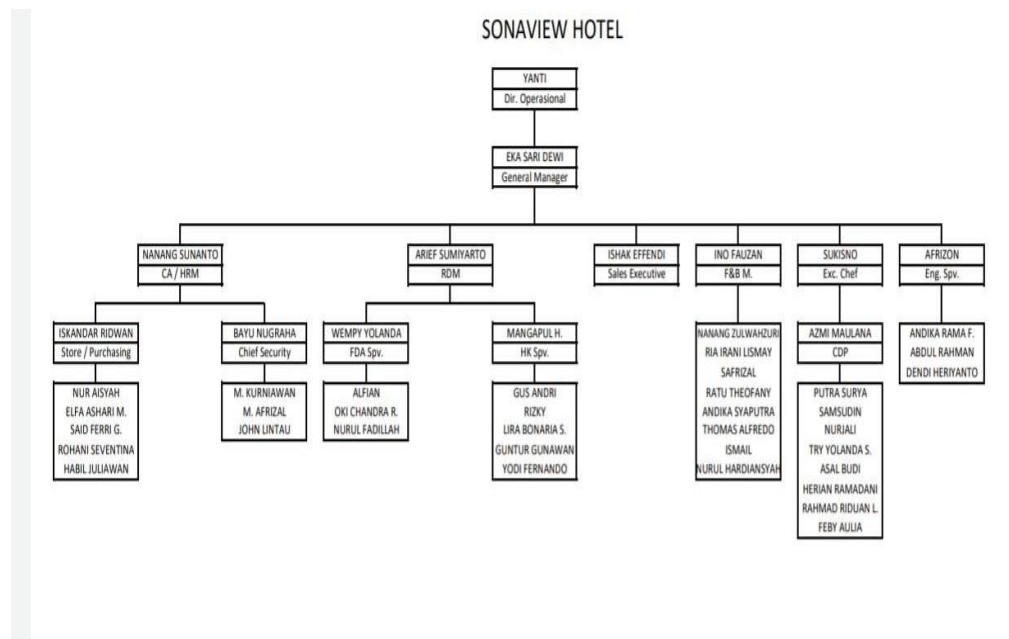


Figure 2.8 Structure Organizational Company

Sona view Hotel offers accommodation services, provides food and drinks and other services. This hotel has 5 departments, each department has different tasks. In practical work, the author is placed in the Food & Beverage Service and Food & Beverage product sections. The duties and responsibilities of each organizational structure are as follows:

1. Front Office

The front office is the part of an organization that is tasked with serving and providing information to customers and guests who want to stay overnight, as well as assisting with check-in and check-out.

The front also plays an important role in service, which has the task of communicating with guests.

2. Housekeeping

is part of an organization that is responsible for cleanliness and keeping guest rooms clean.

3.Engineering

This department is tasked with maintaining and maintaining the equipment and facilities in the hotel with the aim of ensuring that they function well so that all operations runwell.

4, Food & Beverage Products

F&B products are one of the departments in a hotel that is responsible for processing food from raw to ready-to-eat.

5.Food & Beverage Service

Responsible for serving and serving food and drinks to guest

Chapter III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

This chapter explains several activities during the apprenticeship. The internship will be carried out for 4 months starting from 26 February to 26 July 2024 at the Sona View Hotel. During his internship at the hotel, the author was placed in the Food & Beverage Service Department and Food & Beverage Product.

During the internship, a lot of knowledge is gained and new experiences can be taken and learned in the world of work. To make it clearer and easier to report activities that have been carried out, here are some descriptions of weekly activities.

3.1.1 Food and Beverage Service

There were several jobs given in the Food & Beverage Service Department (namely:

1. Handle breakfast
2. Arrangement of meeting rooms (if there is a reservation)
3. Handle lunch (if any)
4. Handling events, ala carte/dinner reservations (if any).
5. Check item purchase requests and shop requests.

3.1.2 Food and Beverage Product

1. Prepare cake for breakfast
2. Make breakfast cakes and for events.

3.2 System and Procedure

In this section there are several descriptions regarding the procedure for carrying out activities during the intership period.

3.3.1 F&B SERVICE(FBS)

While doing approval at Sona View Hotel, Dumai. Some of the work the author has done is as follows:

1. Handle breakfast

Usually guests who have breakfast are room guests or outside guests who want to have breakfast at the hotel restaurant. And we must always be friendly and ask guests a lot if there is anything they want to order. Usually the breakfast menu is different every day.



Figures 3.1 Handle Breakfast

2. Arrangement of meeting rooms (if there is a reservation)

This is usually done when someone reserves a meeting room for school, business, farewell, birthday and meeting events. In this case we have to set up tables and chairs according to their wishes, usually in the form of a ballroom, classroom, theater, U-shape.



Figures 3.2 Room Meeting

2. Handle lunch (if any)

When someone orders lunch at a restaurant, we have to prepare and arrange the tables, chairs and place the food they ordered on their lunch table.



Figures 3.3 Handle Lunch

3. Handling events, ala carte/dinner reservations (if any).

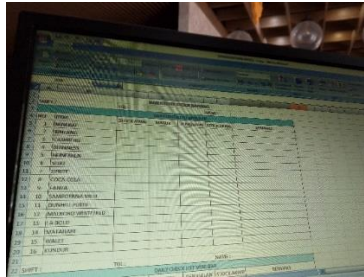
Usually when there is a dinner order, we prepare the table, chairs, put the menu they ordered on the dinner table and also decorate their dinner place as beautifully as possible so that the guests feel comfortable.



Figures 3.4 Handling Dinner

4. Check item purchase requests and shop requests

Usually, when goods are not available or run out, we make an order and order the goods that are out of stock and give the papers to the store.



Figures 3.5 Check Item

3.3.2 F&B PRODUCT (FBP)

1. Prepare cake for breakfast

Usually prepared for breakfast, we always have to check whether the cake is still there or not, if it's finished, fill it again and so on until breakfast is over.



Fifures 3.6 Prepare Cake for Breakfast

2. Make breakfast cakes and for events.

Usually we make cakes to fulfill guests' orders for their events, usually more than one type of cake is made.



Figures 3.7 Make Breakfast Cake

3.3 Obstacles and Solution

There are several obstacles and solutions during the internship:

3.4.1 Obstacles

There are several obstacles encountered during the internship, namely

1. Frequent changes in schedules make the author confused about the time to enter.

3.4.2 Solution

The solution that can be taken to deal with obstacles during the internship process is

1. The author must always check the entry schedule so that he knows when to enter.

3.4 Place of Apprenticeship

The internship starts on 26 February 2024 until 26 June 2024 which will be held at the Sona View Hotel, Patimura Street no 40 Dumai city, Riau. The various types and descriptions of daily activities at Sona View Hotel can be seen in the table below:

Table 3.1 Daily Activities of February 26th 2024 to March 2nd 2024

No	Day/Date	Activity	Place
1	Monday, February 26 th 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests. 	Sundara Restaurant
2	Tuesday, February 27 th 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests. 	Sundara Restaurant
3	Wednesday, February 28 th 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests. 	Sundara Restaurant
4	Thursday, February 29 th 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests. 	Sundara restaurant
5	Friday, March 01 st 2024	<ul style="list-style-type: none"> • Handling events, ala carte/dinner reservations (if any). • Check item purchase requests and shop requests. 	Skylong Restaurant

6	Saturday, March 02 nd 2024	<ul style="list-style-type: none"> • Handling events, ala carte/dinner reservations (if any). • Check item purchase requests and shop requests. 	Skylong restaurant
7	Sunday, March 03 rd 2024	Day off	

Table 3.2 Daily Activities of March 4th 2024 to March 9th2024

No	Day/date	Activity	Place
1	Monday, March 4 th 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests. • Handle events (if any). • Handle lunch (if any). 	Sundara Restaurant
2	Tuesday, March 05 th 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests. • Handle lunch (if any). • Handle event (if any) 	Sundara restaurant
3	Wednesday, March 06 th 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests. • Handle lunch (if any). 	Sundara restaurant

4	Thursday, March 07 th 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests. 	Sundara Restaurant
5	Friday, March 08 th 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests. 	Sundara restaurant
6	Saturday, March 09 th 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests. 	Sundara Restaurant
7	Sunday, March 10 th 2024	Day off	

Table 3.3 Daily Activities of March, 11th 2024 to March 16th 2024

No	Day/date	Activity	Place
1	Monday, March 11 th 2024	<ul style="list-style-type: none"> • Handling events, ala carte/dinner reservations (if any). • Check item purchase requests and shop requests. 	Skylong Restaurant
2	Tuesday, March 12 th 2024	<ul style="list-style-type: none"> • Handling events, ala carte/dinner reservations (if any). • Check item purchase requests and shop requests. 	Skylong Restaurant

3	Wednesday, March 13 th 2024	<ul style="list-style-type: none"> • Handling events, ala carte/dinner reservations (if any). • Check item purchase requests and shop requests. 	Skylong Restaurant
4	Thursday, March 14 th 2024	<ul style="list-style-type: none"> • Handling events, ala carte/dinner reservations (if any). • Check item purchase requests and shop requests. 	Skylong Restaurant
5	Friday, March 15 th 2024	<ul style="list-style-type: none"> • Handling events, ala carte/dinner reservations (if any). • Check item purchase requests and shop requests. 	Skylong Restaurant
6	Saturday, March 16 th 2024	<ul style="list-style-type: none"> • Handling events, ala carte/dinner reservations (if any). • Check item purchase requests and shop requests. 	Skylong Restaurant
7	Sunday, March 17 th 2024	Day off	

Table 3.4. Daily Activities of March 18th 2024 to March 23th 2024

No	Day/date	Activity	Place
1	Monday, March 18 th 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests. 	Sundara Restaurant

2	Tuesday, March 19 th 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests. 	Sundara Restaurant
3	Wednesday, March 20 th 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests. 	Sundara Restaurant
4	Thursday, March 21 st 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests. 	Sundara Restaurant
5	Friday, March 22 nd 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests. 	Sundara Restaurant
6	Saturday, March 23 rd 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests. 	Sundara Restaurant
7	Sunday, March 24 th 2024	Day off	

Table 3.5. Daily Activities of March 25th 2024 to March 31th 2024

No	Day/date	Activity	Place
1	Monday, March 25 th 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests. 	Sundara Restaurant
2	Tuesday, March 26 th 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests. 	Sundara Restaurant

3	Wednesday, March 27 th 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests. 	Sundara Restaurant
4	Thursday, March 28 th 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests. 	Sundara Restaurant
5	Friday, March 29 th 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests. 	Sundara Restaurant
6	Saturday, March 30 th 2024	Day off	
7	Sunday, March 31 th 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests. 	Sundara Restaurant

Table 3.6 Daily Activities of April 1st 2024 to April 7th 2024

No	Day/date	Activity	Place
1	Monday, April 01 st 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests. 	Sundara restaurant
2	Tuesday, March 02 nd 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests. 	Sundara restaurant
3	Wednesday, April 03 rd 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests. 	Sundara Restaurant

5	Friday, April 05 th 2024	Handle breakfast Check item purchase requests and shop requests.	Sundara Restaurant
6	Saturday, April 06 th 2024	Day off	
7	Sunday, April 07 th 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests. 	Sundara Restaurant

Table 3.7 Daily Activities of April 8th 2024 to April 14th 2024

No	Day/date	Activity	Place
1	Monday, April 08 th 2024	Sick	
2	Tuesday, April 09 th 2024	Public holiday(eid al-fitr)	
3	Wednesday, April 10 th 2024	Public holiday(eid al-fitr)	
4	Thursday, April 11 th 2024	Public holiday(eid al-fitr)	
5	Friday, April 12 th 2024	Public holiday(eid al-fitr)	
6	Saturday, April 13 th 2024	Permission (grand mother passed away)	
7	Sunday, April 14 th 2024	<ul style="list-style-type: none"> • Handling events, ala carte/dinner reservations (if any). • Check item purchase requests and shop requests 	Skylong Restaurant

Table 3.8 Daily Activities of April 15th 2024 to April 21nd 2024

No	Day/date	Activity	Place
1	Monday, April 15 th 2024	<ul style="list-style-type: none"> • Handling events, ala carte/dinner reservations (if any). • Check item purchase requests and shop requests 	Skylong Restaurant

2	Tuesday, April 16 th 2024	<ul style="list-style-type: none"> • Handling events, ala carte/dinner reservations (if any). • Check item purchase requests and shop requests 	Skylong Restaurant
3	Wednesday, April 17 th 2024	<ul style="list-style-type: none"> • Handling events, ala carte/dinner reservations (if any). • Check item purchase requests and shop requests 	Skylong Restaurant
4	Thursday, April 18 th 2024	Day off	
5	Friday, April 19 th 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests 	Sundara restaurant
6	Saturday, April 20 th 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests 	Sundara restaurant
7	Sunday, April 21 st 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests 	Sundara Restaurant

Table 3.9 Daily Activities of April 22nd 2024 to April 28th 2024

No	Day/date	Activity	place
1	Monday, April 22 nd 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests 	Sundara Restaurant

2	Tuesday, April 23 rd 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests 	Sundara Restaurant
3	Wednesday, April 24 th 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests 	Sundara restaurant
4	Wednesday, April 25 th 2024	Day off	
5	Wednesday, April 24 th 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests 	Sundara restaurant
6	Wednesday, April 24 th 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests 	Sundara restaurant

Table 3.10 Daily Activities of April 29th 2024 to Mei 5th 2024

No	Day /date	Activity	Place
1	Monday, April 29 th 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests 	Sundara restaurant
2	Tuesday, April 30 th 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests 	Sundara restaurant
3	Wednesday, Mei 01 st 2024	Day off	
4	Thursday, Mei 02 nd 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests 	Sundara restaurant
5	Friday, Mei 03 rd 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests 	Sundara restaurant

6	Saturday, Mei 04 th 2024	Handle breakfast Check item purchase requests and shop requests	Sundara restaurant
7	Sunday, Mei 05 th 2024	Handle breakfast Check item purchase requests and shop requests.	Sundara Restaurant

Table 3.11 Daily Activities of Mei 6th 2024 to Mei 12th 2024

No	Day/date	Activity	place
1	Monday, Mei 06 th 2024	<ul style="list-style-type: none"> • Make 30 Pcs Of Bread • Make Pandan Sponge Cake In 1 Pan • Make Chocolate Pudding Cake In 1 Pan • Make Lupis 	Kitchen
2	Tuesday, Mei 07 th 2024	<ul style="list-style-type: none"> • Make Chocolate Rolled Sponge Cake • Make Eclairs • Make 20 Pcs Putu Ayu 	Kitchen
3	Wednesday, Mei 08 th 2024	<ul style="list-style-type: none"> • Make Komojo Sponge Cake • Make Sweet Bread • Make Lupis • Make Sponge Cake In 1 Pan 	Kitchen
4	Thursday, Mei 09 th 2024	<ul style="list-style-type: none"> • Make Mud Cakes • Make Ant Cake • Make Klepon 	Kitchen
5	Friday, Mei 10 th 2024	<ul style="list-style-type: none"> • Make Lupis • Make Chocolate Pudding 	Kitchen

6	Saturday, Mei 11 th 2024	<ul style="list-style-type: none"> • Make Pudding • Make Eclairs • Make Lupis 	Kitchen
7	Sunday, Mei 12 th 2024	Day off	

Table 3.12 Daily Activities of Mei 13th 2024 to Mei 19th 2024

No	Day/Date	Activity	Place
1	Monday, Mei 13 th 2024	<ul style="list-style-type: none"> • Make Lupis • Make Strawberry Pudding 	Kitchen
2	Tuesday, Mei 14 th 2024	<ul style="list-style-type: none"> • Make Lupis • Make Chocolate Pudding 	Kitchen
3	Wednesday, Mei 15 th 2024	<ul style="list-style-type: none"> • Make Lupis • Make Strawberry Pudding 	Kitchen
4	Thursday, Mei 16 th 2024	<ul style="list-style-type: none"> • Make Lupis • Make Chocolate Pudding 	Kitchen
5	Friday, Mei 17 th 2024	<ul style="list-style-type: none"> • Make Lupis • Make Strawberry Pudding 	Kitchen
6	Saturday, Mei 18 th 2024	<ul style="list-style-type: none"> • Make Lupis • Make Chocolate Pudding 	Kitchen
7	Sunday, Mei 19 th 2024	Day off	

Table 3.13 Daily Activities of Mei 20th 2024 to Mei 26th 2024

No	Day/date	Activity	Place
1	Monday, Mei 20 th 2024	<ul style="list-style-type: none"> • Make Lupis • Make Strawberry Pudding 	Kitchen
2	Tuesday, Mei 21 st 2024	<ul style="list-style-type: none"> • Make Lupis • Make Chocolate Pudding 	Kitchen
3	Wednesday, Mei 22 nd 2024	<ul style="list-style-type: none"> • Make Lupis • Make Strawberry Pudding 	Kitchen
4	Thursday, Mei 23 rd 2024	<ul style="list-style-type: none"> • Make Lupis 	Kitchen

		<ul style="list-style-type: none"> • Make Chocolate Pudding 	
5	Friday, Mei 24 th 2024	<ul style="list-style-type: none"> • Make Lupis • Make Strawberry Pudding 	Kitchen
6	Saturday, Mei 25 th 2024	<ul style="list-style-type: none"> • Make Lupis • Make Chocolate Pudding 	Kitchen
7	Sunday, Mei 26 th 2024	Day off	

Table 3.14 Daily Activities of Mei 27th 2024 to June 2nd 2024

No	Day/date	Activity	Place
1	Monday, Mei 27 th 2024	<ul style="list-style-type: none"> • Make Lupis • Make Strawberry Pudding 	Kitchen
2	Tuesday, Mei 28 th 2024	<ul style="list-style-type: none"> • Make Lupis • Make Chocolate Pudding 	Kitchen
3	Wednesday, Mei 29 th 2024	<ul style="list-style-type: none"> • Make Lupis • Make Strawberry Pudding 	Kitchen
4	Thursday, Mei 30 th 2024	<ul style="list-style-type: none"> • Make Lupis • Make Chocolate Pudding 	Kitchen
5	Friday, Mei 31 th 2024	<ul style="list-style-type: none"> • Make Lupis • Make Strawberry Pudding 	Kitchen
6	Saturday, June 01 st 2024	<ul style="list-style-type: none"> • Make Lupis • Make Chocolate Pudding 	Kitchen
7	Sunday, June 02 nd 2024	<ul style="list-style-type: none"> • Make Lupis • Make Strawberry Pudding 	Kitchen

Table 3.15 Daily Activities of June 3rd 2024 to June 9th 2024

No	Day/date	Activity	Place
1	Monday, June 03 th 2024	Day off	

2	Tuesday, June 04 th 2024	<ul style="list-style-type: none"> • Make Lupis • Make Chocolate Pudding 	Kitchen
3	Wednesday, June 05 th 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests 	Sundara Restaurant
4	Thursday, June 06 th 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests 	Sundara restaurant
5	Friday, June 07 th 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests 	Sundara restaurant
6	Saturday, June 08 th 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests 	Sundara restaurant
7	Sunday, June 09 th 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests 	Sundara restaurant

Table 3.16 Daily Activities of June 10th 2024 to June 16th 2024

No	Day/date	Activity	Place
1	Monday, June 10 th 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests 	Sundara Restaurant
2	Monday, June 11 th 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests 	Sundara Restaurant
3	Wednesday, June 12 th 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests 	Sundara Restaurant
4	Thursday, June 13 th 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests 	Sundara Restaurant
5	Friday, June 14 th 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests 	Sundara Restaurant

6	Saturday, June 15 th 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests 	Sundara restaurant
7	Sunday, June 16 th 2024	Day off	

Table 3.17 Daily Activities of June 17th 2024 to June 23th 2024

No	Day/date	Activity	Place
1	Monday, June 17 th 2024	Day off	
2	Tuesday, June 18 th 2024	Day off	
3	Wednesday, June 19 th 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests 	Sundara restaurant
4	Thursday, June 20 th 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests 	Sundara restaurant
5	Friday, June 21 st 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests 	Sundara restaurant
6	Saturday, June 22 nd 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests 	Sundara restaurant
7	Sunday, June 23 rd 2024	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests 	Sundara restaurant

Table 3.18 Daily Activities of June 24th 2024 to June 26th 2024

No	Day/date	Activity	Place
----	----------	----------	-------

2	Tuesday, June 25 th 2024	<ul style="list-style-type: none">• Handle breakfast• Check item purchase requests and shop requests	Sundara Restaurant
3	Wednesday, June 26 th 2024	<ul style="list-style-type: none">• Handle breakfast• Check item purchase requests and shop requests	Sundara Restaurant

CHAPTER IV CONCLUSION AND SUGGESTION

4.1 Conclusion

After carrying out an internship program at Hotel Sona View Hotel, there are several conclusions as follows:

1. There are several types of work carried out during an internship at the FB Department: Handle breakfast, Arrangement of meeting rooms (if there is a reservation), Handle lunch (if any), Handling events, ala carte/dinner reservations (if any), Check item purchase requests and shop requests. and FB Products: Prepare cake for breakfast, Make breakfast cakes and for events.

2. Obstacles and Solution There are several obstacles and solutions during the internship:

- **Obstacles:** Frequent changes in schedules make the author confused about the time to enter.
- **Solution:** The author must always check the entry schedule so that he knows when to enter

All work procedures carried out during the internship at Sona View Hotel are carried out in accordance with the regulations set by the hotel.

4.2 Suggestions

The most important thing is to always be disciplined, responsible and professional in your work

REFERENCE

Sona View Hotel [Www.Sonaviewhotel.Com](http://www.sonaviewhotel.com), Accessed On June 1st, 2024

APPENDIX 1 Apprenticeship Letter

 KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN
RISET, DAN TEKNOLOGI
POLITEKNIK NEGERI BENGKALIS
Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28714
Telepon: (0766) 7008877, Faximile (0766) 8001000
Laman : <http://www.polbeng.ac.id>, E.Mail : polbeng.ac.id

Nomor : 612 /PL.31/TU//2024
Hal : **Permohonan Kerja Praktek (KP)** 15 Februari 2024

Yth. Sonaview Hotel Dumai
Jl. Pattimura No.40. Dumai, Kec. Dumai, Kota Dumai, Riau 28125

Dengan Hormat,
Sehubungan akan dilaksanakannya Kerja Praktek untuk mahasiswa Politeknik Negeri Bengkalis yang bertujuan demi meningkatkan pengetahuan dan keterampilan mahasiswa melalui keterlibatan secara langsung dalam berbagai kegiatan di Perusahaan, maka kami mengharapkan kesediaan dan kerjasamanya untuk dapat menerima mahasiswa kami di Perusahaan Bapak/Ibu pimpin. Pelaksanaan Kerja Praktek Mahasiswa Politeknik Negeri Bengkalis akan dimulai pada bulan Februari s/d Juni 2024, adapun nama mahasiswa sebagai berikut:

No	Nama	Nim	Jurusan
1	Hinirta Suzila	5203211150	D3 Bahasa Inggris
2	Ria Ramadani	5203211155	D3 Bahasa Inggris

Kami sangat mengharapkan informasi lebih lanjut dari Bapak/Ibu melalui balasan surat atau menghubungi contact person dalam waktu dekat.

Demikian surat permohonan ini disampaikan, atas perhatian serta kerjasamanya diucapkan terima kasih.


Wakil Direktur I,
Armada, ST., MT
NIP. 197906172014041001

Contact Person:
Rionaldi, M.Pd., CICS (0852 7806 1130)
NIP. 198402122014041001

APPENDIX 2 List Attendance

Name: Hinirta Suzila

Month: February 2024

No	Day/date	Time in	Time out
1	Monday, February 26 th 2024	06:20	15:40
2	Tuesday, February 27 th 2024	06:25	15:33
3	Wednesday, February 28 th 2024	06:26	15:30
4	Thursday, February 29 th 2024	06:22	15:03

Name: Hinirta Suzila

Month: March 2024

No	Day/date	Time in	Time out
1	Friday, March 1 st 2024	13:19	22:04
2	Saturday, March 2 nd 2024	13:23	22:10
3	Sunday, March 3 rd 2024	Day off	Day off
4	Monday, March 4 th 2024	06:25	15:09
5	Tuesday, March 5 th 2024	06:22	15:03
6	Wednesday, March 6 th 2024	06:24	15:05
7	Thursday, March 7 th 2024	06:22	15:03
8	Friday, March 8 th 2024	06:41	16:30
9	Saturday, March 9 th 2024	06:41	15:32
10	Sunday, March 10 th 2024	Day off	Day off
11	Monday, March 11 th 2024	13:17	22:11
12	Tuesday, March 12 th 2024	13:30	22:09
13	Wednesday, March 13 th 2024	13:25	22:15
14	Thursday, March 14 th 2024	13:18	22:15
15	Friday, March 15 th 2024	13:39	22:06
16	Saturday, March 16 th 2024	13:30	22:31

17	Sunday, March 17 th 2024	Day off	Day off
18	Monday, March 18 th 2024	06:37	15:40
19	Tuesday, March 19 th 2024	06:43	15:12
20	Wednesday, March 20 th 2024	06:46	15:21
21	Thursday, March 21 st 2024	06:26	15:15
22	Friday, March 22 nd 2024	06:35	19:01
23	Saturday, March 23 rd 2024	06:31	16:17
24	Sunday, March 24 th 2024	Day off	Day off
25	Monday, March 25 th 2024	06:30	15:38
26	Tuesday, March 26 th 2024	06:35	15:24
27	Wednesday, March 27 th 2024	06:32	17:09
28	Thursday, March 28 th 2024	06:29	15:24
29	Friday, March 29 th 2024	06:29	15:53
30	Saturday, March 30 th 2024	06:26	17:50
31	Sunday, March 31 th 2024	Day off	Day off

Name :Hinirta Suzila

Month :April 2024

No	Day/date	Time in	Time out
1	Monday, April 1 st 2024	06:28	15:57
2	Tuesday, April 2 nd 2024	06:20	15:24
3	Wednesday, April 3 rd 2024	06:44	17:55
4	Thursday, April 4 th 2024	06:37	15:19
5	Friday, April 5 th 2024	06:24	15:18
6	Saturday, April 6 th 2024	Day off	Day off
7	Sunday, April 7 th 2024	06:28	15:41
8	Monday, April 8 th 2024	Sick	
9	Tuesday, April 9 th 2024	Public holiday	
10	Wednesday, April 10 th 2024	Public holiday	
11	Thursday, April 11 th 2024	Public holiday	

12	Friday, April 12 th 2024	Public holiday	
13	Saturday, April 13 th 2024	Permission	
14	Sunday, April 14 th 2024	13:18	22:14
15	Monday, April 15 th 2024	13:23	22:08
16	Tuesday, April 16 th 2024	13:12	22:11
17	Wednesday, April 17 th 2024	13:20	22:27
18	Thursday, April 18 th 2024	Day off	Day off
19	Friday, April 19 th 2024	06:20	15:38
20	Saturday, April 20 th 2024	06:24	17:51
21	Sunday, April 21 st 2024	06:30	15:40
22	Monday, April 22 nd 2024	06:17	16:51
23	Tuesday, April 23 rd 2024	06:20	16:14
24	Wednesday, April 24 th 2024	06:20	16:16
25	Thursday, April 25 th 2024	Day off	Day off
26	Friday, April 26 th 2024	06:26	15:35
27	Saturday, April 27 th 2024	06:24	15:42
28	Sunday, April 28 th 2024	06:41	15:46
29	Monday, April 29 th 2024	06:32	15:30
30	Tuesday, April 30 th 2024	06:45	16:52

Nama :Hinirta Suzila

Month: May 2024

No	Day/date	Time in	Time out
1	Wednesday, May 1 st 2024	Day off	Day off
2	Thursday, May 2 nd 2024	06:42	16:51
3	Friday, May 3 rd 2024	06:46	15:18
4	Saturday, May 4 th 2024	07:10	15:36
5	Sunday, May 5 th 2024	06:53	15:21
6	Monday, May 6 th 2024	06:42	16:48
7	Tuesday, May 7 th 2024	06:52	15:54
8	Wednesday, May 8 th 2024	06:52	15:27

9	Thursday, May 9 th 2024	06:41	14:11
10	Friday, May 10 th 2024	06:47	15:15
11	Saturday, May 11 th 2024	06:49	17:15
12	Sunday, May 12 th 2024	Day off	Day off
13	Monday, May 13 th 2024	06:33	17:48
14	Tuesday, May 14 th 2024	06:47	16:31
15	Wednesday, May 15 th 2024	06:41	17:15
16	Thursday, May 16 th 2024	06:55	17:51
17	Friday, May 17 th 2024	06:47	16:08
18	Saturday, May 18 th 2024	06:56	16:58
19	Sunday, May 19 th 2024	Day off	Day off
20	Monday, May 20 th 2024	06:47	16:11
21	Tuesday, May 21 st 2024	06:45	15:29
22	Wednesday, May 22 nd 2024	06:56	15:51
23	Thursday, May 23 rd 2024	06:59	15:57
24	Friday, May 24 th 2024	Sick	Sick
25	Saturday, May 25 th 2024	06:47	17:45
26	Sunday, May 26 th 2024	Day off	Day off
27	Monday, May 27 th 2024	06:42	17:16
28	Tuesday, May 28 th 2024	06:59	16:38
29	Wednesday, May 29 th 2024	06:46	15:46
30	Thursday, May 30 th 2024	07:15	16:25
31	Friday, May 31 th 2024	06:34	15:52

Name :Hinirta Suzila

Month : June 2024

No	Day/date	Time in	Time out
1	Saturday, June 1 st 2024	07:10	16:27
2	Sunday, June 2 nd 2024	06:07	16:16
3	Monday, June 3 rd 2024	Day off	Day off
4	Tuesday, June 4 th 2024	07:15	16:26


5	Wednesday, June 5 th 2024	06:53	15:19
6	Thursday, June 6 th 2024	08:10	16:40
7	Friday, June 7 th 2024	06:31	15:51
8	Saturday, June 8 th 2024	06:41	16:42
9	Sunday, June 9 th 2024	06:54	15:50
10	Monday, June 10 th 2024	06:59	16:04
11	Tuesday, June 11 th 2024	06:43	16:06
12	Wednesday, June 12 th 2024	06:49	16:24
13	Thursday, June 13 th 2024	06:59	15:19
14	Friday, June 14 th 2024	06:46	15:30
15	Saturday, June 15 th 2024	06:35	15:33
16	Sunday, June 16 th 2024	Public holiday	
17	Monday, June 17 th 2024	Public holiday(idul adha)	
18	Tuesday, June 18 th 2024	Public holiday	
19	Wednesday, June 19 th 2024	06:48	16:07
20	Thursday, June 20 th 2024	06:57	15:50
21	Friday, June 21 st 2024	06:58	15:54
22	Saturday, June 22 nd 2024	07:02	15:38
23	Sunday, June 23 rd 2024	07:06	15:52
24	Monday, June 24 th 2024	06:50	15:40
25	Tuesday, June 25 th 2024	07:00	15:41
26	Wednesday, June 26 th 2024	06:45	16:06

APPENDIX 3 Daily Activities Apprenticeship

Day: Monday

Date: February, 26th 2024


No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none"> •Introduction to employees, superiors •Explanation of tasks during the internship •Explanation of the work environment. 		
	Note		

No	Working	Explanation
1		

Day: Tuesday

Date: February, 27th 2024


No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none"> •Handle breakfast •Check item purchase requests and shop requests 		
	Note		

No	Working	Explantion
		

Day: Wednesday

Date: February, 28th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none"> •Handle breakfast •Check item purchase requests and shop requests 		
	Note		

No	Working	Explanation
		

Day: Thursday


Day: February,29th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests 		
	Note		

Day: Friday

Date: March,1st 2024


No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none"> • Handling events, ala carte/dinner reservations (if any). • Check item purchase requests and shop requests. 		
	Note		

No	Working	Explanation
1		

Day: Saturday

Date: March,2nd 2024


No	Description of activities	Task assignor	Signature
1	Handling events, ala carte/dinner reservations (if any). Check item purchase requests and shop requests.		
	Note		

No	Working	Explanation
1		

Day: Monday

Date: March,4th 2024


No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests 		
	Note		

No	Working	Explanation
1		

Day: Tuesday

Date: March,5th 2024


No	Description of activities	Task assignor	signature
1	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests 		
	Note		

No	Working	Explanation
1		

Day: Wednesday

Date: March,6th2024


No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests 		
	Note		

No	Working	Explanation
		

Day: Thursday

Date: March, 7th 2024


No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handle breakfast• Check item purchase requests and shop requests		
	Note		

No	Working	Explanation
		

Day: Friday

Date: March, 8th 2024


No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handle breakfast• Check item purchase requests and shop requests		
	Note		

No	Working	Explanation
1		

Day: Saturday

Date: March,9th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handle breakfast• Check item purchase requests and shop requests		
	Note		

No	Working	Explanation
1		

Day: Monday

Date: March,11th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handling events, ala carte/dinner reservations (if any).• Check item purchase requests and shop requests.		
	Note		

No	Working	Explanation
1		

Day: Tuesday

Date: March,12th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handling events, ala carte/dinner reservations (if any).• Check item purchase requests and shop requests.		
	Note		

No	Working	Explanation
		

Day: Wednesday

Date: March,13th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handling events, ala carte/dinner reservations (if any).• Check item purchase requests and shop requests.		
	Note		

Day: Thursday

Date: March, 14th 2024


No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handling events, ala carte/dinner reservations (if any).• Check item purchase requests and shop requests.		
	Note		

No	Working	Explanation
		

Day: Friday

Date: March, 15th 2024


No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handling events, ala carte/dinner reservations (if any).• Check item purchase requests and shop requests.		
	Note		

No	Working	Explanation
1		

Day: Saturday

Date: March, 16th 2024

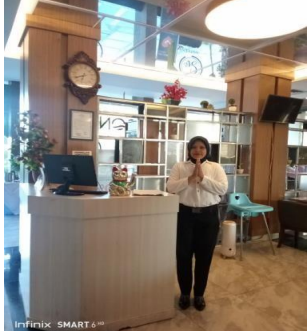
No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none"> • Handling events, ala carte/dinner reservations (if any). • Check item purchase requests and shop requests. 		
	Note		

No	Working	Explanation
1		

Day: Monday

Date: March, 18th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests 		
	Note		

No	Working	Explanation
1		

Day: Tuesday


Date: March,19th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• . Handle breakfast• Check item purchase requests and shop requests		
	Note		

Day: Wednesday

Date: March,20th 2024


No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handle breakfast• Check item purchase requests and shop requests		
	Note		

No	Working	Explanation
1		

Day: Thursday

Date: March,21st2024


No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handle breakfast• Check item purchase requests and shop requests		
	Note		

No	Working	Explanation
1		

Day: Friday

Date: March,22nd2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests 		
	Note		

No	Working	Explanation
		

Day: Saturday

Date: March,23rd 2024

No	Description of activites	Task assignor	Signature
1	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests 		
	Note		

No	Working	Explanation
1		

Day: Monday


Date: March,25th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handle breakfast• Check item purchase requests and shop requests		
	Note		

Day: Tuesday

Date: March,26th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handle breakfast• Check item purchase requests and shop requests		
	Note		

No	Working	Explanation
1		

Day: Wednesday

Date: March,27th 2024


No	Description of adjective	Task assignor	Signature
1	<ul style="list-style-type: none">• Handle breakfast• Check item purchase requests and shop requests		
	Note		

No	Working	Explanation
1		

Day: Thursday

Date: March,28th 2024


No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests 		
	Note		

No	Working	Explanation
1		

Day: Friday

Date : March,29th 2024


No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests 		
	Note		

No	Working	Explanation
1		

Day: Sunday

Date: March,30th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests 		
	Note		

No	Working	Explanation
1		

Day: Monday


Date: April,01st 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests 		
	Note		

Day: Tuesday

Date: April,02nd 2024


No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handle breakfast• Check item purchase requests and shop requests		
	Note		

No	Working	Explanation
1		

Day: Wednesday

Date: April,03rd2024


No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handle breakfast• Check item purchase requests and shop requests		
	Note		

No	Working	Explanation
1		

Day: Thursday

Date: April,04th 2024


No	Description of activities	Task assignor	Signature
1.	<ul style="list-style-type: none">• Handle breakfast• Check item purchase requests and shop requests		
	Note		

No	Working	Explanation
1		

Day: Friday

Date: April,05th 2024


No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handle breakfast• Check item purchase requests and shop requests		
	Note		

No	Working	Explanation
		

Day: Saturday

Date: April,07th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handle breakfast• Check item purchase requests and shop requests		
	Note		

No	Working	Explanation
1		

Day: Sunday

Date: April,14th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handling events, ala carte/dinner reservations (if any).• Check item purchase requests and shop requests.		
	Note		

Day: Monday

Date: April,15th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handling events, ala carte/dinner reservations (if any).• Check item purchase requests and shop requests.		
	Note		

Day: Tuesday

Date: April,16th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handling events, ala carte/dinner reservations (if any).• Check item purchase requests and shop requests.		
	Note		

Day: Wednesday

Date: April,17th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handling events, ala carte/dinner reservations (if any).• Check item purchase requests and shop requests.		
	Note		

Day: Friday

Date: April,19th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handle breakfast• Check item purchase requests and shop requests		
	Note		

Day: Saturday

Date: April,20th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handle breakfast• Check item purchase requests and shop requests		
	Note		

Day: Sunday

Date: April,21st 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handle breakfast• Check item purchase requests and shop requests		
	Note		

Day: Monday

Date: April,22nd 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handle breakfast• Check item purchase requests and shop requests		
	Note		

Day: Tuesday

Date: April,23rd 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handle breakfast• Check item purchase requests and shop requests		
	Note		

Day: Wednesday

Date : April,24th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handle breakfast• Check item purchase requests and shop requests (if any).		
	Note		

Day: Friday

Date: April,26th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handle breakfast• Check item purchase requests and shop requests		
	Note		

Day: Saturday


Date: April,27th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handle breakfast• Check item purchase requests and shop requests		
	Note		

Day: Sunday

Date: April,28th 2024


No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handle breakfast• Check item purchase requests and shop requests		
	Note		

No	Working	Explanation
1		

Day: Monday

Date: April,29th 2024


No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handle breakfast• Check item purchase requests and shop requests		
	Note		

No	Working	Explanation
1		

Day: Tuesday

Date: April,30th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests 		
	Note		

No	Working	Explanation
1		

Day: Thursday

Date: Mei,2nd 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests 		
	Note		

Day: Friday


Date: Mei,3rd 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handle breakfast• Check item purchase requests and shop requests		
	Note		

Day: Saturday

Date: Mei,4th 2024


No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handle breakfast• Check item purchase requests and shop requests		
	Note		

No	Working	Explanation
1		

Day: Sunday

Date: Mei,5th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests 		
	Note		

No	Working	Explanation
1		

Day: Monday

Date: Mei,6th 2024


No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none"> • Make 30 Pieces of Bread • Make Pandan Sponge Cake In 1 Pan • Make Chocolate Pudding Cake In Pan • Make Lupis 		
	Note		

No	Working	Explanation
1		

Day: Tuesday

Date: Mei,7th 2024


No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Make Chocolate Rolled Sponge Cake• Make Eclairs• Make 20 Pcs Putu Ayu		
	Note		

No	Working	Explanation
1		

Day: Wednesday

Date: Mei,8th 2024


No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Make Komojo Sponge Cake• Make Sweet Bread• Make Lupis• Make Sponge Cake In 1 Pan		
	Note		

No	Working	Explanation
1		

Day: Thursday

Date: Mei,9th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none"> • Make Kue Lumpur • Make Sarang Semut • Make Klepon 		
	Note		

No	Working	Explanation
1		

Day: Friday

Date: Mei,10th 2024


No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none"> • Make Lupis • Make Chocolate Pudding 		
	Note		

No	Working	Explanation
1		

Day: Saturday

Date: Mei, 11th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none"> • Make Pudding • Make Eclairs • Make Lupis 		
	Note		

No	Working	Explanation
1		

Day: Monday

Date: Mei, 13th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none"> • Make Lupis • Make Strawberry Pudding 		
	Note		

No	Working	Explanation
1		

Day: Tuesday

Date: Mei, 14th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none"> • Make Lupis • Make Puding Chocolate 		
	Note		

Day: Wednesday

Date: Mei, 15th 2024


No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none"> • Make Lupis • Make Strawberry Pudding 		
	Note		

No	Working	Explanation
1		

Day: Thursday

Date: Mei,16th 2024


No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Make Lupis• Make Puding Chocolate		
	Note		

No	Working	Explanation
1		

Day: Friday

Date: Mei,17th 2024


No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Make Lupis• Make Strawberry Pudding		
	Note		

No	Working	Explanation
1		

Day: Saturday

Date: Mei,18th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Make Puding Chocolate• Make Lupis		
	Note		

No	Working	Explanation
1		

Day: Monday

Date: Mei,20th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Make Puding Strawberry• Mak Lupis		
	Note		

No	Working	Explanation
1		

Day: Tuesday


Date: Mei,21st 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Make Puding Chocolate• Make Lupis		
	Note		

Day: Tuesday

Date: Mei,22nd 2024


No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Make Puding Strawberry• Make Lupis		
	Note		

No	Working	Explanation
1		

Day: Thursday

Date: Mei,23rd 2024


No	Description of activities	Task assignor	signature
1	<ul style="list-style-type: none">• Make Puding Chocolate• Make Lupis		
	Note		

No	Working	Explanation
1		

Day: Saturday

Date: Mei,25th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none"> • Make Lupis • Make Strawberry Pudding 		
	Note		

No	Working	Explanation
1		

Day: Monday

Date: Mei,27th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none"> • Make Puding Chocolate • Make Lupis 		
	Note		

No	Working	Explanation
1		

Day: Tuesday

Date: Mei,28th 2024


No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none"> • Make Lupis • 2.Make Strawberry Pudding 		
	Note		

No	Working	Explanation
1		

Day: Wednesday

Date: Mei,29th 2024


No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none"> • 1.Make Puding Chocolate • 2.Make Lupis 		

No	Working	Explanation	
			
	Note		

Day: Thursday

Date: Mei, 30th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none"> • Make Lupis • Make Strawberry Pudding 		
	Note		

No	Working	Explanation
1		

Day: Friday

Date: Mei,31th 2024


No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Make Puding Chocolate• Make Lupis		
	Note		

No	Working	Explanation
1		

Day: Saturday

Date: June,1st 2024

No	Description of activities	Task assignor	Signature
1	<ol style="list-style-type: none">1. makelupis2. make strawberry pudding		
	Note		

No	Working	Explanation
1		

Day: Sunday

Date: June,2nd 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Make Puding Chocolate• Make Lupis		
	Note		

Day: Tuesday

Date: June,4th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handle breakfast• Check item purchase requests and shop requests		
	Note		

Day: Wednesday

Date: June,5th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handle breakfast• Check item purchase requests and shop requests		
	Note		

Day: Thursday

Date: June,6th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handle breakfast• Check item purchase requests and shop requests		
	Note		

Day: Friday

Date: June,7th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handle breakfast• Check item purchase requests and shop requests		
	Note		

Day: Saturday

Date: June,8th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handle breakfast• Check item purchase requests and shop requests		
	Note		

Day: Sunday

Date: June,9th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handle breakfast• Check item purchase requests and shop requests		
	Note		

Day: Monday

Date: June,10th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handle breakfast• Check item purchase requests and shop requests		
	Note		

Day: Tuesday

Date: June,11th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handle breakfast• Check item purchase requests and shop requests		
	Note		

Day: Wednesday

Date: June,12th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handle breakfast• Check item purchase requests and shop requests		
	Note		

Day: Thursday

Date: June,13th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handle breakfast• Check item purchase requests and shop requests		
	Note		

Day: Friday

Date: June,14th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handle breakfast• Check item purchase requests and shop requests		
	Note		

Day: Saturday

Date: June,15th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handle breakfast• Check item purchase requests and shop requests		
	Note		

Day: Wednesday

Date: June,19th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">•Handle breakfast•Check item purchase requests and shop requests		
	Note		

Day: Thursday

Date: June,20th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handle breakfast• Check item purchase requests and shop requests		
	Note		

Day: Friday

Date: June,21st 2024

No	Description of activies	Task assignor	Signature
1	<ul style="list-style-type: none">• Handle breakfast• Check item purchase requests and shop requests		
	Note		

Day: Saturday

Date: June,22nd 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handle breakfast• Check item purchase requests and shop requests		
	Note		

Day: Sunday

Date: June,23rd 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handle breakfast• Check item purchase requests and shop requests		
	Note		

Day: Monday

Date: June,24th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none">• Handle breakfast• Check item purchase requests and shop requests		
	Note		

Day: Tuesday

Date: June,25th 2024

No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests 		
	Note		





































Day: Wednesday


































Date: June,26th 2024


































No	Description of activities	Task assignor	Signature
1	<ul style="list-style-type: none"> • Handle breakfast • Check item purchase requests and shop requests 		
	Note		


































Appendix 4 logbook Siakad























No	Date	Name	ID	Shift	Status
89	Jumat, 8 Maret 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.LI.	5203211150 - Hiniirta Suzila	Over handle morning shift	<input checked="" type="checkbox"/>
90	Kamis, 7 Maret 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.LI.	5203211150 - Hiniirta Suzila	Over handle morning shift	<input checked="" type="checkbox"/>
91	Rabu, 6 Maret 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.LI.	5203211150 - Hiniirta Suzila	Over handle morning shift	<input checked="" type="checkbox"/>
92	Selasa, 5 Maret 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.LI.	5203211150 - Hiniirta Suzila	Over handle morning shift	<input checked="" type="checkbox"/>
93	Senin, 4 Maret 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.LI.	5203211150 - Hiniirta Suzila	Over handle morning shift	<input checked="" type="checkbox"/>
94	Sabtu, 2 Maret 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.LI.	5203211150 - Hiniirta Suzila	Over handle evening shift	<input checked="" type="checkbox"/>
95	Jumat, 1 Maret 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.LI.	5203211150 - Hiniirta Suzila	Over handle evening shift	<input checked="" type="checkbox"/>
96	Kamis, 29 Februari 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.LI.	5203211150 - Hiniirta Suzila	Over handle morning shift	<input checked="" type="checkbox"/>
97	Rabu, 28 Februari 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.LI.	5203211150 - Hiniirta Suzila	Over handle morning shift	<input checked="" type="checkbox"/>
98	Selasa, 27 Februari 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.LI.	5203211150 - Hiniirta Suzila	Over handle morning shift	<input checked="" type="checkbox"/>
99	Senin, 26 Februari 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.LI.	5203211150 - Hiniirta Suzila	Over handle morning shift	<input checked="" type="checkbox"/>























No	Tanggal	Nama	Instansi	Tempat	Tugas	Aksi
20	Senin, 3 Juni 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Li.	5203211150 - Hiniarta Suzila	Making cake bagian dapur.	  	
21	Sabtu, 1 Juni 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Li.	5203211150 - Hiniarta Suzila	Making cake bagian dapur.	  	
22	Jumat, 31 Mei 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Li.	5203211150 - Hiniarta Suzila	Making cake bagian dapur.	  	
23	Kamis, 30 Mei 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Li.	5203211150 - Hiniarta Suzila	Making cake bagian dapur.	  	
24	Rabu, 29 Mei 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Li.	5203211150 - Hiniarta Suzila	Making cake bagian dapur.	  	
25	Selasa, 28 Mei 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Li.	5203211150 - Hiniarta Suzila	Making cake bagian dapur.	  	
26	Senin, 27 Mei 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Li.	5203211150 - Hiniarta Suzila	Making cake bagian dapur.	  	
27	Sabtu, 25 Mei 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Li.	5203211150 - Hiniarta Suzila	Making cake bagian dapur.	  	
28	Jumat, 24 Mei 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Li.	5203211150 - Hiniarta Suzila	Making cake bagian dapur.	  	
29	Kamis, 23 Mei 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Li.	5203211150 - Hiniarta Suzila	Making cake bagian dapur.	  	
30	Rabu, 22 Mei 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Li.	5203211150 - Hiniarta Suzila	Making cake bagian dapur.	  	
31	Selasa, 21 Mei 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Li.	5203211150 - Hiniarta Suzila	Making cake bagian dapur.	  	























64	Minggu, 14 April 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Li.	5203211150 - Hiniarta Suzila	Over handle evening shift	  
65	Minggu, 7 April 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Li.	5203211150 - Hiniarta Suzila	Over handle morning shift	  
66	Jumat, 5 April 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Li.	5203211150 - Hiniarta Suzila	Over handle morning shift	  
67	Kamis, 4 April 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Li.	5203211150 - Hiniarta Suzila	Over handle morning shift	  
68	Rabu, 3 April 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Li.	5203211150 - Hiniarta Suzila	Over handle morning shift	  
69	Selasa, 2 April 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Li.	5203211150 - Hiniarta Suzila	Over handle morning shift	  
70	Senin, 1 April 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Li.	5203211150 - Hiniarta Suzila	Over handle morning shift	  
71	Minggu, 31 Maret 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Li.	5203211150 - Hiniarta Suzila	Over handle morning shift	  
72	Jumat, 29 Maret 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Li.	5203211150 - Hiniarta Suzila	Over handle morning shift	  
73	Kamis, 28 Maret 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Li.	5203211150 - Hiniarta Suzila	Over handle morning shift	  
74	Rabu, 27 Maret 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Li.	5203211150 - Hiniarta Suzila	Over handle morning shift	  





















No	Tanggal	Nama	Instansi	Tempat	Keterangan	Aksi
31	Selasa, 21 Mei 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Ll.	5203211150 - Hinirta Suzila	Making cake bagian dapur.	  	
32	Senin, 20 Mei 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Ll.	5203211150 - Hinirta Suzila	Making cake bagian dapur.	  	
33	Sabtu, 18 Mei 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Ll.	5203211150 - Hinirta Suzila	Making cake bagian dapur.	  	
34	Jumat, 17 Mei 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Ll.	5203211150 - Hinirta Suzila	Making cake bagian dapur.	  	
35	Kamis, 16 Mei 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Ll.	5203211150 - Hinirta Suzila	Making cake bagian dapur.	  	
36	Rabu, 15 Mei 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Ll.	5203211150 - Hinirta Suzila	Over handle morning shift	  	
37	Rabu, 15 Mei 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Ll.	5203211150 - Hinirta Suzila	Making cake dibagian dapur.	  	
38	Selasa, 14 Mei 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Ll.	5203211150 - Hinirta Suzila	Making cake bagian dapur.	  	
39	Senin, 13 Mei 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Ll.	5203211150 - Hinirta Suzila	Making cake dibagian dapur.	  	
40	Sabtu, 11 Mei 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Ll.	5203211150 - Hinirta Suzila	Making cake bagian dapur.	  	
41	Jumat, 10 Mei 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Ll.	5203211150 - Hinirta Suzila	Making cake dibagian dapur.	  	

42	Kamis, 9 Mei 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Ll.	5203211150 - Hinirta Suzila	Making cake bagian dapur.	  
43	Rabu, 8 Mei 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Ll.	5203211150 - Hinirta Suzila	Making cake dibagian dapur.	  
44	Selasa, 7 Mei 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Ll.	5203211150 - Hinirta Suzila	Making cake bagian dapur.	  
45	Senin, 6 Mei 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Ll.	5203211150 - Hinirta Suzila	Making cake dibagian dapur.	  
46	Minggu, 5 Mei 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Ll.	5203211150 - Hinirta Suzila	Over handle morning shift	  
47	Sabtu, 4 Mei 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Ll.	5203211150 - Hinirta Suzila	Over handle morning shift	  
48	Jumat, 3 Mei 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Ll.	5203211150 - Hinirta Suzila	Over handle morning shift	  
49	Kamis, 2 Mei 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Ll.	5203211150 - Hinirta Suzila	Over handle morning shift	  
50	Selasa, 30 April 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Ll.	5203211150 - Hinirta Suzila	Over handle morning shift	  
51	Senin, 29 April 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Ll.	5203211150 - Hinirta Suzila	Over handle morning shift	  
52	Minggu, 28 April 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Ll.	5203211150 - Hinirta Suzila	Over handle morning shift	  

No	Tanggal	Nama	Instansi	Shift	Tugas	Aksi
86	Selasa, 12 Maret 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Li.	5203211150 - Hinirta Suzila	Over handle evening shift		 
87	Senin, 11 Maret 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Li.	5203211150 - Hinirta Suzila	Over handle evening shift		 
88	Sabtu, 9 Maret 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Li.	5203211150 - Hinirta Suzila	Over handle morning shift		 
89	Jumat, 8 Maret 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Li.	5203211150 - Hinirta Suzila	Over handle morning shift		 
90	Kamis, 7 Maret 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Li.	5203211150 - Hinirta Suzila	Over handle morning shift		 
91	Rabu, 6 Maret 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Li.	5203211150 - Hinirta Suzila	Over handle morning shift		 
92	Selasa, 5 Maret 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Li.	5203211150 - Hinirta Suzila	Over handle morning shift		 
93	Senin, 4 Maret 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Li.	5203211150 - Hinirta Suzila	Over handle morning shift		 
94	Sabtu, 2 Maret 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Li.	5203211150 - Hinirta Suzila	Over handle evening shift		 
95	Jumat, 1 Maret 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Li.	5203211150 - Hinirta Suzila	Over handle evening shift		 
96	Kamis, 29 Februari 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Li.	5203211150 - Hinirta Suzila	Over handle morning shift		 

9	Sabtu, 15 Juni 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Li.	5203211150 - Hinirta Suzila	Over handle morning shift		 
10	Jumat, 14 Juni 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Li.	5203211150 - Hinirta Suzila	Over handle morning shift		 
11	Rabu, 12 Juni 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Li.	5203211150 - Hinirta Suzila	Over handle morning shift		 
12	Selasa, 11 Juni 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Li.	5203211150 - Hinirta Suzila	Over handle morning shift		 
13	Senin, 10 Juni 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Li.	5203211150 - Hinirta Suzila	Over handle morning shift		 
14	Minggu, 9 Juni 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Li.	5203211150 - Hinirta Suzila	Over handle morning shift		 
15	Sabtu, 8 Juni 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Li.	5203211150 - Hinirta Suzila	Over handle morning shift		 
16	Jumat, 7 Juni 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Li.	5203211150 - Hinirta Suzila	Over handle morning shift		 
17	Kamis, 6 Juni 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Li.	5203211150 - Hinirta Suzila	Over handle morning shift		 
18	Rabu, 5 Juni 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Li.	5203211150 - Hinirta Suzila	Over handle morning shift		 
19	Selasa, 4 Juni 2024	198812012022032002 - DESI WAHANA, S.Pd.I., M.Li.	5203211150 - Hinirta Suzila	Making cake bagian dapur.		 

No	Tanggal	NIK	Nama	Instansi	Shift	Aksi
75	Selasa, 26 Maret 2024	198812012022032002	DESI WAHANA, S.Pd.I, M.Li.	5203211150 - Hinirta Suzila	Over handle morning shift	 
76	Senin, 25 Maret 2024	198812012022032002	DESI WAHANA, S.Pd.I, M.Li.	5203211150 - Hinirta Suzila	Over handle morning shift	 
77	Sabtu, 23 Maret 2024	198812012022032002	DESI WAHANA, S.Pd.I, M.Li.	5203211150 - Hinirta Suzila	Over handle morning shift	 
78	Jumat, 22 Maret 2024	198812012022032002	DESI WAHANA, S.Pd.I, M.Li.	5203211150 - Hinirta Suzila	Over handle morning shift	 
79	Kamis, 21 Maret 2024	198812012022032002	DESI WAHANA, S.Pd.I, M.Li.	5203211150 - Hinirta Suzila	Over handle morning shift	 
80	Rabu, 20 Maret 2024	198812012022032002	DESI WAHANA, S.Pd.I, M.Li.	5203211150 - Hinirta Suzila	Over handle morning shift	 
81	Senin, 18 Maret 2024	198812012022032002	DESI WAHANA, S.Pd.I, M.Li.	5203211150 - Hinirta Suzila	Over handle morning shift	 
82	Sabtu, 16 Maret 2024	198812012022032002	DESI WAHANA, S.Pd.I, M.Li.	5203211150 - Hinirta Suzila	Over handle evening shift	 
83	Jumat, 15 Maret 2024	198812012022032002	DESI WAHANA, S.Pd.I, M.Li.	5203211150 - Hinirta Suzila	Over handle evening shift	 
84	Kamis, 14 Maret 2024	198812012022032002	DESI WAHANA, S.Pd.I, M.Li.	5203211150 - Hinirta Suzila	Over handle evening shift	 
85	Rabu, 13 Maret 2024	198812012022032002	DESI WAHANA, S.Pd.I, M.Li.	5203211150 - Hinirta Suzila	Over handle evening shift	 

No	Tanggal	NIK	Nama	Instansi	Shift	Aksi
53	Sabtu, 27 April 2024	198812012022032002	DESI WAHANA, S.Pd.I, M.Li.	5203211150 - Hinirta Suzila	Over handle morning shift	 
54	Jumat, 26 April 2024	198812012022032002	DESI WAHANA, S.Pd.I, M.Li.	5203211150 - Hinirta Suzila	Over handle morning shift	 
55	Rabu, 24 April 2024	198812012022032002	DESI WAHANA, S.Pd.I, M.Li.	5203211150 - Hinirta Suzila	Over handle morning shift	 
56	Selasa, 23 April 2024	198812012022032002	DESI WAHANA, S.Pd.I, M.Li.	5203211150 - Hinirta Suzila	Over handle morning shift	 
57	Senin, 22 April 2024	198812012022032002	DESI WAHANA, S.Pd.I, M.Li.	5203211150 - Hinirta Suzila	Over handle morning shift	 
58	Minggu, 21 April 2024	198812012022032002	DESI WAHANA, S.Pd.I, M.Li.	5203211150 - Hinirta Suzila	Over handle morning shift	 
59	Sabtu, 20 April 2024	198812012022032002	DESI WAHANA, S.Pd.I, M.Li.	5203211150 - Hinirta Suzila	Over handle morning shift	 
60	Jumat, 19 April 2024	198812012022032002	DESI WAHANA, S.Pd.I, M.Li.	5203211150 - Hinirta Suzila	Over handle morning shift	 
61	Rabu, 17 April 2024	198812012022032002	DESI WAHANA, S.Pd.I, M.Li.	5203211150 - Hinirta Suzila	Over handle evening shift	 
62	Selasa, 16 April 2024	198812012022032002	DESI WAHANA, S.Pd.I, M.Li.	5203211150 - Hinirta Suzila	Over handle evening shift	 
63	Senin, 15 April 2024	198812012022032002	DESI WAHANA, S.Pd.I, M.Li.	5203211150 - Hinirta Suzila	Over handle evening shift	