THE DESCRIPTION OF PASTRY SECTION AT SAHID JAYA SOLO HOTEL



FINAL PROJECT REPORT

Submitted as a Partial Requirement in Obtaining Degree in the English
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University

Dyah Ayu Mustika Rani C 9305032

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APPROVAL OF CONSULTANT

Approved to be Examined before the Board of Examiners, English Diploma Program, Faculty of Letters and Fine Arts Sebelas Maret University

Title : THE DESCRIPTION OF PASTRY SECTION AT SAHID JAYA SOLO

	HOTEL		
Name	: Dyah Ayu Mustika Rani		
NIM	: C 9305032		
		Supervisor	
Drs. Sı	ri Marmanto, M. Hum		()
			NIP. 131 569 258

APPROVAL OF BOARD OF EXAMINERS

Title : T	THE	DESCRIPTION	OF	PASTRY	SECTION	ΑT
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SAHID JAYA SOLO HOTEL

Name : Dyah Ayu Mustika Rani

NIM : C 9305032

Examination Date : June, 24th 2008

Accepted and Approved by the Board of Examiners, English Diploma Program, Faculty of Letters and Fine Arts, Sebelas Maret University

The Board of Examiners:

1. Yusuf Kurniawan, SS, MA	()
Chairperson	NIP. 132 231 475
2. <u>Dra. Susilorini, MA</u> Secretary	(NIP. 132 000 807
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Main Examiners	NIP. 131 569 258

Faculty of Letters and Fine Arts, Sebelas Maret University

Dean,

<u>Drs. Sudarno, M. A</u> NIP. 131 472 202

MOTTO

Always do anything with faith... (my dear father)

Just do the best and let Alloh give the rest... (the writer)

Don't give up!!!

(the writer)

DEDICATION

This final project report is dedicated to:

- The almighty, Alloh Azza Wa Jalla
 - ❖ My beloved father and mother
 - ❖ My beloved sister and brother
 - ❖ People who love and support me

PREFACE

Alhamdulillahirabbil'alamin, finally the writer is able to finish this final

project report. The writer would like to say thank you to Alloh SWT for blessing

and guiding during finishing this final project report. The writer also wants to say

thank you for all of the people who support the writer in finishing this final

project report entitle "The Description of Pastry Section at Sahid Jaya Solo

Hotel". This final project report is written to fulfill the requirement in obtaining

the English Diploma Degree.

This final project report explains the Pastry section in general, such as the

job description, the products, the responsibility, the strength and the weakness and

also about the solution of the weakness. The writer is interested in discussing the

topic, because it is based on the writer's experience in doing the job training for

three months in Pastry section at Sahid Jaya Solo Hotel.

Through this final project report, the writer hopes that the readers get some

general information about Pastry section at Sahid Jaya Solo Hotel. The writer also

hopes that this final project report will be beneficial for anyone.

Surakarta, June 2008

Dyah Ayu Mustika Rani

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ABSTRACT

Dyah Ayu Mustika Rani, 2008, <u>"The Description of Pastry Section at Sahid Jaya Solo Hotel"</u>, English Diploma Program, Faculty of Letters and Fine Arts, Sebelas Maret University.

Hotel is one of the important elements in the tourism industry. A hotel has many departments for its operational activities, one of them is Food and Beverage Department. Pastry section is a section under the Food and Beverage Department. This final project report describes the Pastry section in general, such as the job description, the products, the responsibility, the strength and weakness, and also the solution for its weakness. This final project report is written based on the writer's experience in doing the job training for three months in Pastry section at Sahid Jaya Solo Hotel. Hopefully, this final project report will be beneficial for the hotel to increase their quality in service. For the readers, hopefully this final project report is beneficial to enrich their knowledge.

The jobs of a trainee in Pastry section are helping the pastry cooks and keeping the cleanness of pastry area. Pastry section makes many kinds of bread for breakfast everyday, such as donut, croissant, sweetbread, danish, and white bread. The responsibilities of Pastry section are for making and preparing cake, bread, snack and dessert.

Pastry section has two experienced cooks. Each cook has his own characteristic. The writer found some weaknesses in Pastry section, such as the limited worker, the broken devices, the lack of supplies, the order products and the distant relationship between the cooks.

Recruitments, maintenance the devices, variety of menu, improvement of the cooks, and good communication between the Pastry Chef and the Cook Helper are the solutions which is given by the writer. The suggestion is for the hotel management and the pastry section. They are suggested to hold a meeting every week or every month for sharing and hearing the employer's complaint in doing their jobs. The pastry section is also suggested to make more creations for its products, so the guests are interested in tasting the pastry products.

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CHAPTER I

INTRODUCTION

A. Background

The development of the tourism industry is growing up rapidly year by year. It can be seen from many hotels built in many big cities and tourism objects. One of many important elements of a tourism object is accommodation. Hotel is a kind of accommodation which forms one of the main substances of the tourism industry, so that a hotel has important role in supporting the development of tourism industry. A hotel is a kind of accommodation which uses several parts or the entire buildings to provide guest room or accommodation, food and beverage, and many other public services which are commercially managed. The guests or consumers have to pay the appropriate price which has been fixed by the enterprise or the hotel itself. Nowadays, hotel is not only used for staying or place to spend the night, but people also use it for doing their daily activities such as having dinner, meeting with relatives, doing exercise in gym. These are the reasons why nowadays we can see many business hotels built in many big cities.

Hotel has many departments for its operational activities. One of the departments is Food and Beverage Department. Food and Beverage Department has two parts, namely Food and Beverage Service and Food and Beverage Product. Food and Beverage Product is a division of Food and Beverage Department which works in processing food and beverages such as pastry and kitchen. Food and Beverage Service is a division of Food and Beverage

Department, which manages to serve foods and beverages to the guests whether in restaurant, coffee shop, pub, room service, banquet and pool bar. Food and Beverage Department has an important role to the hotel. Food and Beverage Department is the hotel's breath, it means when the hotel occupation is low, it can still get income from Food and Beverage through the restaurant, pub, event which uses the banquet service and also pool bar. The important role of the Food and Beverage Department give influences to pastry section. The function of Pastry section itself is to fulfill the guest order who wants to eat not only foods or kitchen product, but also cake, bread for breakfast or for snack, dessert, ice cream and snack for coffee break which includes in the pastry products. To attract the guests or the consumers to come or to book in the hotel, the pastry section has its own special characteristic for their products such as the taste, the art, the decoration and the shape.

This report is based on the experience during the job training as a trainee in pastry section at Sahid Jaya Solo Hotel for three months, February 1st, 2008 to April 30th, 2008. The job training is done to fulfill the requirement in obtaining Diploma Degree in English Diploma Program of Sebelas Maret University. Through this final project, the writer wants to explain the job description and the problems faced by pastry section in giving its best service.

A. Objectives

The objectives of this final project are as follows:

- To describe the job description and the products produced by Pastry at Sahid Jaya Solo Hotel.
- 2. To describe the responsibilities, the strength and the weakness of Pastry section at Sahid Jaya Hotel Solo
- 3. To give solution of problems faced by the Pastry section at Sahid Jaya Hotel Solo.

C. Benefits

It is hoped that the result of this final project will be useful not only for Sahid Jaya Solo Hotel, but also the students of English Diploma Program. The benefits of this final project are:

1. To Sahid Jaya Solo Hotel

This report can be used as media to promote the products produced by pastry section to everyone who reads this final project. This final report also can be used by the hotel to increase their quality in giving their best service especially in Pastry section.

2. To the students of the English Diploma Program.

The writer hopes that this report can be used to enrich the knowledge about pastry products and also about hotel for those who are interested in hotelier industry.

CHAPTER II

LITERATURE REVIEW

A. Hotel

A.1 Definition of Hotel

According to SK Menteri Perhubungan No. PM 10/ PW 301/ PHb77 dan SK Menparpostel No: 94/ 1987

Hotel adalah suatu jenis akomodasi yang mempergunakan sebagian atau seluruh bangunan untuk memberikan jasa pelayanan penginapan, makanan atau minuman serta jasa lainnya bagi umum yang dikelola secara komersial. (Soekresno dan I. N. R Pendit, Petunjuk Praktek Pramusaji Food & Beverage Service, 2004: 4)

"Hotel is a kind of accommodation which is commercially managed and opened for public, it uses a part or entire building to give lodging for the night, food and beverage and other services".

Moreover, according to AHMA or American Hotel and Motel Association the definition of Hotel is as follows:

"A hotel may be defined as an establishment whose primary business is providing lodging facilities for the general public and which furnishes one or more of the following services: food and beverage service, room attendant service, uniformed service, laundry service, and use of furniture and fixture". (Endar Sugiarto dan Sri Sulartiningrum, Pengantar Akomodasi dan Restoran, 2003: 8)

The two definitions show that hotel is a kind of service which provides public service in order to get profit, by giving facilities and services such as bed, food and beverage service and other public facilities.

For operational activities, a hotel has many departments; each of these (departments) has its own duties. The main departments of a hotel are:

- 1. Front Office Department
- 2. House Keeping Department
- 3. Food and Beverage Department
- 4. Marketing Department
- 5. Accounting Department
- 6. Security Department
- 7. Engineering Department
- 8. Personal Department

The organization structure of a hotel can be seen in the diagram below:

A.2. Definition of Food and Beverage Department

"Food and Beverage Department is a part of the hotel that manages and is responsible to the product and the service of food, beverages and others to the guests who will stay in the hotel. It is commercially and professionally organized." (Sunyoto, Food and Beverage Service, 2007:1)

The activities in Food and Beverage Department are classified into two categories; they are Food and Beverage Product and Service.

a. Food and Beverage Product

The activity in Food and Beverage Production section is to process the raw materials of food and beverage into the food and beverage that are already to be consumed by the guests or customers. Therefore, Food and Beverage Product is a part of Food and Beverage Department that is responsible for providing all kind of foods and beverages needed by the guests or customers. It means that Food and Beverage product department is responsible for preparing the food and beverage in a hotel. It is divided into:

1. Main Kitchen

The main kitchen is a kitchen which has responsibilities in preparing the product of Food and Beverage. The responsibilities include:

- Hot Kitchen is responsible for preparing, supplying, and cooking hot food in the main course.
- Cold Kitchen is responsible for cooking cold food for example, appetizer, salad, sandwich, buffet presentation.

- Pastry is responsible for preparing snack, dessert, cake, ice cream, and all kinds of bread.
- Butcher is responsible for cutting and proportioning all kinds of meat for example beef, lamb, pork, poultry.

2. Satellites Kitchen

Satellites kitchen is a kitchen which has responsibilities in servicing the product of food and beverage, the followings:

- A banquet has duties to handle event, table manner etc.
- A restaurant is a place to keep, and serve food and beverage product.
- A coffee shop is a small restaurant.

b. Food and Beverage Service

Food and Beverage Service is a part of activities in Food and Beverage Department which is responsible for preparing and servicing the food and beverage to the guest or customers. It means that Food and Beverage Service is responsible for professionally serving the food and beverage in a hotel. It is divided into these sections:

1. Restaurant

It is a commercial business which provides service in servicing food and beverage to public and it is professionally managed. The parts of a restaurant for examples:

- Fine Dinning Room
- Special Restaurant

- Coffee Shop
- 2. Bar, for examples:
 - Public Bar
 - Lounge Bar
 - Pool Bar
 - Main Service Bar
 - Moveable Bar
- 3. Room Service
- 4. Banquet

In this report, the writer wants to describe Pastry Section which is under the Food and Beverage Department.

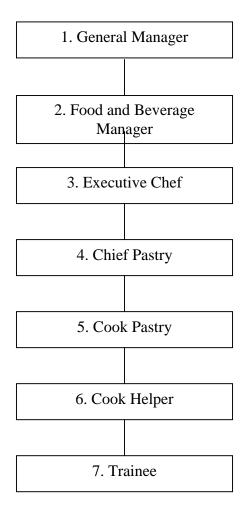
The organization structure of Food and Beverage Department is as below:

B. Pastry

B.1 Definition of Pastry

According to Bartono (2005: 104), "Pastry is part of food and beverage product that has responsibilities for producing and providing Bakery product, such as cake, ice cream, and dessert.

Organization Chart of Pastry Section



From the organization chart above, the writer would like to describe the job of each position. They are:

a. General Manager (GM)

General Manager is the leader in a hotel who has responsibility for improving the hotel's progress. Generally, the duties of a General Manager are:

1. Making Decision

To decide every step that will be taken by the hotel management to solve the problems faced by the hotel.

2. Directing

To give command, instruction and direction to the employers in doing their job.

3. Coordinating

To coordinate the employers duties, so that the employers can work well and smoothly.

4. Controlling

To control the employers work to reach the target planned by the hotel.

5. Improving

To fix the mistakes and the weakness faced by the hotel.

b. Food and Beverage Manager (FBM)

The responsibilities of an FBM are to coordinate and to handle all things in arranging the banquet for the hotel's guests or anyone who holds meeting or several events in a hotel.

c. Executive Chef

Executive Chef is responsible for providing and processing the food materials to fulfill the food ordered by guests to banquet or restaurant for breakfast, lunch and dinner.

d. Chief Pastry

The duties of a Chief Pastry is planning, organizing and controlling every job in pastry section. A Chief Pastry is responsible for preparing and making pastry product and also in counting the cost. The other duties of a Chief Pastry is ordering the groceries and materials and also controlling staff pastry in using the machine and the facilities in pastry.

e. Pastry Cook Helper

A Pastry Cook Helper is responsible for helping the Chief Pastry and replacing the Chief Pastry if she or he is absent. The other duties of a Pastry Cook Helper are organizing operational pastry and delegating the job trainee.

f. Trainee

The duties of a trainee in pastry section are to help the pastry cook helper and to keep the cleanness of pastry area.

B.2 The Function of Pastry Section in Sahid Jaya Hotel Solo

Pastry section has function in preparing all kind of cake, snack and dessert for breakfast, lunch, dinner, coffee break and also for sale in patisserie. In a big hotel, pastry is divided into two sections, they are:

a. Pastry

It has responsibility to make dessert, snack and cake.

b. Bakery

It has responsibility to make all kinds of bread.

(Adjab Subagyo, Pastry Knowledge, 2001:1)

But in Sahid Jaya SoloHotel, Pastry and Bakery section are handled by the same cooks, it means in the same section.

B.3 The Equipment of Pastry Section

Pastry uses many kinds of equipment. The equipment can be grouped into:

a. Storage Equipment

Storage equipment are equipment which sizes are big and it uses to keep the material. The examples of storage equipment are: Mixing Bowl, Norm Tray, Flour Container etc.

b. Baking Equipment

Baking Equipment are equipment which are used to make many kinds of bread and cake, for example Sheet Plan, Flan Ring, Baking Tin etc.

c. Decorating Equipment

Decorating Equipment are equipment which are used to make decoration for cake and bread, for example Pastry Cutting, Wheel, Piping bag etc.

d. Supporting Equipment

Supporting equipment are the ones which are used to support in making the cake and bread. The examples of Supporting Equipment are: Sauce pan, Skimmer, Cheese Grater etc.

e. Measuring Equipment

Measuring equipment are the ones which are used to measure the material such as Milk Jug, Ice cream scoop, etc.

f. Medium and Heavy Equipment

Medium and Heavy equipment are the ones used in making cake and bread for example Blender, Scale, Pastry oven, Refrigerator, Dough mixer, Freezer etc.

B.4 The Materials of Pastry Section

The materials used by Pastry section can be grouped as follows:

a. Groceries

Groceries are materials which can not be eaten, for examples: Box, Cake Cup, Place Math, Plastic Roll, Cocktail Napkin etc.

b. Materials

Materials are the ones which can be eaten and it means the raw materials for cooking, for examples Flour, Sugar, Salt, Yeast, Baking Powder, Cocoa Powder, Chocolate Block, Poppy Seed etc.

CHAPTER III

DISCUSSION

A. Company Profile of Sahid Jaya Solo Hotel

A.1 The Brief History of Sahid Jaya Solo Hotel

Sahid Jaya Solo Hotel was established in 1965. The first name of Sahid Jaya Solo Hotel was Sahid Sala Hotel. The owner of Sahid Jaya Solo Hotel is Mr. Dr. H. Sukamdani Sahid Gitosardjono, he is also the owner of other Sahid Groups in Indonesia. Mr. Sukamdani faced many problems in building Sahid Jaya Solo Hotel, but he did not give up easily. Mr. Sukamdani started to build Sahid Sala Hotel in 1963 and completed in 1965, Sahid Sala Hotel was the first hotel which built by Mr. Sukamdani.

Finally, in July 8th, 1965 a hotel was established and officially declared Sahid Sala Hotel. Sahid Sala Hotel was the first hotel built by Mr. Sukamdani. Thirty years later in 1995, it was renovated and became Sahid Raya Solo Hotel as four star hotel. Then in June, 2007 Sahid Raya Solo Hotel has been changed its name into Sahid Jaya Solo Hotel, because its level is up. Sahid Jaya Solo Hotel is a five star hotel which has rooms up to 140 rooms and completes its facilities.

A.2 The Facilities at Sahid Jaya Solo Hotel

Sahid Jaya Solo Hotel has complete facilities. With its slogan "Where Tradition, Culture & Service Merged", Sahid Jaya Solo Hotel wants to give the best services for the guests. The combination of two different cultures between

Javanese traditional and modern culture have made Sahid Jaya Solo Hotel different from the other hotels in Solo.

The facilities of Sahid Jaya Solo Hotel are:

a. Room

Sahid Jaya Solo Hotel has 140 rooms which are spread from second floor up to eleventh floor. These rooms are divided into four categories and each of them has different prices and specification. The differences depend on the large of the room, the bed size and the facilities in the room.

a.1 Superior (90 rooms)

This is the cheapest room in Sahid Jaya Solo Hotel. It consists of twin bed or two beds that each bed is only for one person.

a.2 Deluxe (20 rooms)

This kind of room is more expensive than Superior Room. It has one double bed (in queen size) or a big bed for two persons.

a.3 Executive Suite (23 rooms)

Such a room is more expensive than Superior and Deluxe Room. It consists of two rooms; namely bed room and living room. It has one double bed (in king size) for two persons, two bathrooms and also dining table in its living room.

a.4 Presidential Suite (1 Room)

This is the most expensive room in Sahid Jaya Solo Hotel. It has large space with several rooms inside, such as: a large bed room, living room, workroom, kitchen, two bathrooms and functional room.

b. Restaurant, Bar, and Room Service

b.1 Ratu Ratih Coffee Shop

This small restaurant provides many kinds of delicious food from Indonesian, European, American and Chinese food which are cooked by professional chef. It is a 24 hours service which serves special menu each day.

b.2 Sekar Jagad PUB & Karaoke TV

This bar provides many kinds of beverages from the non alcoholic to the alcoholic beverage. The guests can relax their mind by enjoying the Karaoke and live music.

b.3 Room Service

It is ready 24 hours to serve the guests who want to eat in room. List of the menu is available in each room. The guests can order the food to room service by phone.

c. Meeting and Conference

Sahid Jaya Solo Hotel has four multi purpose rooms. The guests can use it to hold meeting or other events. The name of the function rooms are:

c.1 Pedan Ball Room

Pedan Ball Room is the biggest multi purpose room in Sahid Jaya Solo Hotel. It is located in third floor. It is 18 meters x 18 meters x 15 meters, with capacity style as follows:

- Restaurant style, with capacity 225 seats
- Class room style, with capacity 225 seats
- Theatre style, with capacity 400 seats

• Standing or Cocktail style, with capacity 600 persons

c.2 Sukoharjo Room

Sukoharjo Room is located in the first floor, in the right side of lobby hotel. It is 21 meters x 11 meters x 3 meters, with capacity style, as follows:

- Restaurant style, with capacity 120 seats
- Class Room style, with capacity 130 seats
- Theatre style, with capacity 200 seats
- Standing or Cocktail style, with capacity 225 persons

c.3 Executive Lounge

This meeting room is located in ninth floor, with capacity style, as follows:

- Restaurant style, with capacity 40 seats
- Class Room style, with capacity 45 seats
- Standing or Cocktail style, with capacity 70 persons

c.4 Carikan Function Room

Carikan Function Room is located in second floor, with capacity for 10 persons.

d. Sport Facilities

Sahid Jaya Solo Hotel has two sport facilities, they are:

d.1 Gajah Mungkur Swimming Pool

Gajah Mungkur swimming pool is located in the right side of the hotel. It is opened for public from 6 am until 8 pm.

d.2 Fitness Center

Not only the guest who stays in hotel who are allowed to use this facility, but it is also opened for public by firstly being a member of Sahid Jaya Solo Hotel fitness center.

e. Laundry and Dry Cleaning Service

Laundry and Dry Cleaning service in Sahid Jaya Solo Hotel is also opened for public. It will keep the customer's clothes clean and tidy.

f. Melati Hair and Beauty Salon

This facility is also opened for public. It is located in the first floor, in the right side of the lobby hotel.

g. SPA Treatment

The guests who want to relax can enjoy the massage treatment in Sahid Jaya Solo Hotel SPA treatment. It is located in second floor, the guests can enjoy the body massage, face massage, body scrub and others.

h. Hot Spots

The guests who stay or hold meeting in Sahid Jaya Solo Hotel can also use the internet wireless connection in many hot spots in lobby hotel, ratu Ratih Coffe Shop, Sekar Jagad PUB & Karaoke, and in all the meeting room.

i. Pastry Shop (Patisserie)

Many kinds of cakes and pastries which are cooked by professional chef are available in Pastry Shop. Pastry Shop is located in Ratu Ratih Coffee Shop.

j. Shopping Arcade Area

Shopping arcade area is located in the first floor. There are four outlets which located in the right side of the lobby. The guests can easily get their necessary in these outlets. The outlets provided by Sahid Jaya Solo Hotel are:

- 1. Drug Store
- 2. Travel Agent
- 3. Money Exchange
- 4. Batik and Gift Shop

k. Other Services

- Express Check in and Check out
- Receptionist is ready 24 hours
- 24 hours reservation
- Color TV, Mini bar, IDD telephone, Hair Dryer, Tea & Coffee Making
 Facilities
- Free Transportation to Airport and Railway Station
- Credit card accepted: Amex, Dinners Club, Visa, Master and BCA
- Safe Deposit Boxes
- Javanese Orchestra
- Taxi counter
- House doctor & baby sitter upon request
- Business center
- Car parking area

A.3 Sahid Groups in Indonesia

Hotels owned or operated by Sahid Hotels are:

- a. Sahid Jaya Hotel Solo, which has 140 rooms
- b. Sahid Raya Hotel Jakarta, which has 844 rooms
- c. Sahid Kusuma Hotel Solo, which has 142 rooms
- d. Sahid Kawanua Hotel Manado, which has 100 rooms
- e. Sahid Raya Hotel Yogyakarta, which has 135 rooms
- f. Sahid Raya Hotel Bali, which has 400 rooms
- g. Sahid Hotel Bandar Lampung, which has 98 rooms
- h. Sahid Hotel Manado, which has 50 rooms
- i. Sahid Hotel Toraja, which has 50 rooms
- j. Sahid Hotel Surabaya, which has 215 rooms
- k. Sahid Hotel Lippo Cikarang, which has 112 rooms
- 1. Sahid Makassar Hotel Ujung Pandang, which has 220 rooms
- m. Sahid Hotel Lombok, which has 50 rooms
- n. Apartment Istana Sahid Jakarta, which has 150 rooms
- o. Sahid Legi Hotel Mataram, which has 100 rooms
- p. Sahid Hotel Medan, which has 50 rooms
- q. Sahid Hotel Pekanbaru, which has 150 rooms

B. The Description of Pastry Section at Sahid Jaya Solo Hotel

B.1 Job Description of Pastry Section at Sahid Jaya Solo Hotel

B.1.1 Job Description of a Trainee Pastry at Sahid Jaya Solo Hotel

In this report, the writer wants to explain the job description of a trainee in pastry section at Sahid Jaya Solo Hotel. The job description is explained based on the experience in doing job training for three months in pastry section at Sahid Jaya Solo Hotel. Generally, trainees at Sahid Jaya Solo Hotel have duties as follows:

- Helping the pastry cook helper
- Keeping the cleanness of pastry area

Besides, the responsibilities above are divided into two shifts:

a. Morning Shift (7 am - 3 pm)

The duties are:

- To help the pastry cook to prepare the products displayed in pastry shop.
- To help the pastry cook to handle the products based on the event order (Coffee Break I and Coffee Break II and Dessert for lunch).
- To help the cook helper to prepare the pastry dough.

b. Evening Shift

The duties are:

 To help the pastry cook to handle the products based on the event order (Coffee Break III and Dessert for dinner). To help the cook helper to prepare bread for breakfast and snack for coffee break.

The writer wants to explain the job description of a trainee in morning shift. The trainee should:

- 1. Take the pastry key in the butcher kitchen (in the main kitchen).
- 2. Prepare the uniform (wearing the hat and apron).
- Read the log book (information of the duties board) if there is an event that will be handled.
- 4. Start the work by keeping the cleanness of the area.
- 5. Prepare the snacks for coffee break I, if there is an event that needs snacks for the meal.
- 6. Cut the white bread or plain bread for breakfast and put it into the bread basket.
- 7. Prepare the pastry products (breads for breakfast) and put it into the bread basket.
- 8. Send the products to Ratu Ratih Coffee Shop.
- Check and supply the pastry products for breakfast in Ratu Ratih Coffee Shop.
- 10. Clear up the products after breakfast from Ratu Ratih Coffee Shop.
- 11. Prepare to make the dessert for lunch in Ratu Ratih Coffee Shop and also for lunch in the meeting room if there is an event hold in the hotel.
- 12. Prepare the snacks for coffee break II.
- 13. Prepare the dessert for dinner.

14. Start to prepare the sweet dough, croissant dough and Danish dough also white bread dough for breakfast.

B.1.2 The Pastry Products

a. Cake

Pastry section produces many kinds of cake. The cakes use sponge, butter and puff as the base material.

- a.1. Cake which uses sponge as the base material for examples:
- 1. Tiramizu
- 2. Kirschkunchen
- 3. Chocolate Mouse Cake
- 4. Chocolate Gateu
- 5. Black Forest
- 6. Cheese Cake
- 7. Peach Melba
- 8. Strawberry Cake
- 9. Mocca Cake
- 10. Rollade Cake
- 11. Chocolate Mirror
- 12. Strawberry Mirror
- 13. Lapis Surabaya
 - a.2. Cake which uses butter as the base material for examples:
- 1. Muffin

- 2. Butter Cake
- 3. Pineapple up side and down Cake
- 4. Banana up side down Cake
 - a.3. Cake which uses puff as the material for examples:
- 1. Chicken Puff
- 2. Beef Sausage Puff
- 3. Pisang Gandrung

b. Hot Counter

This snack is usually fried and baked. It is delicious if served directly when it is still hot, for examples:

- 1. Apple Struddel
- 2. Spring Roll
- 3. Vegetables Samosa
- 4. Risoles
- 5. Beef Croquet
- 6. Fried Banana
- 7. Sosis Solo
- 8. Danish Pastry
- 9. Croisant

c. Pudding

Pudding is usually served as the dessert for dinner. It uses agar-agar as the base material and it is added with aroma, for examples:

1. Caramel Pudding

- 2. Pudding Pelangi
- 3. Pudding Gula Jawa
- 4. Pudding Srikaya
- 5. Pudding Fantasi
- 6. Pudding Aneka Rasa

d. Bread

These breads are made by Pastry for breakfast everyday:

- Sweet Bread, with many kinds of its filling such as chicken ragout, green beans, sweet corn, etc.
- 2. White Bread or Plain Bread
- Donut, with many kinds of garnish (topping) such as chocolate, cheese, peanut, etc.

e. Dessert

Dessert is usually served as the closing of meal for lunch and dinner, for examples:

- 1. Es Kopyor
- 2. Es Gempol Pleret
- 3. Es Dawet Telasih
- 4. Es Sarang Burung
- 5. Es Kelapa Muda
- 6. Kolak
- 7. Caranggesing

B.2 The Responsibilities of Pastry Section at Sahid Jaya Solo Hotel

Pastry section in Sahid Jaya Solo Hotel is responsible for making all kind of cake, snack, and dessert for breakfast, lunch, dinner, coffee break and also for sale in Patisserie. The pastry's products are not only consumed by the guests but also consumed by public, for example if there is outside catering order for wedding party, birthday party and etc. Pastry also receives the outside order for cakes. Black Forest Cake is the most famous cake because it is often ordered by people. It usually ordered for a birthday cake.

Pastry section is also responsible for keeping the standard recipes, standard taste, standard shape, and standard size for each product. It has to be done to keep the consumer's satisfaction, because to sell the products as much as they can is one of the Pastry section's responsibilities.

These responsibilities have to be done by the employers of Pastry Section.

Pastry Section has one Chef Pastry and one Pastry Cook Helper. The strength of them is:

a. The Chef Pastry

The Chief Pastry is a smart and diligent person. Although only from an hotelier high school graduated, he had a lot of experience in cooking all kind of food and bakery. He had 25 years experience in working at Sahid Jaya Solo Hotel and 15 years experienced in handling Pastry Section. He ever had done two job training in other big hotels in Jakarta to enrich his knowledge in pastry products. He is a discipline and a distinct leader. The entire job is done on time and the result is well done.

b. The Pastry Cook Helper

The pastry cook helper is an hotelier high school graduate, and he has 15 years experience in working at Sahid Jaya Solo Hotel. Ha also has high sense in arts, so the products made by him are interesting and eye catching.

B.3 The Problems Faced by Pastry Section

In doing the responsibilities, pastry section faces many problems. These problems have made the pastry cooks can not work well. The problems faced by pastry section are:

1. Limited worker

Pastry has only two permanent employees. They have to do their responsibilities in limited personnel, it means limited energy. If there is a big event that has to be handled, the management will take one part time worker to help the cooks.

2. Broken devices

The production activities are obscured because of the broken devices. The broken devices are the important devices, for examples the air conditioner and freezer. They can not prepare the stock because of the broken freezer. The technician can not repair it because of the limited equipment.

3. Lack of supplies

Many kinds of materials can not be supplied because of the expensive price and the materials are imported. Sometimes, the order materials from store are used up, the have to wait until the day after. This problem makes them unable to cook the products.

4. Order products

The cooks must order when the guests want the traditional snack such as Serabi Notosuman, Lemper, Bikang Ambon, getuk and other Indonesian sweets. It happens because of the limited worker and limited ability in making the products. Serabi Notosuman has its original taste, so that the Pastry Cooks can not make the same taste like the Serabi Notosuman one, so the cooks would rather order it than make it by themselves.

5. Distant relationship between the employers

The employers do not have the same point of view. That makes their cooperative relationship is bad.

B.4 The Solutions of The Problem Faced by Pastry Section

To get the best result, the problems faced by Pastry Section have to be solved with the best solution. The solutions proposed are:

1. Recruitments

Management must recruit additional worker to help the cook to cook the products.

2. Repair the devices

The broken devices must be repaired immediately, because it has an important role in producing the products.

3. Change the menu

If the materials are used up and the cooks can not cook the menu, they must think hard to create another menu.

4. Give training to the worker

Give more training to the cooks in making the traditional snack such as Lemper, Bikang Ambon, Kue Lumpur, getuk and other Indonesian sweets, so that the cooks do not have to order it in outside hotel.

5. Keep the communication

The employers must keep their communication well, make an intern meeting to share the problem and to solve the problem together. It makes the miscommunication between them never happen.

CHAPTER IV

CONCLUSION AND SUGGESTION

A. Conclusion

Based on the discussion in the previous chapter, the writer concludes some important points. The points are:

- 1. The job description of a trainee in Pastry section
 - 1.1 The job description of a trainee pastry in morning shift is:
 - Helping the pastry cooks
 - Keeping the cleanness of Pastry area

1.2 The Pastry products

Pastry section at Sahid Jaya Solo Hotel has many kinds of products. Each product is divided into many kinds based on the base material, the taste, the filling and the garnish.

- 2. The responsibilities, the strength and the weakness of Pastry section at Sahid Jaya Solo Hotel
 - 2.1 The responsibilities of Pastry section at Sahid Jaya Solo Hotel

The responsibilities of Pastry section at Sahid Jaya Solo Hotel are for making and preparing cake, bread, snack and dessert. The Pastry products are for breakfast, lunch, dinner, coffee break and also sale in Patisserie. The other responsibilities of Pastry section are for making the most delicious and interesting products and also selling the products as much as they can.

2.2 The strength of Pastry section at Sahid Jaya Solo Hotel

Pastry section has two experienced cooks. Each cook has their own characteristic that makes pastry section at Sahid Jaya Solo Hotel still exist and the products are famous inside and outside of the hotel.

- 2.3 The problems faced by Pastry section at Sahid Jaya Solo Hotel are:
 - Limited worker
 - Broken devices
 - Lack of supplies
 - Order products
 - Distant relationship between the cooks
- 3. The solutions to solve the problems faced by Pastry section at Sahid Jaya Solo Hotel are:
 - Recruitments
 - Maintenance of the devices
 - Variety of menu
 - Improvement of the cooks
 - Good communication between the Chef and the Cook Helper

B. Suggestion

After having job training for three months at Sahid Jaya Solo Hotel, the writer would like to give some suggestions to:

1. The hotel management

The management should hold a meeting in every week or every month for sharing and hearing the employer's complaint in doing their job. The management should give attention for the employer's complaint and try to give solution. These are all done in order to improve the hotel progress.

2. The Pastry section at Sahid Jaya Solo Hotel

Pastry section should make more creations for its products so that the guests are interested in tasting the Pastry products and they will not be bored with the products.

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APPENDICES





Jl. Gajah Mada 82 Solo 57132 Telp. 0271 - 644144 Fax. 0271 - 644133 · Central Java - Indonesia Nº 003514

CAPTAIN ORDER

DATE	SERVER	TABLE	PERSONS	CHECK
QTY.	ITEMS			POS#
		HIGHNE		
		HARLES IN		



STOREROOM REQUISITION GROCERIES

No. 011000

STOCK No.		ITEM	SIZE	QTY	COST		COMMENTS
		I I E IVI			UNIT	TOTAL	COMMENT
		· ·					
		173					
		6					
REQUESTED BY :		DELIVERED BY :	RECEI	RECEIVED BY :		COST CONTROLLER:	
	CTION HEAD	STOREKEEPER					



INTER KITCHEN TRANSFER

FRO	0035	93				
TO :			DATE :			
QUANT.	UNIT	ARTICLE & DESCRIPTION	UNIT	COST	AMOUNT	
				141 1		
				,		
SHD - 05	ISUE	D RECEIVED	HE	AD OF DE	PT.	



No.: 00800

STORE ROOM REQUISITION: MATERIALS AND SUPPLIES

SAHID RAYA SOLO

Jl. Gajah Mada 82 Sólo 57132 Telp. 0271 - 644144 Fax. 0271 - 644133

QUANTITY	UNIT	ITEM		PRICE	AMOUNT	CHARGED TO
		. 3.75.01				
			TOTAL.			
REQUESTED BY:		DELIVERED BY :	RECEIVED	BY:	COST C	ONTROLLER:
SECTION HEAD		STOREKEEPER				

HOTEL SAHID JAYA SOLO

Fax 0271 - 644-133 Toll Free 0800.271.002

EVENT ORDER

NAME OF INDIVIDUAL OR

ORGANISATION

: BIS PRODUCTION

: PRESS CONFRENCE : PEDAN BALLROOM

EVENT VENUE MEETING

MEAL

Day / Date Time

: Sat , 12 April 2008 : 14.30 - 16.30 Wib

Day / Date

: Sat , 12 April 2008 : see below

DATE OF ISSUED DATE OF BOOKING BY CHAIRMAN OF

FUNCTION BILLING ADDRESS

: April ,10 , 2008 : April ,09 , 2008 : Mr Herwin

: Bp Awang : BIS Production

: 0817 440 202

No: 13/BQT/IV/2008

SOLO

HP FAX

TELP

ATTENDANCE EXPECTED

ATTENDENCE GUARANTEED

Price per Cover - CB

: 225 pax

: Rp. 30.000,-/Gross/Pax

Beverage:

Estimate Rev :

FOOD

- Rp. 6.750.000,-gross

ATT : Exc Chef , Banquet Svc , Pastry , Chief Steward

Meal Arrangement on April, 12, 2008

COFFEE BREAK. :

Menu

No of Cover Time

225 pax Foyer Pedan 14.30 wib Arr by Chef

SET UP:
BANQUET SERVICE
PEDAN BALLROOM on April 12, 2008
Restaurant Style - 225 Chairs
Head Table - tba

Registration Desk

ENGINEERING

AC - Lighting

Sound System & Mikes + Wireless

Staff incharge

HOUSE KEEPING

Green Plant
Mini Garden
Cleanlines of Function Room and Toilet
Oval flower at the head table

28 vas Flower

HOUSE ARTIST

ACCOUNTING
Payment will be settled immediately after event by Bp Awang - Bis Production

SIGN BOARD :

tba PEDAN BALLROOM 3rd FI

OTHERS
Att : CS - Guard incharge during meeting

HOTEL SAHID JAYA SOLO

Fax 0271 - 644-133 Toll Free 0800.271.002

EVENT ORDER

No: 12/BQT/IV/2008

NAME OF INDIVIDUAL OR

ORGANISATION

: BANK NIAGA

DATE OF ISSUED DATE OF BOOKING : April ,10 , 2008

TELP

HP FAX

: April ,08 , 2008 : Ms Dias

SOLO

EVENT

: MEETING

CHAIRMAN OF

: Bp Drajat Suryohananto

VENUE

: SUKOHARJO ROOM

BILLING ADDRESS

: Bank Niaga JI Slamet Riyadi No 8

MEETING

Day / Date

: Sat . 12 April 2008 : 08.00 - 13.00 Wib

Beverage :

: 0271 - 647 955

MEAL

Day / Date Time

: Sat , 12 April 2008 : see below

: 0271 - 662 111

ATTENDANCE EXPECTED Price per Cover - Package

ATTENDENCE GUARANTEED

: 125 pax : Rp. 90.000,-/Gross/Pax (1x L,1xCB & Ent)

Rp. 55.000,-

Lunch Snack + C/T Entertainment

Rp. 25.000,-Rp. 10.000,-

Estimate Rev :

- Rp. 10.000.000,-gross - Rp. 1.250.000,-

FOOD

ATT: Exc Chef, Banquet Svc, Pastry, Chief Steward

Meal Arrangement on April, 12, 2008

COFFEE BREAK. :

No of Cover

: 125 pax

Venue Time

Sukoharjo Room

Up on Arrival (Served on the Tbl) Attached

Menu

125 pax

Time

11.00 Wib Attached SET UP :

BANQUET SERVICE

SUKOHARJO ROOM on April 12, 2008 Restaurant Style - 125 Chairs

Buffet Tables

Registration Desk

LUNCH:

No of Cover Venue

Sukoharjo Room

ENGINEERING

AC - Lighting Sound System + Mikes by Mr Gopal

OHP + Screen Staff incharge

HOUSE KEEPING

Green Plant Mini Garden

Cleanlines of Function Room and Toilet 16 vas flower

HOUSE ARTIST

ACCOUNTING
Payment will be settled after event

SIGN BOARD : MEETING BANK NIAGA SUKOHARJO ROOM 1st FI

OTHERS
Att : CS - Guard incharge during meeting



SOLO

GROUP INFORMATION

TO

: FOOD & BEVERAGE MANAGER

FROM: FRONT OFFICE MGR

BY

DEPT.

: FOOD & BEVERAGE

:60

:30

DEPT. : FRONT OFFICE

ARR: 07 JUN 08 TIME:

DEP: 08 JUN 08 TIME

MEAL ARRANGEMENT:

SPR = Rp./340.000/Nett/RIB

: BFAST

1 st DAY

2 nd DAY

3 rd DAY

4 th DAY

5 th DAY

OTHERS

DATE

: 30 APRIL 2008

NAME OF GROUP

SOLO MULTIPACK

TOUR LEADER

FOTAL OF PAX

SUPERIOR

DELUXE

EXECUTIVE

PRESIDENT COMPLIMENT

COMMISION

ROOMING LIST

RESERVED BY : Mr. ABDI SAPUTRA

ADDRESS

: Jl. Mojo Dagen – Jaten Karanganyar

0271 - 822 636

BILLING: AC To Solo Multipack

PLEASE PREPARE WELCOME DRINK & SIGN BOARD

CC. GENERAL MANAGER

HOUSEKEEPER

PREPARED BY RESERVATION



CERTUFICATE

Manajemen Hotel Sahid Raya Solo mengucapkan Selamat dan Penghargaan disertai ucapan Terimakasih kepada :

ma : Dyah Ayu Mustika Rani

Instansi : Fakultas Sastra & Seni Rupa - UNS Surakarta

Sebagai: Peserta

Atas peran sertanya dalam acara Table Manner Course yang diselenggarakan di Hotel Sahid Raya Solo pada tanggal: 22 Decarte: 2007...........

Sala 22 may 2

Fifin Arifin General Manager

Where Tradition, Culture and Services lleyed

Jl. Gajah Mada 82, Solo 57132, Indonesia, Telp: 0271 - 644144, Fax: 0271 - 644133, E-mail : sahidraya@sahidraya.co.id





	301		
Hal: PERMOHONAN	UNTUK TUKAR SHIFT / DA	Y - OFF	
	Ba _l Ho	Kepada Yth, Bapak Personnel Manager Hotel Sahid Raya Solo Surakarta.	
		*	
Bersama surat ini, saya	memohon untuk bertukar Shi	ft / Day - off dengan:	
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Yang jadwal sebenarny	a adalah sebagai barikut :		
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Department Head		•	
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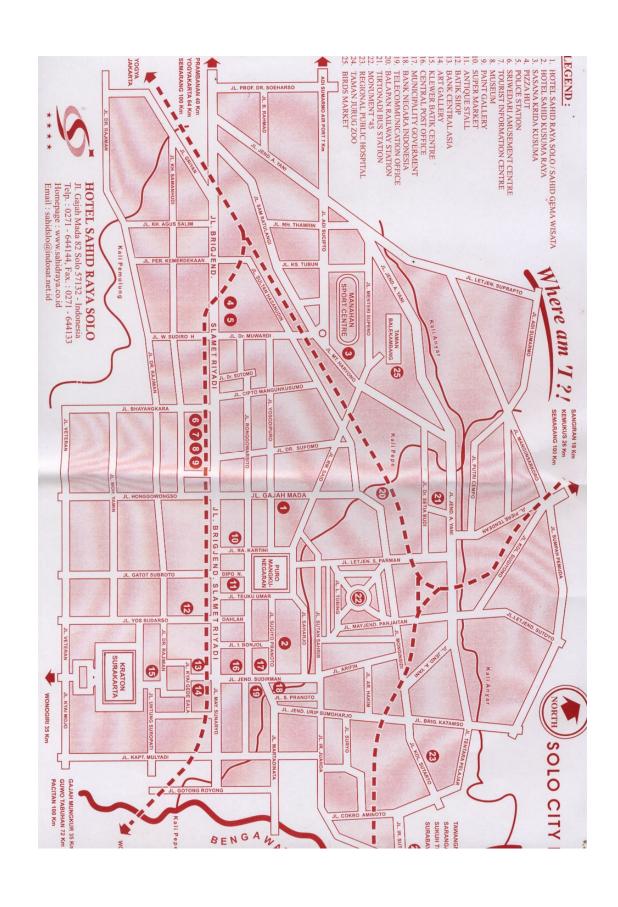
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News Flash

Penghargaan Kejujuran

dari Hotel Sahid Jaya Solo Salam Hangat

Tamu kami yang terhormat,

akan Pelanggan dengan menghadirkat nelalui Bulletin ini kann bisa x - Ibu kembali. Hotel Sahid Jaya Solo an, Live Music Parade ah kenyamanan Bapak/Bu jung di HOTEL SAHID JAYA SOLO.

- menginap 2 hari 1 malam di kamar Superfor (Untuk 3 anak) - makan agai prasmanan di Ratu Ratih Coffee Shop - makan slang / malam - bebas menggunakan fasilitas di Fitness Center dia Swimming Pool - bebas anatar jemput bandara / staslun lokal

al Hotel Management & Convoltant (PT. SIHM & O)



PAKET LIBURAN

Rp. 299.000,- nett / pax Berlaku 1 Juni - 30 Juni 2008

> Rp. 200.000,- nett / pax Berlaku 1 Mei - 31 Mei 2008

Facilities:

Tampak dalam Gambar darikir bekanan By Mundhistoo selak Personal Manager, By Fifin Arfin selak General Manager, Sir Siswano, sent By Fajra Zakki selaku Executive Housekeepe

penghargaan tersebut diaksankan bertepatan dengan peringatan HUT Karyawan Hotel Sahid Jaya Solo periode balan Oktobet, November, Desember, dan Jan u a ri 2 0 0 8.

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Percantik Gedung

-relangan yang selalu sen menikmati fasilitas Hotel Sahi Jaya Solo, satu - satunya Hote Bantang 5 di kota budaya So

Workshop Ketenagakerjaan

Hotel Sahid Jaya Solo menggelar workshop bertemakan Supervisory. Managing Perfomance and





Steambook Promotion-April Promo

Everyday.... Steak Promo

- T Bone Steak For Lunch or Dinner - Tenderloin - Sirloin - Rib Eye Your Choice from wide assortment of Freshly prepared salad and Dressings





Treathment

Massage, Luxury Milk Bath, and Ard Gaya, Nirwana Gaya, Spa Gaya,

nent Package

Face Massage, Body Scrub,

- Function Room / Gedung - Decoration / Dekorasi - Hidangan Prasmanan untuk 100 Orang

Kue Ulang Tahun

- Sound System
- Solo Keyboard & Singer
- Sudah termasuk 21%
Pajak Pemerintah
& Pelayanan

Rp. 7.500.000,- nett

facilities:



Tiramisu

Gajah Mungkur Swimming Pa Daily Visit Rp. 10.000,- / person

Pk. 06.00 - 20.00 WIB Daily Visit Rp. 20.000, - / person

Saras Fitness Center





Email: sahidslo@indosat.net.id Website: www.sahidjayasolo.com

