



Lampiran

Lampiran 1f: Format Formulir Penilaian Kerja Praktek

FORMULIR PENILAIAN MAGANG

Dengan ini menerangkan bahwa mahasiswa Magang berikut :

Nama : Galih Wicaksono
 NIM : 20180102149
 Program Studi : Akuntansi
 Fakultas : Ekonomi dan Bisnis
 Universitas : Esa Unggul

telah menyelesaikan Magang di Starbucks di Kota DanSorek pada tanggal 1 Maret s/d 31 Mei dengan Topik Pelebaran Proses Ekspansi dan mendapatkan rincian penilaian sbd :

No.	Komponen Penilaian	Nilai Angka*
1.	Disiplin	A
2.	Usaha	A
3.	Prestasi Kerja	A
4.	Hubungan Kerja	A
RATA-RATA NILAI		A
INDEX RATA-RATA		90

*) Rentang Nilai

Batas Bawah	Batas Atas	Nilai Huruf
80,00	100,00	A
77,00	79,99	A-
74,00	76,99	B+
68,00	73,99	B
65,00	67,99	B-
62,00	64,99	C+
60,00	61,99	C
45,00	59,99	D
0,00	44,99	E

Jakarta,
 Pembimbing Lapangan
 Anggita Putri Si.Kom / Store Manager
 (nama, jabatan, cap perusahaan)

20

Lampiran 3 Penilaian Magang

PT. Sari Coffee
 PT. Sari Coffee Indonesia
 J. Area Selatan No. 16, Akira 1601, Indonesia
 Tel. 021-2744887 Fax. 021-2744828

TO WHOM IT MAY CONCERN

10349120215C900104

This is to certify that:

Galih Wicaksono

Was employed by PT. Sari Coffee Indonesia from 04 November 2019 until 31 May 2021 in the capacity of Part Time Barista.

During his time of service, Galih Wicaksono showed a good performance. He showed a positive attitude towards his job by accomplishing all duties.

He is leaving on his own request to further his career and we wish him every success in his future endeavors.

Jakarta, 31 May 2021

Anggita Hesta
 Human Resources Services Manager



Lampiran 2 Surat Keterangan Magang

ABSENSI MAGANG

Nama : Galih Wicaksono
 NIM : 20180102149
 Nama Pembimbing Lapangan : Anggita Putri Si.Kom
 Jabatan : Store Manager

NO	Waktu Kehadiran Bulan Januari			Kegiatan	Catatan
	Tgl	Jam datang	Jam Pulang		
1	Senin, 01 Maret 2021	06.00	15.00	Barista	
4	Selasa, 02 Maret 2021	06.00	15.00	Barista	
5	Rabu, 03 Maret 2021	06.00	15.00	Barista	
6	Kamis, 04 Maret 2021	06.00	15.00	Barista	
7	Jumat, 05 Maret 2021	06.00	15.00	Barista	
12	Senin, 08 Maret 2021	06.00	15.00	Barista	
13	Selasa, 09 Maret 2021	06.00	15.00	Barista	
14	Rabu, 10 Maret 2021	06.00	15.00	Barista	
15	Kamis, 11 Maret 2021	06.00	15.00	Barista	
18	Jumat, 12 Maret 2021	06.00	15.00	Barista	
21	Senin, 15 Maret 2021	06.00	15.00	Barista	
22	Selasa, 16 Maret 2021	06.00	15.00	Barista	
25	Rabu, 17 Maret 2021	06.00	15.00	Barista	
26	Kamis, 18 Maret 2021	06.00	15.00	Barista	
27	Jumat, 19 Maret 2021	06.00	15.00	Barista	
28	Senin, 22 Maret 2021	10.00	19.00	Barista	
29	Selasa, 23 Maret 2021	10.00	19.00	Barista	
30	Rabu, 24 Maret 2021	10.00	19.00	Barista	
31	Kamis, 25 Maret 2021	10.00	19.00	Barista	
32	Jumat, 26 Maret 2021	10.00	19.00	Barista	
33	Senin, 29 Maret 2021	10.00	19.00	Barista	
34	Selasa, 30 Maret 2021	10.00	19.00	Barista	
35	Rabu, 31 Maret 2021	10.00	19.00	Barista	
36	Kamis, 01 April 2021	08.00	17.00	Barista	
37	Jumat, 02 April 2021	08.00	17.00	Barista	
38	Senin, 05 April 2021	08.00	17.00	Barista	
39	Selasa, 06 April 2021	08.00	17.00	Barista	
40	Rabu, 07 April 2021	08.00	17.00	Barista	
41	Kamis, 08 April 2021	08.00	17.00	Barista	
42	Jumat, 09 April 2021	08.00	17.00	Barista	

Lampiran 1 Absensi Magang

43	Senin, 12 April 2021	06.00	15.00	Barista	
44	Selasa, 13 April 2021	06.00	15.00	Barista	
45	Rabu, 14 April 2021	06.00	15.00	Barista	
46	Kamis, 15 April 2021	06.00	15.00	Barista	
47	Jumat, 16 April 2021	06.00	15.00	Barista	
48	Senin, 19 April 2021	06.00	15.00	Barista	
49	Selasa, 20 April 2021	06.00	15.00	Barista	
50	Rabu, 21 April 2021	06.00	15.00	Barista	
51	Kamis, 22 April 2021	06.00	15.00	Barista	
52	Jumat, 23 April 2021	06.00	15.00	Barista	
53	Senin, 26 April 2021	06.00	15.00	Barista	
54	Selasa, 27 April 2021	06.00	15.00	Barista	
55	Rabu, 28 April 2021	06.00	15.00	Barista	
56	Kamis, 29 April 2021	06.00	15.00	Barista	
57	Jumat, 30 April 2021	06.00	15.00	Barista	
58	Senin, 03 Mei 2021	08.00	17.00	Barista	
59	Selasa, 04 Mei 2021	08.00	17.00	Barista	
60	Rabu, 05 Mei 2021	08.00	17.00	Barista	
61	Kamis, 06 Mei 2021	08.00	17.00	Barista	
62	Jumat, 07 Mei 2021	08.00	17.00	Barista	
63	Senin, 10 Mei 2021	08.00	17.00	Barista	
64	Selasa, 11 Mei 2021	08.00	17.00	Barista	
65	Rabu, 12 Mei 2021	08.00	17.00	Barista	
66	Kamis, 13 Mei 2021	08.00	17.00	Barista	
67	Jumat, 14 Mei 2021	08.00	17.00	Barista	
68	Senin, 17 Mei 2021	08.00	17.00	Barista	
69	Selasa, 18 Mei 2021	08.00	17.00	Barista	
70	Rabu, 19 Mei 2021	08.00	17.00	Barista	
71	Kamis, 20 Mei 2021	08.00	17.00	Barista	
72	Jumat, 21 Mei 2021	08.00	17.00	Barista	
73	Senin, 24 Mei 2021	10.00	19.00	Barista	
74	Selasa, 25 Mei 2021	10.00	19.00	Barista	
75	Rabu, 26 Mei 2021	10.00	19.00	Barista	
76	Kamis, 27 Mei 2021	10.00	19.00	Barista	
77	Jumat, 28 Mei 2021	10.00	19.00	Barista	
78	Senin, 31 Mei 2021	10.00	19.00	Barista	

Mengetahui,
 Pembimbing Lapangan

Anggita Putri Si.Kom
 Store Manager

STORE WALK
AM / MID / CLOSE

STORE WALK

Walk through the store from the outside in. Observe what's happening from your customers' perspective to discover if we are making every customer feel special.

Capture your observations and share with the team.

Store

- Is the outside of the store clean and appealing?
- How is the atmosphere in the cafe (lighting, music, volume, temperature)?
- Is there anything making it hard for customers to move through the store?
- Are all customer areas inside the store clean and appealing?

Baristas

- How is the energy in the store?
- Observe customers while they wait, while they order, and when they receive their order. What do their facial expressions and body language tell you?
- Are baristas making genuine connections and getting to know customers at the POS, but "hand-off" and through the cafe?

Customers

- Ask a customer a question, such as:
 - How is your drink?
 - How was your experience today?
 - Is there anything we could be doing better?

Resources
If opportunities to improve our customers' experiences are discovered, try to understand why. The following resources may help:

- Customer Service Section of the Store Operations Manual
- Our Customer Service Commitment
- Make Every Customer Feel Special (Smile and make eye contact. Offer a friendly, genuine greeting. Learn customer names and orders. Say thank you. Make every moment right.)
- Deployment Principles
- Roles and Routes Learning Cards
- Store Cleanliness and Equipment Maintenance Manual

Lampiran 6 Daily Routine Record

STORE MANAGEMENT PAGE
DAY / DATE

SAFE COUNT

NAME	OPEN	CLOSE	START	END	START	END
Rp. 100						
Rp. 200						
Rp. 500						
Rp. 1,000						
Rp. 2,000						
Rp. 5,000						
Rp. 10,000						
Rp. 20,000						
Rp. 50,000						
Rp. 100,000						

TILL AUDIT

REGISTER COUNT	OPEN	CLOSE
PIC NAME		
WITNESS		
NAME		
PIC MICHELY (Pic)		
Rp. 100		
Rp. 200		
Rp. 500		
Rp. 1,000		
Rp. 2,000		
Rp. 5,000		
Rp. 10,000		
Rp. 20,000		
Rp. 50,000		
Rp. 100,000		

DEPOSIT INFORMATION

Deposit to Bank

Taken by cash controller

Date to bank

Time to bank

Banking address

Bank validated Rp

Deposit bag #

Bank validation time

Change Rp received

Comments

PETTY CASH

CLAW Rp	CASH Rp	STRUCK Rp	TOTAL Rp

SM VERIFICATION

SM signature

Date received

Comments

DM VERIFICATION

DM signature

Date received

Comments

Lampiran 7 Form Cash Log

STARBUCKS | DAILY RECORDS BOOK DAILY PLAN

Saturday

Staffing & Scheduling

Teaching & Training

Sales & Inventory

Ops Standards & Continuous Improvement

Store Walk

AM Comments

MID Comments

PM Comments

Comments

Unusual events captured above Y / N

POS & Payment Device Inspection

Lampiran 5 Daily Routine Record

PT. SARI Coffee INDONESIA

Sales Calculation Slip

Date

Cashier Name

Cashier Code

Reg. No.

Shift

Store:

ITEM	QTY	AMOUNT
BANK NOTE		
100,000		
50,000		
20,000		
10,000		
5,000		
1,000		
500		
100		
50		
Total Bank Note		
G. Voucher		
ITEM	QTY	AMOUNT
Total Voucher		
Disc.		
ITEM	QTY	AMOUNT
Total Discount		
Reported by		

ITEM	QTY	AMOUNT
CREDIT CARD		
AME (Amex)		
DIN (Diners)		
BCA		
VMB (V/M BCA)		
VMI (V/M Bill)		
VML (V/M LIPPO)		
JCB (JCB BCA)		
JCT (JCB Bill)		
MAE (Maestro Bill)		
DBC (Debet BCA)		
PAN (Debet Panin)		
Total Credit Card		
GRAND TOTAL		

NOTE:

Verified by

Name

Time

Lampiran 4 Form Close Tile



Gambar 4 Team Starbucks



Gambar 3 Saat Sedang Melayani Pelanggan



Gambar 2 Coffee Testing



Gambar 1 Bersama Pelanggan

Nomor : 402/SP-M/D-FEB/UEU/VII/2021

Jakarta, 09 Juli 2021

Perihal : Surat Pengantar Untuk Magang

**Kepada Yth.
Pimpinan
PT Sari Coffee Indonesia**

Dengan hormat,

Sehubungan dengan magang bagi mahasiswa tingkat akhir Fakultas Ekonomi dan Bisnis Universitas Esa Unggul Jakarta, maka bersama ini Kami mengharapkan bantuan Bapak/Ibu kiranya mahasiswa tersebut dibawah ini :

Nama : Galih Wicaksono
NIM : 20180102149
Jurusan : AKUNTANSI

Dapat kiranya diberikan kesempatan untuk melakukan magang di perusahaan yang Bapak/Ibu pimpin.

Besar harapan Kami kiranya permohonan dapat dikabulkan.

Demikian, atas perhatian dan kerjasamanya Kami ucapkan terima kasih.

Hormat kami,
**Fakultas Ekonomi dan Bisnis
Universitas Esa Unggul**



Dr. Tantri Yanuar RS, SE, MSM
Dekan