

ABSTRACT

This research implements administrative data management in the Kitchen Department of the Four Points by Sheraton Bandung Hotel. The aim is to provide an in-depth understanding of kitchen administrative procedures, including data recording, food cost reports, and document management, as well as to train communication and coordination between departments. The working method involves practical work experience to apply theories and knowledge gained in lectures to the real industrial environment. The author utilized various software such as Sunfish website, Birchstreet System, Onex Project Tree, Outlook, and Microsoft Excel and Word applications in performing daily administrative tasks. The results of implementing this workflow system in the hotel kitchen are not only about operations but also refer to good administrative systems, appropriate data management, and the continuity of cooperation between other departments, which is also very necessary to support better work. The conclusion of this internship is that the author was able to understand and experience working in the hotel industry, manage time effectively, learn new systems, and practice meticulousness and focus in work, which ultimately improved technical skills and readiness for the professional world.

Keywords: Administration, Kitchen, Hotel, Data, Management