



O*NET® OnLine Desk Aid

O*NET OnLine is the Occupational Information Network's free tool for career exploration and job analysis! It provides easy access to information on 900+ occupations for use by job seekers, workforce development and HR professionals, students, developers, researchers, and more!

Occupation Search Options:

- A** Keywords
- B** Categories of occupations
- C** Information about yourself
- D** Types of data
- E** Other systems

Steps for Exploring Occupations:

1. Select a search option based on your goals and needs.
2. Choose an occupation from the list presented.
3. View a summary or detailed report. Use the Contents button  to see what information is available. Or, create your own custom report.
4. Start a new search seamlessly using the gray menu bar at the top of each page.



O*NET OnLine is mobile-friendly!

You can easily access information from your phone and other devices.

Take advantage of customized **OnLine Help** available throughout the site to get answers to questions about content and use of features.



Looking for more? Find audience-specific exploration sites. Or, use the O*NET information portal to get data and technical information.

The screenshot shows the O*NET OnLine homepage with several callouts:

- A** Occupation keyword search: A search bar at the top right with the text "electrician" and a "Go" button.
- B** Find Occupations: A menu item in the left sidebar.
- C** Advanced Searches: A menu item in the left sidebar.
- D** Browse by O*NET Data: A menu item in the left sidebar.
- E** Crosswalks: A menu item in the left sidebar.

Other visible features include a navigation bar at the top with "Help", "Find Occupations", "Advanced Searches", "O*NET Data", and "Crosswalks". The main content area includes "O*NET OnLine features", "More career sites & resources", "I want to be a..." section, "ATTN: VETERANS" section, "¿Habla español?" section, "O*NET Resource Center" section, and "O*NET Updates" section.

Baristas
35-3023.01

Bright Outlook Updated 2021

Prepare or serve specialty coffee or other beverages. Serve food such as baked goods or sandwiches to patrons.

Sample of reported job titles: Barista, Catering Barista

Summary Details Custom Easy Read Veterans Español

Contents

Occupation-Specific Information

Tasks

5 of 19 displayed

- Receive and process customer payments.
- Prepare or serve hot or cold beverages, such as coffee, espresso drinks, blended coffees, or teas.
- Take customer orders and convey them to other employees for preparation.
- Clean or sanitize work areas, utensils, or equipment.
- Describe menu items to customers, or suggest products that might appeal to them.

Technology Skills

All 5 displayed

- Accounting software
- Office suite software — Microsoft Office
- Point of sale POS software
- Spreadsheet software — Microsoft Excel
- Word processing software — Microsoft Word

Hot Technologies are requirements frequently included in employer job postings.

Occupational Requirements

Work Activities

5 of 17 displayed

- Performing for or Working Directly with the Public — Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.
- Controlling Machines and Processes — Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).
- Establishing and Maintaining Interpersonal Relationships — Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Handling and Moving Objects — Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.

Detailed Work Activities

5 of 20 displayed

- Process customer bills or payments.
- Serve food or beverages.
- Prepare hot or cold beverages.
- Clean food service areas.
- Clean tableware.

Work Context

5 of 21 displayed

- Spend Time Standing — 88% responded "Continually or almost continually."
- Contact With Others — 87% responded "Constant contact with others."
- Spend Time Using Your Hands to Handle, Control, or Feel Objects, Tools, or Controls — 74% responded "Continually or almost continually."
- Deal With External Customers — 70% responded "Extremely important."
- Face-to-Face Discussions — 71% responded "Every day."

<https://www.onetonline.org/link/summary/35-3023.01>

Pick the Report that Meets Your Needs!

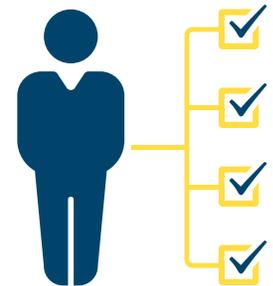
- Summary Report** provides an overview, focusing on the most important items.
- Details Report** displays all items, including ratings on the importance of each item.
- Custom Report** lets you choose the categories of information displayed. Filter items based on level, importance, or frequency ratings.

O*NET Summary Report

Use the Contents button  to see available information and to navigate to a specific area of the report.

The **Summary Report** includes:

- Occupation Code, Title, and Definition
- Sample of Reported Job Titles
- Occupation-Specific Information (Tasks and Technology Skills)
- Occupational Requirements (Work Activities, Detailed Work Activities, and Work Context)
- Experience Requirements (Job Zone and Training & Credentials)
- Worker Requirements (Skills, Knowledge, and Education)
- Worker Characteristics (Abilities, Interests, Work Values, and Work Styles)
- Workforce Characteristics (Wages & Employment Trends and Job Openings)
- Sources of Additional Information



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