



O*NET® OnLine Desk Aid

Scan this QR Code with your smartphone to view a short overview of the O*NET Program:

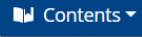


O*NET OnLine is the Occupational Information Network's free tool for career exploration and job analysis! It provides easy access to information on 900+ occupations for use by job seekers, workforce development and HR professionals, students, developers, researchers, and more!

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.



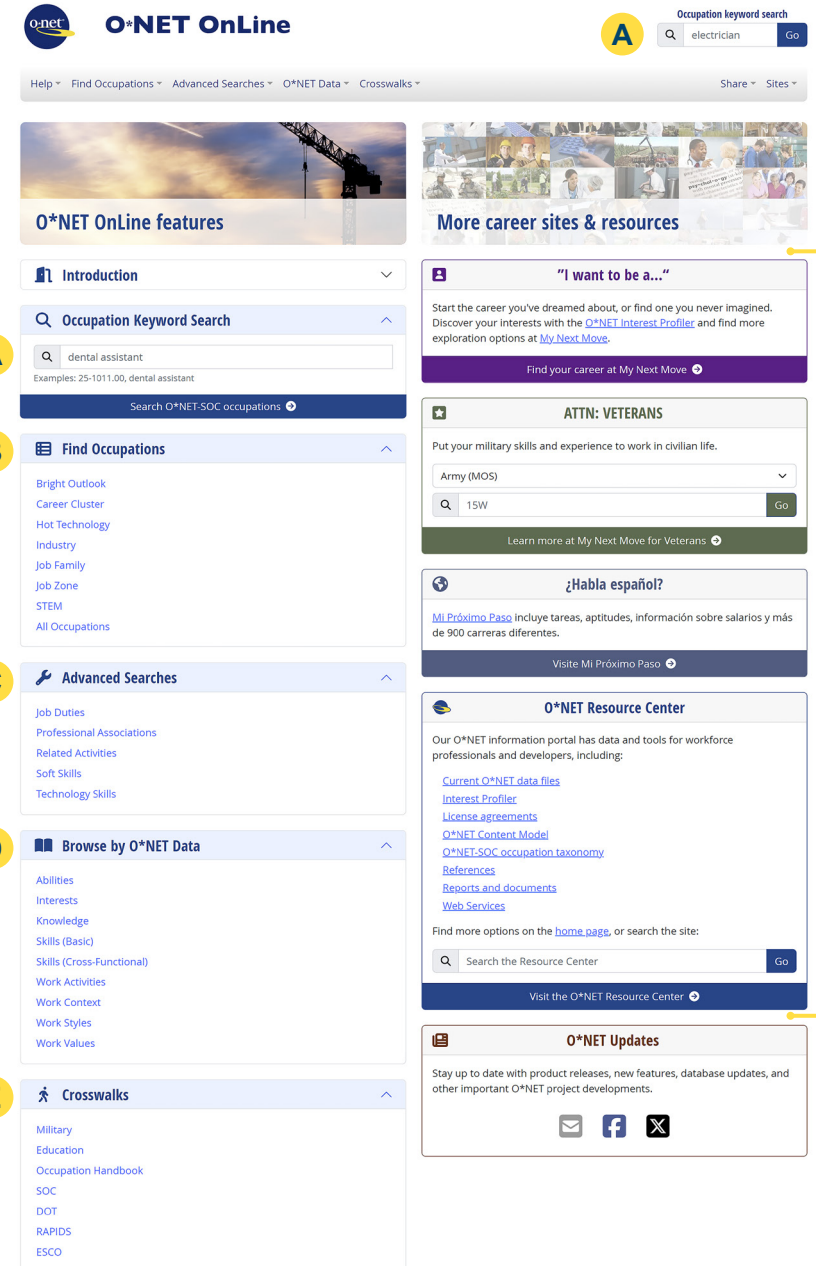
O*NET OnLine is mobile-friendly!

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 the following annotated sections:

- A** **Introduction**: Includes the Occupation Keyword Search bar with a search for "dental assistant" and examples.
- B** **Find Occupations**: A list of categories including Bright Outlook, Career Cluster, Hot Technology, Industry, Job Family, Job Zone, STEM, and All Occupations.
- C** **Advanced Searches**: Links for Job Duties, Professional Associations, Related Activities, Soft Skills, and Technology Skills.
- D** **Browse by O*NET Data**: A list of data types including Abilities, Interests, Knowledge, Skills (Basic), Skills (Cross-Functional), Work Activities, Work Context, Work Styles, and Work Values.
- E** **Crosswalks**: Links to Military, Education, Occupation Handbook, SOC, DOT, RAPIDS, and ESCO.

Other visible features include the top navigation bar, a QR code for smartphone access, and various resource sections like "I want to be a...", "ATTN: VETERANS", "¿Habla español?", "O*NET Resource Center", and "O*NET Updates".

Baristas

35-3023.01

 Bright Outlook
  Updated 2024

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

 Hot Technologies are requirements most frequently included across all employer job postings.
[See all 3 Hot Technologies for this occupation.](#)

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

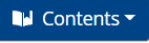
- **Spend Time Standing** — 88% responded "Continually or almost continually."
- **Contact With Others** — 87% responded "Constant contact with others."
- **Spend Time Using Your Hands to Handle, Control, or Feel Objects, Tools, or Controls** — 74% responded "Continually or almost continually."
- **Deal 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!

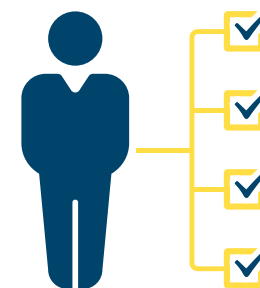
- 1. Summary Report** provides an overview, focusing on the most important items.
- 2. Details Report** displays all items, including ratings on the importance of each item.
- 3. Custom Report** lets you choose the categories of information displayed. Filter items based on level, importance, or frequency 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, Training & Credentials, and Apprenticeship)
- **Worker Requirements** (Skills, Knowledge, and Education)
- **Worker Characteristics** (Abilities, Interests, Work Values, and Work Styles)
- **Workforce Characteristics** (Wages & Employment Trends and Job Openings)
- **More Information** (Related Occupations and Professional Associations)



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O*NET OnLine is created for the U.S. Department of Labor,
Employment & Training Administration by the National Center for O*NET Development.

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