

Cooking Note Book.

Waitress Course.

Winter Term.

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M.A.C.



W A I T R E S S   C O U R S E .

A P P E A R A N C E   O F   W A I T R E S S .

Should dress simply and neatly, stand quietly, and step lightly. Regulation dress, clean chintz during the day, plain black for day and evening; turn-over linen collar and cuffs, white apron and cap. Shoes which do not creak. Be careful to have hair and nails neat. Should bathe often, and be free from odors of cooking. Never carry handkerchief in conspicuous place while serving.

After dusting or sweeping always wash hands, also the last thing before setting table, and before waiting on table. Have a sweeping cap to cover hair entirely; the chintz dress worn for sweeping should not touch the floor, and should not be worn while serving at the table unless perfectly clean.



WAITRESS COURSE (con).

RULES FOR SERVING.

Cruets, jugs, sugar bowls, salts and peppers should be filled when taken from the table.

Pass two vegetables at once, holding one dish in each hand. Pass bread and butter together; offer butter first, then bread.

Bread and butter plates should be placed at upper left hand side; a butter ball may be placed on each plate just before the meal is served.

Place water, milk salts and peppers, at the corners of the table. Water and milk may be left on the side table.

The tea kettle should be placed directly in front of the hostess, coffee-pot, hot milk, and cream at the right; sugar bowl, tray bowl, cups and saucers, and spoons, to the left, in order given. These should form a semicircle.

Fruit plates, extra silver, china and glass, milk and water, bread and butter, two napkins, and a crumb tray should be placed on the side table; also anything else which may be needed during the meal.

BREAKFAST.

- Oranges.
- Oatmeal with cream.
- Lamb Chops.
- Bread.
- Butter.
- Coffee.
- Cream and Hot Milk.
- Creamed Potatoes.
- Hot Muffins.
- Milk.

To serve the breakfast there will be needed: napkins, tumblers, pepper boxes, salt cups and salt spoons or salt boxes; butter plate and butter knife or fork, bread and butter plates, bread plate, bread knife, bread board, muffin dish, water pitcher, or carafe, milk pitcher, trays.

FRUIT.

- Fruit dish.
- Finger bowl
- Doilies
- Fruit plates
- Fruit knives.
- Fruit spoons.



OATMEAL.

Covered dish.  
Cream pitcher.  
Sugar bowl

*Cereal*  
Cereal dishes  
on plates.

Tablespoon.  
Dessertspoons.

EGGS AND POTATOES.

Platter  
  
Covered dish.

Breakfast  
Plates.

Small carver and fork  
two tablespoons.  
Breakfast knives and  
forks.

COFFEE.

Coffee-pot.  
Coffee stand.  
Hot Milk  
Pitchers  
Cream pitcher  
Sugar bowl  
Slop bowl.

Coffee cups.  
and  
saucers

Sugar tongs.  
Teaspoons.  
  
Sugarspoon.

Put for each person a fruit plate, on which is a fruit doily, and finger bowl one-third full water. On plate at right of bowl put a fruit knife, at left put a spoon. At upper right side of plate put a glass for water and another for milk (if milk is used). The glass for water should be on extreme right. At upper left hand side of place put a small plate for bread, butter and muffins. At right of place put a breakfast knife, with sharp edge of blade toward plate, and dessert spoon with bowl turned up. Put a butter knife on each bread and butter plate. At left put a breakfast fork, with tines turned up, and at left of that a napkin, with free corner at upper left hand side. Be sure that all dishes and articles are put on table straight--with straight edges parallel to or at right angles to the edges of the table. Table mats are not used much now.

A sidetable should always have a cloth on it. A sideboard should have a cloth, if the table itself has a cloth, otherwise the sideboard may be undraped.

Hot dishes may be put on the side table without stands. It is generally better to use the side table as much as possible in serving a meal, and not use the sideboard. The waitress should look around the room, and ask and answer each of these questions before the meal is announced:

1. Does the table need anything more?
2. Is the sideboard perfectly arranged?
3. Is there plenty of room at the side table?
4. Are the chairs properly placed?
5. Are any doors unnecessarily open?
6. Is there a drawer not properly closed?
7. Has any dust been overlooked in the dining room?
8. Are the windows properly arranged, so that there is sufficient air and no draft, and the light is agreeable?

The waitress should fill the glasses two minutes before breakfast. Bread should be freshly out.

When family are seated at table place the fruit dish on a tray and hand it first to the guest, if the guest is a woman, then to



the hostess. Offer to each person at the left. If the guest is a man, offer first to the hostess, then to the guest, then to the other members of the family.

When the first course is finished, remove everything pertaining to it. Take a plate in each hand and remove quickly and quietly to the pantry. Take the fruit dish last. Then bring the dish of oatmeal, place it in front of host, put a tablespoon beside it. Place an oatmeal plate or bowl in front of each person from the right, then remove cover of dish to side table and pass dish to each person, beginning as for fruit. Less sugar and cream. When family have finished remove plates then the oatmeal dish.

For next course put meat platter in front of host; lay a small carving knife and a tablespoon at right of platter, and a small carving fork at its left. Place warm plates in front of platter. When a chop has been served, take the plate in right hand, place it on the tray, and take to guest or hostess. Serve first one side of the table then the other side. Place the plate from the right of person served. Then remove cover from potato dish on side table, put dish on tray, put a tablespoon in dish, serve to each person from left.

Put the plate of bread on the table, pass the muffins, bring in coffee-pot, and pass coffee as it is served. Place the coffee cup at right of person served. There is no choice here.

A careful waitress will pass muffins, and keep glasses filled without being asked.

Everything relating to one course must be remove before serving another course.



Course No. 575

WAITRESS COURSE.

RULES FOR SERVING.

1. Before setting the table consider what dishes are to be needed. Make a list if necessary.

2. Cold food should be served on cold dishes. Hot food should be served on hot dishes.

3. Dishes which admit of choice should be passed at the left; those which do not admit of choice should be passed at the right. Plates must be removed from the right, when possible.

4. Soiled dishes should be first removed, then food, then clean dishes, the crumbs, carving cloth, salts, etc.

5. Everything relating to one course only must be removed at the end of the course.

6. For a family meal, pass all food and dishes on a waiter.

7. When removing soiled dishes do not pile them up in front of the person, but take each plate separately.

The table should be in the center of the room; table cloth is laid straight and smooth over a heavy flannel cloth. Have folds in cloth parallel with edge of table.

The centerpiece if used, must be exactly in the center of the table; flowers and fruit in the center. Carving cloth or tea cloth, exactly in the center of the end of the table.

Napkins should be simply folded and laid at the left of the plate.

Doilies should be placed under finger bowls, on dessert plates a spoon at the right, and a fork at the left of the bowl. Or put a fruit knife on the plate at the right of the bowl, and fruit spoon at the left. Fill finger bowls one-third full.

Doilies should be placed on trays. If a bare table is used have a doily under each plate or hot dish to preserve the polish of the table. The doily should have a flannel lining sewed to it.

A napkin should be carefully folded around a hot baking dish.

Baked potatoes, or boiled corn, should be served in a napkin.

Hot biscuits, crackers, or cheese are served on a napkin or doily.

Knives should be placed with the sharp edge toward the plate, at the right, in order used.

Spoons always at the right, with the bowl turned up in the order used. When the fork is to be used alone, as for oysters, fish or salad, it may be placed at the right, otherwise put it at the left.

<sup>a</sup> The carving knife or fork should be placed on the side table till needed, then the knife should be laid at the right of the carver, and the fork at the left; large gravy spoon at the right, and sharpener (if used) at the left; it should be removed as soon as used. Have the carving knife sharpened before it is brought to the table if possible.

Glasses should be placed at the upper right hand side. Fill three-quarters just before the meal is announced; watch and refill when needed between courses. They should be filled, when possible, without lifting from the table. Do not use ice in glasses; fill carafes or water pitchers three-quarters and keep them filled during the meal. Put all cups, glasses and plates on the table right side up.



LUNCHEON OR FAMILY DINNER.

- Salmon Puree.
- BeefSteak.
- Spaghetti.
- Bread
- French Fried Potatoes.
- Butter.
- Fruit Tarts.
- Cocoa.

To serve this luncheon the following articles will be needed: Center piece of linen, or flowers, or ferns, or confections; napkins, glasses, bread and butter plates and knives, butter plate and fork, bread plate, bread board and knife, salt and pepper boxes, carafe, trays.

A table cloth may be used, or if polished table is used, have doilies with flannel clothes underneath.

- Puree
- Soup Tureen
- Soup plates
- Soup spoons. and ladle.
- BEEFsteak and Vegetables. Platter
- Two covered vegetable dishes
- Plates.
- Small carver and fork.
- Tablespoons
- Silver knives and forks.

- TARTS.
- Dessert plates.
- Dessert Forks.

- Cocoa.
- Cocoa Pitcher with cover and stand
- Sugar bowl
- Cups and Saucers.
- Teaspoons.
- Sugar tongs.

Finger bowls on plates and small doilies.

Have warm plates ready. Arrange each place with one fork at left, and knife and soup spoon at right. Have glasses filled, butter on butter plates, and soup in tureen when dinner is announced. The pile of plates is in front of host. Take each plate of soup as it is served, put on waiter and take to guest first, if there is a guest, if no guest serve hostess first. Place the plate from right of person served. Remove soup plates, then tureen. Bring vegetables to side table.



Bring carving knife and a tablespoon, place at right of host, in front; place fork at left. When steak is served pass vegetables from side table, after removing cover. Then pass bread. Remove this course, and remove crumbs with scraper, or use a clean doily and clean plate. <sup>add up to</sup> The tarts have already been arranged on plates; bring those to the table, then bring stand, cocoa pitcher and cups. Place cocoa at right of each person, pass sugar and cream. Remove plates on which tarts were served, place finger bowls.

*Bring finger bowls*

*Center piece  
Look was done  
to mind may  
instead of a  
is a good job*

*in class  
with left  
and plate  
ing crumbs  
scraper*



## WAITRESS COURSE.

## CARE OF DINING ROOM.

EVERY MORNING open shutters and dust room before breakfast. Be sure that it is properly aired, heated, and lighted. After breakfast brush the hearth, brush rug; or sweep with carpet sweeper and wipe polished border around rug with a dry cloth. Dust should be taken up with a cloth and shaken out of doors; dust with a feather duster as little as possible. See that silver and linen drawers are in order.

ONCE A WEEK sweep room thoroughly; open shutters wide, remove all movable furniture and ornaments, dusting first. Carry ornaments from the room on a large tray when dusted. Use heavy dusters for furniture, cheese-cloth dusters for ornaments, etc. Be careful to wipe all dust from frame work of dining table; dust chairs, back and seat, (underneath and above) rounds and feet. Cover table and side-board, pictures and chandeliers, wiping first with a dry cloth. If rug is to be taken up, roll tightly and remove; if not, sweep carefully, with nap, and roll tightly. Always take hold of the selvage in shaking a rug. Shake dust from the curtains and portieres and fold loosely in a cover or bag. A gingham curtain mat be hung across the doorway; be sure it fits tightly and is weighted. Take away thin sash curtains. Shut doors, and put cloth outside of doors. Sweep the floor with a long handled, soft brush, brushing with the grain of the wood. When sweeping take up a little dirt in the dust pan as you go along. Sweep toward center of room when possible; open door into hall, and sweep doorway, as you are finishing, to collect dust that has gone under the door. Cover brush and sweep ceilings and walls, mouldings, curtain rolls, and tops of pictures, and all wood work in upper part of the room. Sweep in front of heavy pieces of furniture before moving out, and behind a second time before replacing. Wipe doors, Venetian blinds, surbase, and all wood work within reach. Open windows and when the room has been thoroughly aired, remove dust covers being careful not to shake dust around room. Wipe floor with a damp cloth, and when dry rub polished border with kerosene, or petroleum, applied with a soft cloth. Relay rugs, and arrange the room in usual order. Polish mirrors and glass, wash globes of chandeliers, and wash windows. Rub dining table with a special polish, or a mixture of turpentine, olive oil, and vinegar applied with a flannel or with a soft cloth. If



brass locks or knobs, are to be cleaned, cut out pieces of heavy card board to fit around them entirely covering the wood, rub brass with Putz, or Electro-Silicon, moistened with water and lemon juice; polish with a dry flannel; do not use Putz with veneered brass.

In early Spring, use cloth dipped in a mixture of turpentine and hot water to wipe carpets by surface, or to wipe woodwork. This will destroy moths.

In scrubbing or wiping painted doors begin at the bottom.



No 10

## NOTES ON DISH WASHING.

When the meal is finished, clear the table in the following manner:

1. Put away all clean dishes, and food.
2. Bring in a large tray on which to gather all silver and knives taking care to keep silver separate from steel knives. If there is room, put also some small dishes on tray. When all dishes are removed to pantry, put silver to soak in a pitcher; empty glasses, pitchers, and cups, soak in cold water, that have had milk or cream in them. Scrape and sort dishes carefully, putting all of one sort together. Use a piece of bread to scrape fine china, silver or soup ladles.
3. Return to dining room and brush crumbs from the table cloth. Remove cloth and fold it, being careful to lay the folds in the old creases. Do this as carefully as possible, so as not to wrinkle the cloth. Put away table cloth and napkins. Put a fancy cover on table if one is used. Darken the room (especially in summer) and leave room in order.
4. To wash dishes have ready the following:
  - a. A clean sink.
  - b. Two large dish pans, one for washing, the other for rinsing. Do not drain dishes in a separate pan, as exposure to air cools them and makes them hard to wipe.
  - c. Plenty of hot and cold water, soap, and towels, and a mop (if used). A mop should be kept very clean, as it soon becomes a source of nuisance. The soap used for fine china should contain very little strong alkali.
5. Make a good suds, but if hard water is used, this will be almost impossible.

Do not leave soap in water. Wash cleanest things first.
6. Wash first the glasses, then cups and saucers, then pitchers and all fine china, fruit plates, etc. Take fresh, hot, soapy water for silver, which should be rinsed in boiling water, and wiped on perfectly dry towels. Then wash plates. Wash steel knives last. The tea towels should be washed, rinsed and hung to dry after each meal, and should be washed in family wash and ironed once a week.
7. The waitress should observe following rules:
  - a. The water for fine china and glass must not be too hot.
  - b. Put only a few dishes in pan at once, and never put a heavy dish on top of a light one.
  - c. Each piece should be wiped with care; avoid pressure on delicate china and glass.
  - d. Do not expose fine dishes to extremes of heat and cold suddenly.
  - e. Do not leave bone handled knives in water, as it cracks the handles.
  - f. Cut glass must not be washed in very hot water, and should be dried in box wood saw dust.
  - g. Wash carafes with sliced potato, egg shells, or shot; shake vigorously; if washed with hot soapy water, do not rinse, but wash out before filling. This will make them look clear. A small scrubbing brush may be used to scrub out and pressed glass, but should not be stiff enough to scratch the glass.



n. Steel knives should be washed, scoured with brick, washed and wiped dry quickly.

### CARE OF SILVER.

If silver is always washed in very hot soapy water, it will keep in good condition. In general silver should be cleaned once a week.

### TO CLEAN SILVER.

Spread a large piece of heavy paper on the table, make a paste in a saucer, of fine whiting or Electro-Silicon (case-3) and alcohol or amonia, diluted. Rub the paste all over each piece of silver and lay it on the paper. When dry rub the powder off with a piece of chamois, old kid glove, or heavy unbleached cotton flannel. Use a soft brush to remove powder from grooves and chased work. Do not use amonia on silver, unless silver is of good quality.

Silver tarnishes because of the sulphide formed; that is, the black substance formed on silver is silver sulphide. The sulphur in eggs, gasses in air, and sulphur used in bleaching paper and cloth cause silver to tarnish. Therefore never use white tissue paper, or white flannel on silver, use unbleached cloth, and colored tissue paper.

### CARE OF OTHER METAL.

For brass, copper and nickle Electric-silicon may be used, but no amonia should be used. A better preparation for these metals is Putz, or the mixture we have here on purpose for them; which is a combination of rotten stone, oil and other substances. Kerosene is good for these metals..

*Navyar or lemon juice, or acetic acid are good for brass.*

### CARE OF SINK.

A strainer should be kept over the hole in the sink. All dish water and other water containing any solid particles should be poured through this strainer. It should be emptied and washed, scalded and dried after each meal. The sink itself should be well scrubbed with borax or soda water, and sapolio, three or four times a week-(every day in hot weather). Should be rinsed with boiling water several times a week. Strong soda water poured down the hole once a week will help remove the fat which collects in the pipe. A clean sink is a sure sign of a good housekeeper. The sink should be left in order after every meal.

### CARE OF LINEN.

The linen should be kept in drawers by itself, it should always be well ironed and carefully folded, and laid away so as to keep the original creases. Always get the best quality of linen your purse can afford, as a good quality looks well to the end of its existence. Never throw away any linen, for old table cloths and napkins may be used at picnics and to cover bread, or extra lunches, or may be laid in bottom of side board or pantry drawers.. The following outline may be used in a more extended consideration of linen, but a detailed study of linen will be omitted here.

1. Sorting of linen.
2. Removal of stains, use of acids and alkalis.
3. Methods of washing and ironing.
4. Methods of washing and ironing family liners, doilies, center pieces, etc.



WAITRESSES COURSE .

CARE OF PANTRY .

Always keep dishes of all kinds in order; glass in one place; plates in another; dishes in another; cups and pitchers each in a special place. Be sure to put plates of one kind in one pile. Scrub or wipe the shelves each week.

Keep drawers for towels, clothes, soiled linen, in order. Keep hand towels in a separate drawer. Cloths of each kind in their place. Silver cleaning materials, knife cleaner, and chamois dust covers, and dust cloths, in a special place. There should be a piece of oil cloth to stand the pail upon while cleaning windows, or wiping the floor.

Three soap dishes, one for soap used for towels, one for hand soap, and one for sapolio are needed. A soap shaker may be used in washing dishes. A small shelf for bottles will be of use; on this shelf one bottle of amonia, one bottle of alcohol, and one bottle of strong solution of washing soda, a box of matches, and a clock. Use a little amonia in the water in which brushes are washed, and occasionally in washing towels. Once a week pour soda water down the pipe using boiling water with it. Lye may be used occasionally.

Towels should be washed after each meal; once a week scolded, washed and ironed. Always hang in fresh air to dry.

Dust cloths should be soaked in cold water before being washed.

Soak chamois in cold water; and wash clean. A little amonia in water helps to keep a chamois in good condition. During drying it should be pulled or rubbed to keep soft and elastic.

Have a board of hard wood and a sharp knife for cutting bread, pans for lettuce, etc.; a wooden bowl and an ice chopper, and anything else which is ever needed. Keep a drawer for clean pieces of paper, a box of strings, neatly fastened; have a dish pan for washing dishes, a strainer to put over sink pipe, an agate pan to hold bits of food, and a deeper pan in which spoons, and forks may be soaked.

Before washing dishes, put away all food and clean dishes, empty glasses, cups, bowls, and pitchers, and scrape dishes carefully, piling all of one sort together. After washing dishes, wash dish cloth mop, and towels, then scrub draining board, scour sink, and dish pan, and put dish pan in the sun. Polish faucets. It is a good plan to have a tea-kettle for your own use filled with boiling water on a gas or oil stove!

Silver and cutlery must be kept in order. Pieces of cotton flannel or white paper may be used in drawers which are not lined.

Wash brushes, but do not allow them to stand in hot water. If they are washed in very hot water the bristles will fall out. Hang brushes so that they will not touch the floor.

*Have spices etc in glass cans or covered tin boxes. Have everything possible labeled.*



## CARVING.

The chair for a carver should be high enough to allow the work to be done comfortably without standing. The platter must be large enough to hold the entire joint or bird, without any piece falling on the table cloth. The platter must be hot for hot meat.

See that no string or skewer is left on the meat. Silver skewers, however, are left.

The platter must be near enough to the carver to be comfortable. Have very sharp knives, and keep them safe so as not to spoil the edges.

To carve chicken, turkey, duck. Put bird on platter, with neck at left of carver. Plunge the fork securely in the breast bone, at highest point, let it stay there, and use another fork if one is needed, to serve the meat.

1. Remove the wing, cutting from outside through to joint close to body, then cut around, and press wing away from body.

2. Cut leg at outside, then on inside, press away from body, and cut ligaments.

3. Cut thin slices from the breast, beginning close to place from which the wing was removed.

If only one-half the turkey or bird is used, do not remove any more parts. But if more is to be used, remove wing and leg of side away from carver, then remove wishbone, paper's, nose, and side bone. This latter part is often not done at the table, as the carcass may be used for soup.

The wing should be jointed, the leg divided into first and second joints, and a slice cut from the leg if it is large. The dressing and gravy should be placed carefully on the plate. The dressing should be removed from lower ventral side of the fowl.

Broiled chicken, if small, may be cut through the breast into halves, and each half cut in two. If large remove legs and wings, and cut into smaller pieces.

**TO CARVE BEEFSTEAK.** The carver should know at a glance which is the tenderloin, and cut that into several pieces; first remove it from the bone. The sirloin muscle should also be removed from bone, and cut into small pieces, and each person should be served with a piece of the tenderloin, and a piece of the sirloin muscle. Serve fat also to those who wish it.

**FOR RIB ROAST OF BEEF.** The roast should be on platter, with ribs next to platter, and back bone at left of carver. The carver should cut meat loose from backbone, and then cut down in slices. ALWAYS CUT ACROSS THE GRAIN OF MEAT.

**FOR RUMP OR ROUND ROAST.** Cut in slices right across the meat.

**FOR LEG OF MUTTON OR LAMB.** The meat should be on platter with fat side up, and large end at left. Insert fork firmly and begin to cut in middle of leg. Work toward both ends as desired, cut meat in even slices. For ham, cut in same way, only begin nearer small end, and use this end first. The thick end of ham is the best, and it may be used first if desired. A RIB ROAST OF VEAL OR MUTTON must be cut at right angles to length of piece, that is, it is cut into ribs.

**Fish.** Use only silver to serve fish, as steel imparts a disagreeable odor to cooked fish. Small fish are served whole. Fish such as mackerel, lake trout, carp, salmon trout, shad, are cut through body, bone and all, and served in thick slices; or may be served first one side, and then the other, after bone is removed. All large fish, as salmon, halibut and sword fish are carved in slices lengthwise, if a large piece is put on the platter. Fish steaks may be cut into pieces of convenient size.



## TO ANSWER THE DOOR.

When the bell rings the waitress should go to the door as soon as possible. She should have a small round waiter in one hand to receive the card from the guest.

The following form should be used.

"Is Mrs. Jones at home today?"

Maid. "Yes. Will you please come in?"

The guest hands her card to the maid, who receives it on the waiter. The maid shows the guest to the parlor, asks her to be seated and then takes the card to the lady of the house. The maid should go up the back stairs and in no case call up the stairs to the lady of the house. The maid should then return to the parlor and deliver whatever message has been sent, generally as follows:

"Mrs. Jones will be here in a few moments."

If Mrs. Jones is not at home the maid should say so at the door, and take the card on her tray. If Mrs. Jones is at home but not receiving callers, the maid may say she is not at home, or may say she is not receiving any one to day, and then takes the card as usual.

## CARE OF BED ROOMS EVERY MORNING.

The bedding should be removed from the bed, the windows opened and room allowed to air. Many people turn back the bed and open windows before leaving the room for breakfast. By so doing they save the time of the maid. While the room is airing, the maid should empty the chamber, and put washstand in order. There should be a special cloth for wiping the chamber, and another cloth for wiping the wash basin, soap dish, etc. The pitcher is to be filled, fresh towels brought. The toilet table or bureau may be put in order now. All clothing should be put in proper place. Now make the bed.

A heavy sheet or padding should be laid smoothly next to the mattress, over this the undersheet which must be smooth, and well tucked in, and right side up, next to this put the upper sheet, with right side next to the undersheet. Tuck in at bottom, then put on blankets and quilts, smooth and tuck in at bottom. When all are in place turn back the upper sheet and covers, tuck in all around, now put on counterpane, then bolster and pillows, and pillow shams if they are used.

Arrange windows, dust the room, leave it in order. Once a week sweep room in usual way. The bed linen should be changed once a week.

## CARE OF BATHROOM.

Have a small brush and some sapolic to clean out hand basin and tub. The basin should be kept in order every day. The seat brushed out and wiped off every day. The tub should be cleaned as often as needed, certainly once a week. Supply clean towels, soap and toilet paper when needed. Sweep and wash floor at least once a week.



## WAITRESS COURSE.

A waitress is often called upon to warm up a luncheon or prepare a dish hastily. She should have a sauce pan, wooden spoon, egg beater, bowl and small frying pan. The following receipts and suggestions will be of value to waitress.

### TEA.

One teaspoonful of tea, one cup boiling water. Scald the tea-pot, put in the tea, pour freshly boiled water over it, and steep for five minutes. Serve immediately. If used for iced tea, the tea should be poured off the leaves and set away to cool.

### Filtered Coffee.

One heaping tablespoon coffee. One cup boiling water. Heat a French coffee-pot, place the coffee fine ground, in the upper part and pour freshly boiled water through it. The coffee pot should be kept in a warm place while the coffee is being made. Always keep a tightly closed jar of freshly ground coffee on hand.

### TO BOIL AN EGG.

Pour a pint of boiling water over the egg and cover. Allow it to stand from five to ten minutes on the hearth, or where the water will keep warm. Heat the egg cup by pouring a little hot water into it.

### SALADS.

Salads may be garnished with blossoms and leaves of nasturtiums, parsley, beets, or hard cooked eggs cut in slices, or the hard cooked yolks of eggs may be put through a vegetable press and sprinkled over the salad.

Lettuce, celery, or cress, should stand in cold water to grow crisp. Carefully look over and wash thoroughly, and dry on a towel. Tear the leaves of the lettuce apart, do not cut. Arrange them in a bowl with the larger leaves outside, and the center of the head in the middle of the bowl. When celery is cut for celery salad, dry very thoroughly before mixing with the dressing. Cut a hard cabbage into quarters with a sharp knife and soak in cold water one hour before using. Then cut in thin slices with a sharp knife, or cabbage cutter.



## P O T A T O   S A L A D .

Cut boiled potatoes into thin slices, or dice, and sprinkle with salt. Use French dressing in sufficient quantity to cover them. Small pieces of onion may be used, or the bowl in which the salad is to be served may be rubbed with an onion which has been cut across the center.

## F R E N C H   D R E S S I N G .

1/4 teaspoon salt	3 tablespoons of oil
1/8 teaspoon pepper	1 tablespoon of vinegar.

Pour all the ingredients through a funnel into a bottle, cork and shake thoroughly. This may be used with vegetables or meat. If desired, mayonnaise dressing may be poured over the salad just before serving.

## Mayonnaise   Dressing.

1 teaspoon mustard	Yolk of two eggs
1       "       salt	1 cup of Olive oil
Cayenne	2 tablespoons of vinegar.

Mix the mustard, salt, cayenne thoroughly; add this to the yolks, beating them with a wooden spoon, or a silver fork, or Dover egg beater, add the oil, a few drops at a time, until half of it has been used. Then add a few drops of vinegar, and add the vinegar and oil alternately until all have been used. If the dressing curdles, take the yolk of an egg and add the dressing gradually to it, and it will become smooth. It should be a thick dressing and not be put upon the meat until ready to serve. It may be kept covered in a jar in the refrigerator for several days.



## Additional Rules on Family Dinners.

Do not pile up dishes in front of a person at table.

Always pass to left, but place knives at right. Serve things neatly.

Fork and knife may be left on <sup>one side of</sup> plate in passing for more or on the bread & butter plate.

Waid should pass an article to hostess first.

If you have no maid pass to hostess first before you help yourself.

Spoons should not be passed in cups especially in passing.

Guests are usually served first in preference to hostess.

Be careful about soiling table cloth and dishes.

Be courteous and cheerful at table. Roasts served by host, and meats & veg. Soups, desserts by hostess, Salads may be. Don't serve too much of an article especially butter.

If you have no maid a nice way to do is to have a three or four skilled



table at right of hostess for served dishes of each course, and at left a small table for next courses and dishes.

Always have flowers if possible on table, have fruit if not flowers. A pot of ferns are nice for center, Do not have too much on table at once.

Have things symmetrical but not in mathematical order.

Always have a heavy cloth under table cloth.

A table cloth will keep nicer if put under a weight when taken off and folded.

Everything should be right side up.

A carrying cloth should be under host's plate and a similar one under the hostess plate.

There should be enough silver to go through meat course and it should be arranged in order used, outside to be used first. Silver to be used with right hand should be at right of plate, that used with left hand at left.



Dishes should be taken out on a tray.

Keep flies out of dining room.

Darken & keep cool after meals.

Be sure to have room well aired,  
bright, cheerful and warm.



## Furniture Polish

$\frac{1}{3}$  Vinegar or lemon juice,

$\frac{1}{3}$  Sweet-Oil,

$\frac{1}{3}$  Turpentine.

Polish furniture with the grain of wood.

Care of Silver. Paper 11.

~~Electric~~ - Silicon, whitening, ammonia and whitening or alcohol and whitening are good polishes for silver.

Use ammonia only on dry good silver.

Unbleached cotton flannel is best for polishing. Bleached flannel should not be used as sulphur used in bleaching tarnishes silver.

Do not put silver away in bleached paper. Use unbleached.

Camphor Gum is good to put away with silver.



## Sandwiches.

Take rather stale bread and cut in very thin slices. Take two slices open, spread thinly with butter on one or both sides. Spread on one side with chopped meat or whatever desired. Fold the two slices together and if large cut-in two.

For fancy sandwiches the crusts may be cut from loaf before slices are cut, or thin slices may be cut thin cut with a fancy cutter. Then finished as before.

The art of making good sandwiches is to have a sharp knife, firm and rather stale bread and soft butter, in having bread thin, the edges exactly matched and the butter spread on thin.

### Potted Lamb Sandwiches.

Open can, spread meat on bread as before. If any is left do not leave in can but put in bowl or saucer.



## Cheese Sandwiches.

Cheese may be grated, chopped fine or put through a potato masher.

Cream, chopped parsley, <sup>or</sup> mayonnaise dressing may be added.

Sage cheese, ranchal cheese or sliced cheese make good sandwiches.

Butter should not be melted for sandwiches.

## Care of Bread.

Keep loaves of bread in a covered tin box. Seal box daily. If bread must be cut some-time before meals cover with cloth which has been wet in cold water and wrung out dry.

Use sharp knife and wooden board in cutting bread.

Bread should be cut in thin slices for breakfast and luncheon and in thick slices for dinner.

At dinner bread is often eaten without butter.



### Butter Balls.

Keep butter in covered jar in a cold place. Cut  $\frac{1}{2}$  lb. of butter into 16 pieces of equal size.

Dip butter paddles into boiling water then into ice water. Butter should be cold. With paddles shape butter into balls. Put in shallow dish, cover, and put in refrigerator.

### Picnic Lunches.

Wrap sandwiches in a clean napkin wrung dry out of cold water, then wrap in paraffin paper. If boxes are used to put lunches in pack everything as tightly as possible so as to be in good form when served.

Each separate article of food should be wrapped separately in paraffin paper. Put heaviest things at bottom. Be sure to wrap glass so it will not break.



Lesson 6.

January 24, '99.

Luncheon.

1. Cream Tomato Soup.

Croutons.

2.

Beefsteak

Potatoes

Creamed Celery.

Bread, Butter.

3.

Lemon Jelly

Coffee.

Finger Bowls.

Large Recipe for Lemon Jelly.

1/2 package Gelatin.

1 cup. cold water.

3 cups boiling water.

1 1/2 cup. sugar

1 c. lemon juice.

Takes a long time to get stiff.

Gelatin will not turn out of cups unless it is almost stiff when put in cups which have been dipped in cold water.

Cook tomatoes nearly an hour.

Broil Beef Steak.



Lesson 7

January 26, 1919.

Menu for Dinner.

1. Oysters on half shell.
2. Consommé
3. Lobster Coutelets.
4. Potatoes, Fillet of Beef, Peas.
5. Sweet Bread Pate. (Entrée).
6. Crackers, Chicken Salad, Cheese.
7. Ice Cream, Fancy Cakes.
- Bonbons, Olives, Salted Almonds.
8. Coffee. (Fingerbowls.)

Oysters.

Blue Points are the best oysters for this purpose. Oysters should be small. Little Neck clams may be used.

The oysters should be on the table when dinner is announced. The usual number on each plate is five.

Be sure oysters are loose from shell before put on table. Put small end of oysters towards center of plate. Chopped ice and  $\frac{1}{8}$  of a lemon should be on each plate. Cut lemons in eighths and do not slice.



## Consommé.

The consommé should be clear. It is usually made of chicken, veal or beef and is clear and highly seasoned. A creamed soup may be used. Use bread sticks for consommé. They should be placed at the left or in front of plate or in folds of napkin. Use Croutons for creamed soups. Never use butter at course dinner. Bread sticks or croutons are the only bread needed during the dinner and they are not always used.

## Lobster Cuttlets.

Other kinds of fish may be used for this course. Scalloped Salmon, Scalloped Oysters, if not used before, and other dishes containing fish.

## Meat and Vegetable Course.

Filet of Beef is the whole tenderloin muscle, and is very expensive. Two vegetables are usually served with meat. Vegetables should be eaten with fork not spoon, and they should be cooked thick enough to serve on plate with meat. Do not put gravy



on meat. If gravy is served it should be passed to each person. If lamb is used mince sauce may be served with it.

### Entrée.

Sweet Bread Pâté. Any kind of pâté may be used. Swedish Linballs may be used. A batter is made. The iron is heated, then dipped in batter then put in hot grease for deep frying. When done take out iron and fill up shell with chicken & white sauce, sweet bread and white sauce, any kind of fresh berries etc. It is not a good plan to have chicken salad and lobster cuttels in same meal. The salad should be of something lighter. Patties should be served in patty cups on plates.

### Crackers, Cheese and Salad.

Cheese straws are sometimes served instead of cheese and crackers. Put doily under ~~cheese~~ cheese, be sure to have doily for ~~cheese~~ cheese. Doily may be put under crackers. Cheese and crackers should be passed to each.



## Consommé.

The consommé should be clear. It is usually made of chicken, veal or beef and is clear and lightly seasoned. A creamed soup may be used. Use bread sticks for consommé. They should be placed at the left or in front of plate or in folds of napkin. Use Croutons for creamed soups. Never use butter at course dinner. Bread sticks or croutons are the only bread needed during the dinner and they are not always used.

## Lobster Cutlets.

Other kinds of fish may be used for this course. Scalloped Salmon, Scalloped Oysters, if not used before, and other dishes containing fish.

## Meat and Vegetable Course.

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### Ice Cream.

Only small fancy cakes are used with cream. Plain cakes should never be used and cut cakes are not used much. It is considered by some more fashionable not to serve cakes with ice cream.

### Coffee.

Coffee is sometimes served after guests return to the parlor. Otherwise it is served after everything else. Finger bowls should be brought on without removing coffee.

### Bonbons, Called Almonds.

Bonbons are not to be passed until ice cream or coffee course.

Almonds are to be passed during fish course. Celery is also passed at fish course.

Olives are to be passed during salad course.

### Cream and Sugar.

It is more fashionable not to serve cream and sugar with coffee, than to serve them; but when ladies are present it is better to serve them.



## Extra Courses.

If game is desired it should be served just before the salad course. Venison or other game may be used.

If fruit is desired it should be served after ice cream course.

## Dishes Required.

For 1st Course - Oyster forks and large plates.

Soup. Spoon and soup plates or more fashionable in very fancy small covered cups with saucers. Soup spoons.

Cutlets. - Large or medium sized plate and fork. Medium sized forks.

Meat course. - Dinner plates, knives and forks.

Bread and butter plate: - Pally cups, small plates and forks.

Salad - Small plates, forks. Cracker plate and doily, cheese plate and doily.

Ice Cream: - Spoons or forks, small plates. Cake dish and doily.

Bonbons - Bonbon spoons and fancy dish.

Olives - Olive forks and fancy dish.

Salted Almonds - Almond spoons and fancy dish.



Coffee - Cups and Saucers.

After dinner set for ladies only but larger ones if gentle men are present.

### Change Plates.

Change Plates are used between courses. Used on theory that there should always be plates in front of each person.

Only very handsome plates are used for this purpose. After ice cream change plates are not used. With one hand soiled dishes should be removed and with the other the change plates should be put down.

Bonbons, almonds and olives are on the table during the whole meal. Every <sup>thing</sup> should be dished up on the plates in the kitchen and as little serving at the table as possible. Almonds, bonbons, olives, crackers and cheese are only things to be passed. Coffee should be poured in the kitchen.

After salad course everything should be removed except bonbons, almonds and olives, and the table should be scraped.



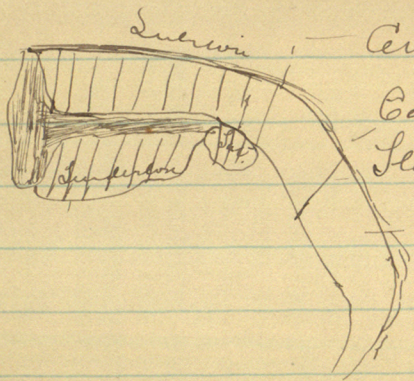
At the beginning enough silver should be put on to last through the meat course. After that appropriate silver should be brought in with each course.

Silver should be placed in the order in which they are to be used. Those used first on the out side. A fork used for a course without a knife is placed at right.

6. Menu Dinner

1. Oysters on Half Shell. (As when dinner is announced.)
2. Cream Pea Soup                      Croutons.
3. Scalloped Salmon.
4. Mashed Potatoes, Baked Lamb, String Beans.
5. Swedish Timbales (Serge's Table).
6. Nut & Apple Salad on Lettuce Leaves.
7. Bisque Ice Cream. ( )
8. Coffee.                      Finger bowls.

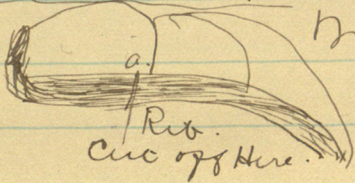




Cut this way.  
Can be cut off here.  
Flank

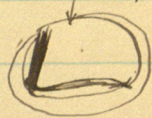
May be used for stews or soups.  
Always cut across fibres

Rib Roast.



Muscles.

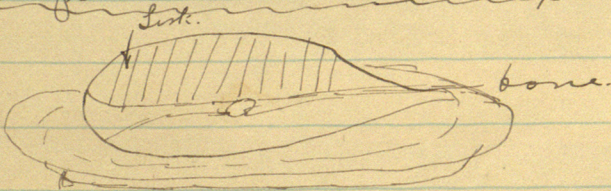
Butchers usually cut you off at a and leave the piece like steak.



The long flank coming around

other part. Slice right down.

Mutton or Lamb Leg.



Slice straight down



## Care of Refrigerators.

They should be thoroughly cleaned twice a week in summer and once in winter.

Scrub all parts with borax and soap, scald with fresh boiling water and thoroughly dry. It should be left open a few minutes each day to ventilate.

Put milk and butter (covered pail) in, also meats well covered. Do not put in anything with a strong odor. Ice boxes keep foods much colder than refrigerators.

## Uncovering Door Bell.

A lady should leave a card for each lady in house and if she is carrying her husband's cards she should leave one for each lady and for the main of the house.

Feterita is a member of the sorghum family, and yields small egg-shaped seeds, which make excellent flour and meal, comparable with fine white corn meal. It is grown chiefly in the Southwestern states, however, and although included in the list of permitted cereal substitutes, will probably never be purchasable in a Michigan grocery store.



## Hardwood Floors.

Hardwoods generally used are oak, ash, maple, locust, mahogany, and cherry.

Soft woods are white and yellow pine, spruce, poplar, and bass wood.

In general hard woods do not shrink as much as soft woods.

Yellow or Georgia Pine contains a great deal of Resin which does not absorb water consequently it is very good for damp rooms as kitchen or pantry.

Maple makes a very satisfactory floor.

Floors may be painted, stained, varnished, oiled or waxed.

So wax a floor. New Hardwood floor.

then both sides planed and <sup>sanded</sup> laid close together then sand paper it, then put on a filler and let dry. Put on wax preparation, <sup>with sand</sup> rub in and polish with heavy weights made on purpose to be used with sand or put.

Oiled or wax floors should not be cleaned with water, clean by putting on some more oil or wax.



All floors, varnished, oiled or waxed are fixed the same but instead of putting on wax put on varnish or oil.

Putty may be used for cracks and filler for other holes to make floor smooth.

### Filler

1 part whiting,

3 " corn starch.

1 " boiled lin seed oil. mix and dissolve in

1 " turpentine.

Add a drier.

Put in coloring matter yellow or brown ochre. Brown gives antique finish and yellow gives natural finish.

If too thin add a little drier.

If too thick add a little turpentine.