The Expert Waitress

Anne Frances Springsteed Cole, Anne Frances Springsteed, C. S. D.

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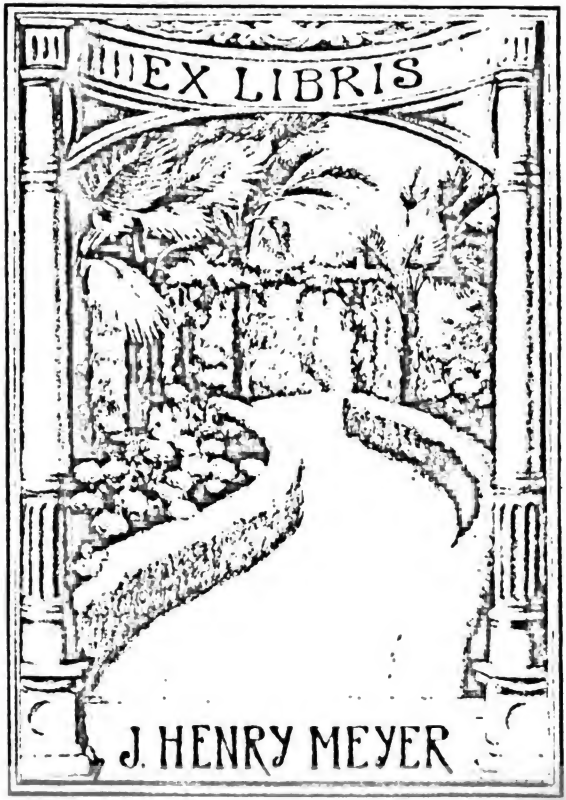

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Cole, Anne Fr...

THE EXPERT WAITRESS

A MANUAL FOR THE PANTRY
AND DINING ROOM

BY
ANNE FRANCES SPRINGSTEED
(MRS. THOMAS COLE)

NEW EDITION
REVISED AND ENLARGED
BY
C. S. D.

NEW YORK AND LONDON
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CONTENTS

CHAP.		PAGE
	INTRODUCTION	v
I.	BREAKFAST	1
II.	LUNCHEON	14
III.	DINNER	24
IV.	SUPPER	49
V.	AFTERNOON TEA	56
VI.	SERVING SIMPLE MEALS	60
VII.	PICNIC AND TRAVELING LUNCHEONS	66
VIII.	WINES	68
IX.	CARVING	73
X.	CARE OF CARVERS	80
XI.	CARE OF DINING-ROOM	83
XII.	CARE OF PANTRY	87
XIII.	WASHING DISHES	91
XIV.	CARE OF SILVER AND OTHER METALS.	99
XV.	LAMPS	102
XVI.	GENERAL RULES	106
XVII.	USEFUL SUGGESTIONS	115
XVIII.	ADAPTABILITY	128
XIX.	A SERVANT'S CONTRACT	141
XX.	TRUTHFULNESS AND HONESTY	150

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INTRODUCTION

THIS book was not written as a compendium of *all* the rules necessary for conventional service in houses where many servants are employed, but because the author felt that a simple manual for the pantry would be of help to the waitress, as a cook-book is to the cook, and in the belief that it would increase the comfort of those mistresses who employ only one or two maids.

The most gratifying success of the book has not lessened the desire of the author to increase its usefulness in any possible way. Therefore, in view of some changes in customs and the chances for certain improvements in arrangement, the book has been rewritten, and the most modern usages have taken the place of any which had become somewhat antiquated.

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The author's purpose is and has been to make her manual really helpful to the countless women who run their houses on small incomes and with but one or two maids, and for them she will show how a table may be set and served with good taste, good sense, and comfort without adhering in all respects to the latest conventions.

A well-trained waitress is one familiar with various methods and willing to adapt herself to the rules of the mistress she is serving, whether or not they conform in all respects to those she followed in previous situations.

In old Colonial days, as in the early ones of our Republic, custom required that the dinner tables of the wealthy among our English, Huguenot, or Holland ancestors should be decorated with tall épergnes and candelabra of silver, decanters of cut glass, and a service of costly plate and china, while rich viands and rare wines were crowded upon the table in profusion before the guests were bidden to sit down.

Hosts carved and served the roasts and game,

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hostesses served vegetables or sliced bread upon a bread-board, and it was "good form" for guests to offer to each other relishes or jellies even though many servants stood ready with silver salvers to serve the portions sent by host and hostess. Customs have changed as years have passed, and now fashion decrees that we shall serve our formal dinners and luncheons—if not our breakfasts—as do the autocratic Russians.

But this is a free country, and if "a man's house is his castle," so is a woman's home her realm, and here in the matter of waiting, as in other household concerns, much may be left to individual preference and convenience without fear of offending against good taste, and the exercise by hostess and guest of a little thoughtfulness and common sense will preserve them from expecting from one waitress, however "expert" and willing, the service which only two or more can successfully render.

It is true that good authorities, whether hostesses or writers of books on service, may

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disagree as to rules; and customs change from time to time; but all really good service demands that the waitress possess intelligence, that she be quick to observe, and be quiet, neat, and orderly. These qualities in her bring peace of mind to the hostess and comfort to the guest, no matter how simple the meal nor how plain the china; and by the exercise of these qualities the waitress maintains her self-respect, finds pleasure in her work, and daily becomes more expert in her chosen profession.

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THE EXPERT WAITRESS

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I

Breakfast

Fruit

Cereal with Cream

Lamb Chops *Creamed Potatoes*

Bread, Hot Gems, or Sally Lunn

Butter

Coffee *Milk* *Cream* *Hot Milk*

THIS breakfast is of the usual type where a family takes meat in the morning. To serve it there will be needed, besides the articles shown on the following diagram, napkins, tumblers, salt-cellars, pepper-pots, salt-spoons, butter-plate with silver butter-knife, if the butter is in block form, with silver butter-pick or tiny fork if in the more usual balls or rolls made with butter-paddles, or the small "pats" stamped with a leaf or other device, bread-and-butter plates, silver butter-spreaders, bread-

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plate, muffin dish or plate, water-pitcher, milk-pitcher, salver for your use, a large napkin to be folded on your hand when passing hot dishes—and a large tray or tray-cloth to be placed under the coffee service.

Fruit.	Fruit-dish. Finger-bowls. Doilies.	Fruit-plates.	Fruit-knives. Fruit-spoons.
Cereal.	Cereal-dish. Cream-jug. Bowl of fine sugar.	Cereal-dishes on plates.	Tablespoon. Dessert-spoons. Sugar-sifter.
Chops and Potatoes.	Chop-dish or platter. Potato-dish.	Tablespoon and large fork. Breakfast-plates. Breakfast-knives. Breakfast-forks.	Salt-cellars and spoons. Pepper-pots.
Coffee.	Hot-water-kettle. Coffee-pot and stand. Hot-milk-pitcher (covered) and stand. Cream-jug. Sugar-bowl. Jar for water.	Coffee-cups and saucers.	Sugar-tongs. Teaspoons.

If the polished table, without a cloth, is preferred for breakfast, it will be necessary to take thought about hot dishes, none of which must come in direct contact with the table. Either they must be served from a side-table,

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or the polished table must be in some way protected. This is best done by round or oblong pieces of double-faced canton flannel, or of thin asbestos with slip-covers of linen simply made and easily laundered, and over these lace, linen, or crocheted mats as simple or as elaborate as one chooses.

The round ones are to be used at each "cover" laid, and oblong or round ones under the platter or other hot dish placed on the table. Unless you have flowers for the center of the table, place the dish of fruit there. Place a salt-cellar and spoon and a pepper-pot for the use of each two persons.

If the host is to serve the chops, place under his cover a carving-cloth of linen, and in front of the cover a mat suitable for the chop dish or platter. At the right of this a tablespoon, at the left a dinner fork.

Under the hostess's cover lay a linen cloth, on which, at her right, place the plates or tiles (on protective mats) for the coffee-pot or the coffee-machine and lamp (if coffee is made at table), the pitcher of hot milk and kettle or

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pitcher of hot water for heating fresh cups and rinsing those returned for a second filling. In front place the bowl of cut sugar, the cream-jug, and the slop-bowl—or the more agreeable tall jar for holding the water which has heated the cups.

At the left place the cups, each on its own saucer with its spoon.

Where a large tray of silver, brass, or one of wood with a plate-glass top and a rim is used, this may be covered with a tray-cloth, or not, as the hostess prefers, and on it you will arrange her cover and the complete coffee service—save perhaps the Vienna or French coffee-machine, which, if more convenient, may take its position at the right of the tray. The place for each person at table with its plate, knife, napkin, etc., is called a "cover."

The cover first laid for this breakfast consists of the protective mat with other mat on it, a fruit-plate containing a finger-bowl one-third full of water placed on a finger-bowl doily. At the right of the bowl a fruit-knife, at the left a fruit-spoon. At the right of the

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plate a breakfast-knife with the sharp edge of the blade toward the plate, and a dessert-spoon with bowl turned up. At the left a breakfast fork with tines turned up, then a napkin simply folded, above the napkin the bread-and-butter plate with the small silver knife called a butter-"spreader"; above and a little to the right of the plate a tumbler for water and one for milk.

On the service-table, which is protected from heat by heavy canton flannel or a sheet of asbestos covered with a linen cloth, there should be a small silver salver for serving and for removing from the table small things and any unused knives or silver; another for removing, if necessary, anything not clean (for a good waitress does not place together on a salver articles both soiled and clean, as, for example, a soiled spoon and a plate of butter); a large napkin folded about six inches square to place on your left hand when serving dishes of food, a small napkin for taking up quickly anything that may be spilled at table, and a large one to be used in an emergency, such as the ac-

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cidental overturning of a glass of milk or cup of coffee. Also plates with the dishes for cereal and the bowl of fine sugar with its sifter, the bread and butter, the pitchers of cold water and of milk.

There should be on the service-table ample room for the hot dishes and plates, which you will bring in from the pantry just before they are to be served. No hot dishes should ever be placed on the sideboard, nor should food stand there, except possibly baskets of cake or dishes of fruit. Here belong the silver service, the candelabra and candlesticks, decanters, and ornamental pieces of silver for various uses. Here also—if the service-table be not large—may properly be placed the dessert-plates with finger-bowls to be used at dinner or luncheon, as well as the small silver laid ready for use during the later courses of the meal.

When you are ready to serve this breakfast, fill the water-glasses to within three-quarters of an inch of their tops and stand behind your mistress's chair to place it as she seats herself.

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The first thing to be served is the fruit. Carry the dish, according to its shape, in or on your left hand, offering it first to the hostess if there are no guests, and then to the host if the children are young. If they are grown, pass directly from the hostess around the table until all are served. Having replaced the dish of fruit in the center of the table, fill any glass of water which may have been emptied—for a well-trained waitress takes care that no one need ask for water, bread, or butter.

As soon as any one has finished his fruit, bring in your right hand a plate containing a cereal dish, and, standing at the left of the person, with the left hand remove the fruit-plate, drawing it under and replacing it by the fresh plate. Next take the finger-bowl and its doily.

When all things belonging to the fruit service have been removed, bring on a folded napkin on your left hand the dish of cereal with its tablespoon in it, and offer to each person from the left. This must be followed at

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once by a jug of cream and a bowl of granulated or fine sugar with a sugar-sifter in it—jug and bowl standing on a silver salver—or if the hostess prefers the use of a tray of suitable size and shape to hold the dish of cereal with the cream-jug and sugar-bowl, all may be passed at once, to the great comfort of those served.

Next, standing at the *right* side of a person, offer milk, and if it is accepted take the milk-tumbler in your left hand, and, standing far enough back to avoid any possibility of dripping, fill the glass to within three-quarters of an inch of the top and carefully return it to its place. Follow the same rule in refilling tumblers with water unless there be very ample room between each two persons seated at table, in which case water and milk should be poured without lifting the tumblers.

When the cereal has been eaten the dishes and plates used for this course should be replaced by hot plates just brought to the service-table from the pantry, following the rule just given for exchanging fruit-plates for those

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for cereal, passing the clean plate over, not under, the used one. Then take the hot chop plate or platter with its tablespoon and fork on the folded napkin on your left hand and offer to each person, at the left. Returning this dish to the service-table, next serve the creamed potatoes, then the hot-bread, the butter, and the bread.

Where both salted and unsalted butter are used they should be offered together on a tray, that a choice may be made, and it is well to have the butter-dishes unlike each other, as, for instance, a Nankin blue may be used for the salted and a pale green Majolica lettuce-leaf plate for the unsalted. A further distinction may be made by having the salted butter formed by the paddles into round balls and the unsalted in delicate rolls or pats.

You are now ready to serve the coffee, the first cup of which the hostess will have poured. If she has added cream or sugar, take the cup on your small salver in your left hand, and with your right hand place it at the right of the person to be served. If each person is to add

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cream, hot milk, or sugar to his own liking, a tray holding the cup, a bowl of cut sugar with its tongs, a pitcher of hot milk, and a jug of cream should be offered at the left. Most persons, however, trust to the hostess's skill in preparing each cup of coffee to suit the varied tastes. When this is not the rule, cream, hot milk, and sugar should be offered on a tray *at once*, that each person may choose what he likes for his coffee while it is hot. If the family prefers to have coffee immediately after the fruit course, it may be served then or at the pleasure of the hostess.

A simpler breakfast, and one much more usual in modern households, might consist of:

Fruit
Cereal with Cream
Eggs boiled to order
Toast, Bread, Toasted English Muffins, or Crumpets
Butter, Marmalade
Coffee, Cream, and Hot Milk

For this there are needed no hot plates and no pepper.

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The service should follow the same order as that given for the heartier breakfast, eggs taking the place of the meat course, and requiring that an egg-spoon shall have been laid between the plate and the spoon for cereal. The breakfast knife may be of silver instead of steel; it will be used only to cut the top off of the egg, which will be eaten from its shell with or without salt. The fork will be used for the marmalade if taken.

The marmalade may be served in a dainty glass or china jar with cover, or in a jelly-dish with jelly-spoon, and is to be offered with the bread, muffins, or toast. If the fruit used is to be cut before serving, you will have done this in the pantry, and have served it on the fruit-plates before the family is seated at breakfast. You will then need to have ready small plates with finger-bowls and doilies to replace the fruit-plate before serving the cereal.

The above service has been conducted *à la Russe* (in Russian style), and is in accordance with the usage in many houses to-day; but a simpler method, and one preferred by many

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persons of unquestioned good taste, permits that butter, bread, and marmalade, pitchers of milk, and carafes or pitchers for water shall be on the table before the breakfast begins, that the chops shall be served by the host, and that the persons breakfasting shall help themselves or pass to their neighbors butter, bread, etc.

If the chops are so served, bring them to table after the cereal plates and dishes have been replaced by the hot plates for chops, then with an *extra* hot plate in your left hand stand at the left of the host, and take with your right the plate on which he has served a chop, and passing your left hand under it put down the fresh plate, thus passing the fresh food above the empty plate. Having served the first chop to the hostess or favored guest, bring her hot plate to exchange for that containing another chop.

If coffee is made in the kitchen, the breakfast table or the service-table should have appliances for keeping it and the hot milk at a proper temperature. A copper warm-

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er with a tray over an alcohol lamp is a usual adjunct of an English breakfast or service table, and serves the purpose well—as do also our more modern electric heaters. An electric toaster also may be used on the table if any member of the family chooses there to toast bread or crumpets.

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II

Luncheon

Grapefruit
Creamed Halibut in Ramekins
Celery, Olives, Wild-grape Jelly
Broiled Squab on Toast, Garnished with Cress
String-beans, French-fried Potatoes
Rolls, Butter, Salted and Unsalted
Salad of Endive with French Dressing
Cheese Straws

Fruit Tartlets
Tea or Chocolate, Apollinaris
Bonbons

If a waitress can serve this luncheon successfully, she should be competent to handle a more elaborate one, know how to substitute for the grapefruit a bouillon in two-handled cups on their saucers, and with or without

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Grape-fruit.	Fruit-plates.	Tumblers. Apollinaris-glasses.	Bowl of fine sugar. Sugar-sifter. Fruit-spoons.
Fish.	Fish-plates with doilies.	Celery-dish. Olive-dish. Plate for rolls. Bread-and-butter plates.	Fish-forks. Olive-fork or spoon.
Squab and Vegetables.	Platter. Vegetable-dishes. Salt-cellars. Pepper-pots.	Luncheon-plates. Jelly-dish. Jelly-spoon. Butter-picks.	Large fork and spoon. Tablespoons. Luncheon-forks. Butter-spreaders.
Salad.	Salad-bowl. Salad-fork. Salad-spoon.	Salad-plates. Cheese-plate with doily.	Salad-forks. Cheese-knife or scoop.
Dessert.	Dessert-dish. Bonbon-dishes.	Pie-knife or broad fork. Dessert-plates.	Dessert-forks. Bonbon-spoons. Finger-bowls on plates with doilies.
Tea or Chocolate.	Teapot or Chocolate-pot. Sugar-bowl. Cream-jug.	Cups and saucers.	Sugar-tongs. Teaspoons or chocolate-spoons.

covers—for these would be on the first set of plates on the table when luncheon was announced. She could serve a timbale or any other entrée in place of the creamed halibut, etc.

For the luncheon given there will be needed a heavy canton flannel and a handsome damask table-cloth, unless the bare mahogany is pre-

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ferred, when centerpieces of lace or embroidered linen, with plate, tumbler, and other mats to match, are in order.

If a cloth is used lay first the canton flannel quite straight and smooth, and on it the heavy damask, ironed to perfection and hanging well over the sides of the table.

On this will be used the centerpiece, but not mats.

Flowers or fruit should form the center decoration, which may be as simple or as elaborate as the taste of the hostess dictates. Candles are not considered necessary at luncheon, except for very large functions. The hostess may serve the tea or chocolate, using a handsome tray-cloth or large tray for the service of silver or china, as at breakfast. For tea will be required, also, a teakettle with its lamp or electric heater, a teapot of silver or china, a bowl of cut sugar with tongs, a jug of cream, a small plate or dish of lemon sliced very thin and with the pips removed. For chocolate there should be a covered chocolate-pot and chocolate-cups.

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For the luncheon itself are needed plates for the grapefruit, plates with small, round linen doilies on which will stand the hot ramekins of halibut, dishes of cut glass or fine china for olives, jelly, and bonbons, hot plates for the chicken, salad-plates, plate with doily on it for the hot cheese-straws, dessert-plates for the tartlets, and others for the finger-bowls and their doilies.

Silver bread-tray or china plate for the extra service of rolls—butter-plates and butter-spreaders and butter-picks if butter is served —dessert-plate with pie-knife or broad, flat fork for the tartlets, pepper-pots, salt-cellars and spoons, fruit-spoons, fancy spoons for olives, jelly, and bonbons; tablespoons and forks for serving the squabs and the two vegetables, salad-spoon and fork, tiny fork for the sliced lemon, fruit-spoons, fish-forks, luncheon knives and forks, salad-forks, dessert-forks, finger-bowls and their doilies, tumblers for water, and tall, narrow ones for Apollinaris.

Where butter is not used, and it often is not,

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no bread-plates are necessary, the waitress folding a roll in each napkin.

A dining-room must be well aired, and the thermometer consulted to see that the temperature be kept right.

The sideboard and all furniture must be free from dust, the table made the right size, and if no cloth is to be used there must be no spot on the mahogany; it should be wiped with a soft cloth and with the grain of the wood before the centerpiece and the mats are laid. If the hostess is to pour tea or chocolate the tray or tray-cloth is to be laid with proper service. Dishes of olives, jelly, and bonbons should be well arranged on the table with their spoons beside them, and a pepper-pot and salt-cellar with spoon placed for the use of each two persons.

The cover first laid for this luncheon will consist of a plate on a plate-mat (with protective mat underneath if no table-cloth is used), and mats for tumblers above and at the right of the plate; at the right, next the plate, with its cutting edge toward the plate, a luncheon

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knife of steel with ivory or pearl handle, or a steel blade silver-plated to match its handle of plate or solid silver; then a fruit-spoon, with bowl turned up. At the left of the plate a luncheon fork, and beyond it a fish-fork, the bread-plate with its butter-spreader (if used), and a napkin with roll folded in it but not entirely hidden.

The waitress must be sure that her service-table and sideboard contain everything not already on the table which may be needed for the service of the luncheon, that there may be no delay *and no opening of drawers.* Just before the waitress announces luncheon the tumblers must be filled with water to within three-quarters of an inch of their tops, and the plates containing the prepared grapefruit served, the teakettle filled with fresh cold water, and placed over its lighted lamp or electric heater.

Having announced luncheon, the waitress should stand behind the hostess's chair until all are seated, then, having wrapped with a napkin a chilled bottle of Apollinaris, offer to

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fill the narrow tumbler placed for the sparkling water. When the fruit course is finished replace it by the plates with the ramekins of creamed halibut. Bring a plate with its ramekin in your right hand, and, standing at the left, remove with your left hand the fruit-plate, drawing it under the fresh plate. With this course pass the olives and celery on a salver.

The fish course is followed by the squab on toast, which has been arranged on hot plates in the kitchen or pantry Bring one in your right hand, and, standing at the left, remove with your left hand the plate with the fish-ramekin and its fork, drawing it under the plate of fresh food, which you will place with your right hand.

When all are served with squab take a large napkin folded about six or seven inches square on your left hand, place on it the dish of potatoes with its tablespoon and fork, and offer it to each person at the left; this is followed by the string-beans, served in like manner, then a salver with the dishes of olives, celery, and jelly should be offered at the left.

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Next offer rolls (with butter if served), and refill tumblers. With the removal of this course the cover may be left without a plate and crumbs removed before the salad course—as should be the pepper-pots and salt-cellars, the dishes of celery, olives, and jelly—the waitress having a silver salver in her left hand for that purpose, or the salad may be served as each luncheon plate with its knife and fork is removed, care being always taken to hide the used plate under the fresh one during the exchange. When all plates of salad are placed, offer the plate of cheese-straws from the left on a silver salver held in the left hand.

When removing the salad-plates, as you are putting none on the table, you may take one in each hand to the pantry. The plate of cheese-straws, after they were served, will have been left on the service-table. Now deftly and quickly clear the table of crumbs, either with a silver crumb-knife and plate or with the more generally used folded napkin.

When the table is in perfect order place

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from the left the dessert-plates with a dessert-fork on each one.

The dish of tartlets, with its pie-knife or broad silver fork, should now be held on the waitress's left hand and offered from the left. Tumblers must be refilled and tea or chocolate served.

The hostess will have made the tea, or you will have brought the pitcher of chocolate while the table was being cleared. The hostess may prepare each cup to suit the one who is to drink it. Take it in your right hand, place it on the small silver salver held in your left, and, passing to the right of the person, with your right hand place it near the tumblers.

If the hostess prefers she may send a cup of tea with the jug of cream, bowl of cut sugar with its tongs, and the dish of lemon slices with its fork, all on a tray to the left of the person to be served, that she may prepare her cup exactly to her own taste.

When the dessert has been eaten, bring in your right hand a handsome plate with a finger-bowl one-third full of water on a deli-

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cate finger-bowl doily, and with your left hand remove as before instructed the used plate, putting down the fresh one. Then offer on a salver the one or more kinds of bonbons with their spoons. If no guests are present at luncheon the hostess will first be served; if there are guests the most honored one at the right of the hostess will be served first, then the one on the hostess's left, and so on around the table. With each alternate course the waitress may begin serving at the right or left of her hostess, and pass directly around the table.

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III

Dinner

Consommé
Olives, Salted Almonds
Broiled Bass, Maître d'Hôtel Sauce
Roast Lamb, Mint Sauce
Green Pease, Baked Tomatoes, Potato Croquettes
Lettuce Salad
Crackers *Cheese*
Neapolitan Pudding
Coffee

THIS is a very simple dinner, easily served by one maid.

Make sure that the air in the dining-room is fresh and the temperature agreeable. If dust has gathered on polished surfaces since luncheon, wipe them with a soft cloth.

See that your table is exactly in its right

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Soup.	Service-plates. Soup-plates. Tumblers.	Bread or roll plate. Bread-and-butter plates.	Soup-spoons. Salt-cellars. Pepper-pots.
Fish.	Fish-platter. Sauce-boat.	Fish-plates. Olive-dishes and spoons. Almond-dishes and spoons.	Fish-knife and fork. Sauce-ladle. Fish-forks. Fish-knives.
Roast.	Platter. Sauce-boat. Vegetable-dishes.	Dinner-plates. Dinner-knives. Dinner-forks.	Carving-knife, fork, and steel. Gravy-spoon. Sauce-ladle. Tablespoons and forks for vegetables.
Salad.	Salad-bowl. Cracker-plate with doily. Cheese-plate with doily.	Salad-plates. Salad-forks.	Salad-spoon and fork. Cheese-knife or scoop.
Dessert.	Pudding-dish. Finger-bowls, plates, and doilies.	Dessert-plates.	Pudding-slicer and spoon. Dessert-forks.
Coffee.	Tray and tray-cloth. Coffee-pot. Sugar-bowl. Cream-jug.	Cups and saucers.	Sugar-tongs. Coffee-spoons.

place, and not in the least askew, and that coverings on the sideboard and service-table are fresh and straight. If there are flowers, choose a suitable vase or bowl for them, remembering that flowers on a dinner table

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should always be arranged high enough to look under, or so low that every one can talk over them.

For this dinner you will need a heavy canton-flannel cloth, which must be laid perfectly smooth, and over it a damask linen table-cloth laid without a wrinkle. Place an embroidered or lace centerpiece under the bowl of flowers, and mats to match it may be used under platter and plates if the hostess choose; but it is not usual. It is also a matter of choice whether a carving-cloth be laid across the end of the table where the host sits. You will need service-plates, soup-plates, fish-plates, plates for the roast, for salad and dessert, as well as for rolls or bread, crackers, and cheese; platters for fish and lamb, sauce boats and ladles, three vegetable-dishes, a salad bowl, spoon, and fork.

A pudding-dish, slicer, and spoon; tumblers, finger-bowls; small dishes for olives and almonds; bread-and-butter plates; carving knife, fork, and steel; spoons and forks for serving vegetables; knives, forks, and spoons; cheese

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knife or scoop; coffee cups and spoons; a bowl of cut sugar with sugar-tongs; and a jug of cream. A large napkin folded for use on your hand, one for taking crumbs—unless the hostess prefers a silver crumb-knife—and one in case of accident, and extra knives, forks, and spoons, and a medium-sized plate for gathering crumbs.

Having laid your cloths and centerpiece, next arrange the carving-cloth across the end of the table and the mats, if you are to use them. At the right of the large mat for the platters lay a silver fish-slicer with its cutting edge toward the mat, and on the left the fish-fork with tines turned up.

At each cover lay a "service"-plate, which may be like the dinner plates, or of a special set. At the right of each plate lay a dinner knife with its sharp edge toward the plate, next a silver knife for fish (if required) with sharp edge toward the plate, a soup-spoon with the bowl turned up, and to the right and a little above the plate a tumbler for water. At the left and next to the plate lay a small fork for salad, then a dinner fork for the roast,

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then a fish-fork, all with the tines turned up. Beyond these, or on the service-plate, as the hostess chooses, lay a napkin simply folded, and between the folds, yet where it can be seen, place a dinner roll or a piece of bread cut two inches long and one and one-half inches thick. At the left of the forks and just above place a bread-and-butter plate to be used for bread, olives, and almonds.

At each corner of the table, or for the use of each two persons, place a salt-cellar with its spoon and a pepper-pot.

Place the dishes of olives and almonds at such points between the centerpiece and the covers as they look best. This will depend upon the size and shape of the table and of the centerpiece. On the centerpiece nothing should be placed except the flowers.

In preparing the service-table be sure that you have room for hot plates for fish and roast and for the dishes of vegetables, when you are ready to bring them from the pantry, as well as for bowls of sauce, plate for bread or rolls, carving knife, fork, and steel, table-

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spoons and forks for vegetables, ladles for sauces, the salad spoon and fork, a plate for cheese, and cheese knife or scoop. Lay here also a large napkin, folded about six inches square, to use on the palm of your left hand when serving; another for brushing crumbs from the table; a medium-sized plate for gathering the crumbs, and a third napkin for use in case a tumbler of water should be overturned. Have here your bowl of cut sugar with sugar-tongs, and the silver pudding-slicer, as well as the extra knives, forks, and spoons.

An expert waitress should so plan for necessaries and emergencies that she should never be obliged to open a closet door or a sideboard drawer during a meal.

If there is not room on your service-table for the dessert-plates, extra silver, etc., they may be arranged on the sideboard; but no dish of food, unless a basket of fruit or cake, belongs there. It is reserved for ornamental pieces of silver, candelabra, candlesticks, and such pieces of china as make it appear always in good order and agreeable to look at.

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On the dessert-plates lay a finger-bowl doily under a finger-bowl one-third full of water, neither hot nor too cold, and at the right of the bowl a dessert-fork with the tines turned up.

Be sure that the salad-bowl, olive-dishes, and pudding-dish are cool; that the soup-plates, the platters, and plates for fish and roast with the vegetable-dishes are being properly heated in pantry or kitchen.

A waitress is responsible for giving to the cook the proper dishes for each course which is to be dished in the kitchen.

When it is nearly time for dinner place the flowers, the olives, and almonds on the table; fill the tumblers with fresh, cool water to within three-quarters of an inch of their tops, and go to the lady of the house and say, in a low tone: "Madam is served," or, "Dinner is served." Return to the dining-room and stand behind her chair to place it for her as she seats herself.

The soup will be dished in the pantry either by the cook or waitress, and it should not be done until the family is seated, *for soup must*

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be hot. There should be but a small ladleful in each plate. Bring one from the pantry in either hand, and, standing at the left of the person to be served, place a soup-plate on the service-plate. If there be a guest at either side of the host, serve first the one at his right, then the one at his left, then the next two on the right, and so on around the table until all the ladies are served, then serve all the gentlemen. If only the family are present, serve first the lady of the house, then the host, if the children are young. If all are adults you may serve first the hostess and proceed from her around the table. When the soup has been eaten remove the plates to the pantry, taking one in each hand from the left of each person, beginning with the lady first served and going around the table from her right. The soup-plates and all other dishes or platters you must carry steadily, and without allowing the silver to slide on plate or dish. Now bring to the service-table the hot plates for the fish and the sauce-boat with its sauce, then from the pantry the platter of fish directly to the

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host, and place it on the mat in front of him with the head of the fish toward his left hand. Place the bowl of sauce, with its ladle in it, in front of the first lady to be served. Next place a hot plate in front of the host, taking his service-plate to the service-table, where you have reserved a place for it, and, returning with another hot plate, stand at the left of the host until he has served a portion of fish; then take this in your right hand and place the fresh plate with your left. Go to the left of the lady to be served, remove the service-plate with your left hand, and place the fish-plate in front of her with the right. Each time you serve a portion take the service-plate to its pile on the service-table and bring a hot plate to the host. While the fish is being served the family may have passed to one another the fish-sauce and the olives, leaving you free now to refill glasses and offer bread and rolls, and to remove the pile of service-plates to the pantry. You must, however, observe whether this has been done, and if not you must, before offering water or bread,

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bring your small salver and, placing on it the bowl of fish-sauce, first serve that, then in like manner the dish of olives.

Any sauce or relish belonging to a particular course should follow its service promptly.

The fish course finished, stand at the left of the host, see that the fish knife and fork are so placed that they cannot slide off, lift the platter with both hands and carry it to the pantry. Next take the sauce-boat to the service-table, where it may stand until you have removed all the fish-plates, one in each hand, as you did the soup-plates. Now bring first the dishes of vegetables to the service-table, and take out the fish-sauce. Bring the hot plates for the roast, and then to the dining-table the roast of lamb, placing it in front of the host with its leg bone toward his right hand. Bring carving-knife to lay at his left, with the sharp edge toward the platter, and a long spoon for gravy with bowl turned up, and the fork and steel at his left, the fork next the platter.

While the host sharpens his knife and begins to carve, place one hot plate in front of him,

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and, after placing on the table the bowl of mint sauce with its ladle, stand at the left of the host with another hot plate to exchange for the one on which he has arranged a portion of the roast. Take this to the lady who is first to be served, and return to the host with another hot plate until all are served. Then on the folded napkin on your left hand, taking in turn the vegetable-dishes, with their proper spoons and forks, serve first the potatoes, then the pease, and lastly the tomatoes.

Now observe whether the family have helped themselves to the mint sauce, to the almonds and olives. If not, or if any one needs bread or water, attend to all these things.

Olive and almond dishes you may serve together on a small salver; the mint sauce must be offered alone on the salver. The plate of bread or rolls, if small, offer on the salver; if large, on your hand as you did the vegetable-dishes. Be careful to notice each person at table, and offer anything needed, whether it be bread, water, a relish, or a second helping of any vegetable. If any one accepts a second

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cut from the roast, promptly take his plate to the host and hold it conveniently near and low to receive the slice. Take care not to brush the host's arm. As soon as you have served this cut offer mint sauce and vegetables.

When the meat course is finished clear the table by first carefully removing to the pantry the platter with its knife, fork, and spoon. Then take in one hand the mat on which the platter stood, and in the other the steel. Next, with both hands deftly remove the carving-cloth, lightly folding it together. After this, from each cover take the dinner plate in your right hand and the bread-and-butter plate in your left hand, until all are removed. Then, without crowding too many together, take on your salver first the sauce-bowl, the olives and almonds, then the salt-cellars and pepper-pots, leaving those at the right of the person who will dress the salad.

With the silver crumb-knife, or the folded napkin you have ready for that purpose, in your right hand and a plate in your left carefully remove all crumbs from the table-cloth,

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passing around the table to the left that the crumbs may always be brushed from right to left.

Next bring the salad-bowl with spoon and fork in it on your left hand, or on a salver, and, standing at the left, with your right hand place the bowl on the table directly in front of the person who is to dress the salad. At his right hand place the plate containing mustard-pot, oil and vinegar cruets. Place a salad-plate at each cover, and on the table the plate of crackers and of cheese, with its knife or scoop, whichever is suited to the kind of cheese to be served.

As soon as the salad is dressed remove all the condiments to the service-table or pantry, and, taking the salad-bowl on your left hand, or on a salver, serve at the left of each person, replacing the bowl at the place from which you took it, unless it has been emptied, in which case take it to the pantry. If the crackers and cheese have not been passed by the persons at table, place both on a salver and offer at the left.

When all are ready for dessert, remove first

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the salad-bowl, then the cheese and cracker plates, each in one hand, then the salad-plates, in the same manner as those of previous courses.

Again remove all crumbs from the table and place the dessert-plates, bring the pudding-dish with its slicer on your left hand, and offer to each person from the left.

Then on a salver holding from one to three after-dinner coffee-cups, the bowl of sugar, and jug of cream, offer to each person at the left.

If the hostess prefers to pour coffee herself, a tray containing everything necessary for the service must be placed before her just before you serve the pudding.

In some families tea instead of coffee is always served after dinner, and usually the hostess makes it on the table.

When this is the custom the hostess often has placed at her right hand, before dinner is announced, a teakettle filled with cold water standing over its alcohol lamp on a tray of silver, brass, or copper, and on the tray a box of matches, that the hostess may light the lamp at any moment she chooses.

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While the salad is being eaten bring the required cups and saucers, the tea-caddy, the jar for rinsing-water, the tea-strainer, the bowl of cut sugar, with sugar-tongs, the jug of cream, and dish of lemon sliced thin, with all pips removed, and a small fork for the lemon.

Place the tea-caddy and the water-jar above the plate of the hostess. At the left the sugar, cream, and lemon, and nearer the edge of the table the cups and saucers, each with its spoon.

This arrangement is not only convenient, but after the tea has been served the articles remaining are in a compact and shapely group.

If the hostess adds cream or sugar to a cup of tea take it on your small salver in your left hand, and with your right hand place it at the right of the person for whom it is prepared. If the person taking the tea is to add the cream, sugar, or lemon, take them on the salver with the cup and offer at the left.

If you have learned to serve this simple dinner perfectly and expeditiously, without any apparent haste and yet without tiresome de-

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lays, you will find pleasure in undertaking a more elaborate one where "appetizers" and oysters are served before the soup, or one or more entrées after the fish, or a game course after the roast, with a pie or pudding before the ice-cream, etc.

Or you will make yourself competent to take charge of the laying of the table and directing the service of a dinner, where all these courses are included, and you have one or more maids to assist you.

A compromise between a simple and a very elaborate dinner might be the following:

Oysters on the Half-shell, Mignonette Sauce
Tiny Sandwiches of Graham Bread
Crackers, Rolls
Clear Soup with Marrow Balls
Salted Almonds, Celery, Radishes, Olives
Baked Bluefish, Cucumbers
Creamed Sweetbreads in Ramekins
Roast Duck, Giblet Gravy
Hot Apple-sauce, Currant Jelly

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String-beans, Mashed Potato Browned
Salad Romaine with French Dressing
Swedish Wafers Buttered and Toasted
Cream Cheese, Bar-le-duc
Vanilla Ice-cream with Brandied Peaches
Sponge Cake
Glacé Fruits *Bonbons*
Coffee

For this dinner the table-cloth may be of the finest, and centerpiece of the handsomest, the hostess possesses. Her richest glass and rarest china and silver may adorn the table.

In addition to the bowl of flowers in the center there may be two or more smaller bowls or vases containing choice sprays arranged around the centerpiece.

Candelabra or candlesticks with candles having dainty colored shades may be used for lighting the table. Almonds may be served in small dishes of silver or glass in front of each cover, and dishes of glacé fruits and bonbons disposed on the table; but the hors-d'œuvre must be left on the service-table,

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and they, as well as all sauces, must be served from the side.

In serving this dinner lay a handsome service-plate with a delicate linen or lace doily on it, and on this, just before announcing dinner, you will place the oyster-plate with the oysters and a piece of lemon. At the right of the plate lay the dinner-knife, the fish-knife, soup-spoon, and oyster-fork; the last may be laid diagonally pointing toward the plate. At the left place next the plate the dinner fork and a small fork for the entrée of sweetbreads, then a fish-fork and a small one for the cucumbers. On the service-table, beside the things directed for the simple dinner previously described, you must have plates of crackers and sandwiches, and the sauce-boat with the mignonette sauce for the oysters, the various dishes of hors-d'œuvre, small, flat glass dishes for the dressed cucumbers—as they are ice-cold and the fish-plate is hot—salad-forks, the dishes of apple-sauce and currant jelly, plate of cream cheese and dish of Bar-le-duc.

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If the service-table is not large enough for everything, room must be provided in the pantry for keeping the extra things cool and quite ready, so that there shall be no delay in serving promptly everything belonging to one course. The host may carve the ducks, in which case you must provide a poultry knife and fork, the knife smaller and differently shaped from the carver used for roast lamb; there must be a strong tablespoon or a longer spoon for taking out the dressing, and the head of the duck must be toward the host's left hand. It is very customary for the waitress or cook to carve the ducks before serving, leaving them apparently whole, in which case you will bring no knife to the table, but, placing a fork and spoon on the platter, you will offer the duck at the left of each person, and follow immediately after with the potato, then the string-beans, the apple-sauce, and the currant jelly.

When everything is in perfect readiness light the candles in candelabra or candlesticks, place the oyster-plates on the service-plates,

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fill the tumblers with water to within three-quarters of an inch of their tops, and announce dinner.

As soon as the guests are seated offer the crackers, the sandwiches, and the sauce for the oysters. These may all be on one tray, or one maid may offer sandwiches and crackers while another follows at once with a tray having the sauce and possibly tobasco and paprika, or horseradish.

Then are offered the hors-d'œuvre (celery, olives, etc.).

When ready to remove the oyster-plates bring in your right hand a plate of soup and take up the oyster-plate with your left. Serve first the lady on the host's right, then the one on his left, or, if you have a maid assisting, let her serve the lady on the left and proceed down that side of the table, while you serve the one on the host's right and continue down that side.

You are responsible for everything your assistant does, and before you announce dinner you should assign to her certain duties. She

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may see that glasses are kept filled, that extra rolls are offered, or she may offer the vegetables and sauces following your serving of the duck, etc. If many guests are present it would be better to have two platters of duck, and two dishes each of every vegetable and sauce, so that both sides of the table may be served at once. When the time comes replace each soup-plate with one containing a portion of fish, which has been served in the pantry, and let your assistant offer the cucumbers, placing at the left a glass salad-plate, two or three of which she may have at one time on the end of a tray nearest to her, while on the other end she has a small salad-bowl with spoon and fork with the cucumbers, which you will have dressed before dinner.

The hors-d'œuvre may now be again passed, and you will have time to make sure that all the service is going smoothly.

The fish course finished, replace it by the entrée, and when this has been eaten take all the plates on which it was served, leaving the service-plates only. In doing this you may

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take one in either hand, going directly to the pantry with them. Then replace each service-plate by a hot dinner-plate, and serve the duck, then potato, beans, apple-sauce, and jelly.

You have nothing new to learn about this course; the vegetables should first follow the duck, then if your tray can comfortably hold the gravy, jelly, and apple-sauce, all may be offered at once; but usually the dish of apple-sauce is so large that it should stand alone on the salver. Some hostesses have a teaspoon laid for eating the apple-sauce or any fruit compote which is served with the meal; others prefer that guests should use the dinner fork for this as well as for vegetables.

When this course is removed follow the rules laid down in the simple dinner and clear the table of crumbs. If the ducks were carved in the pantry, the platter has rested only on the service-table, and there are no carvers nor carving-cloth to be removed.

It is allowable to lay a salad-fork on each salad-plate before bringing them to the table;

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but silver is apt to slide, and it is more elegant, where two or more maids are in attendance, to have one lay the plates from the left while the other follows with a salver holding salad-forks and cheese-knives. As she passes she deftly lays the knife at the right and the fork at the left of each plate, standing first at the right and then at the left, for a waitress must *never* reach *across* the cover of the person she is serving.

The head waitress will have dressed the salad in the pantry, and while she offers it at the left of each person, her assistant follows with a tray holding the wafers, cheese, and Bar-le duc.

Again the table must be cleansed of all crumbs. In the pantry the brandied peaches will have been arranged on the ice-cream in small compote-glasses standing on lace doilies on dessert-plates, with ice-cream spoons lying at the right of the glasses. These are small, and not likely to slide with the doily under them; but handsome dessert-spoons may be used, and then you must be guided by the

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size of the dessert-plates as to whether your assistant shall use a tray with doily and place the spoons at the right of each guest as soon as you have placed the dessert from the left.

As you remove each one of these dessert-plates lay a smaller one with a finger-bowl on its lace doily. The bowl should be one-third full of water, on which may float a leaf of geranium or a delicate blossom. Offer the glacé fruits and bonbons and the coffee, if this is to be served at table. The coffee may be served as at the simple dinner, or in the drawing-room, or to the gentlemen at table if they remain to smoke, and to the ladies in the drawing-room. The hostess may choose to pour the coffee, in which case you will bring a tray with the full service, and place it on a prepared table in the drawing-room, and you will stand ready with a small salver to offer each cup as poured.

If the hostess does not pour, you will prepare in the pantry a tray with several cups, a coffee-pot, a bowl of sugar and a jug of cream, and offer

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to each lady in the drawing-room. The cups should be only three quarters full.

Nothing has so far been said about the serving of wines. A few years ago people who could ill afford it felt that they must not entertain their friends at dinner unless they offered at least three wines. Fortunately, custom has greatly changed in this respect, and it is now entirely good form to serve a dinner without wine, even though the hostess has no conscientious scruples against offering it. Certainly it is better form as well as more self-respecting to offer nothing which one ought not to afford; and good wine in our country is usually costly, and poor wine does not improve any dinner.

Sparkling waters are refreshing and very much used, and the chapter on luncheon tells how to serve them. A later chapter will show how and when to serve wines and liqueurs.

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IV

Supper

Bouillon

Chicken in Aspic Jelly *Roast Ham*

Saratoga Potatoes

Rolls *Butter*

Olives; Mustard Pickles

Lettuce Salad

Crackers *Cheese*

Ice-cream

Coffee

To serve this supper you will need carving-cloths, napkins, doilies, flower-bowl, candlesticks, water-pitcher or carafes, tumblers, salt-cellars and spoons, pepper-pots, plate for rolls, butter-plates, butter-picks, bread-and-butter plates, butter-spreaders, olive and pickle dishes, and forks. See that the air

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Bouillon.	Bouillon-bowls. Water-pitchers. Tumblers.	Service-plates. Plate for rolls. Olive-dishes.	Candlesticks. Bouillon-spoons. Olive-spoons or forks.
Meats.	Platters. Vegetable-dish. Salt-cellars. Pepper-pots. Mustard-pot. Mustard-spoon.	Supper plates. Butter-plates. Bread-and-butter plates. Pickle-dish. Pickle-fork.	Carving knives and forks. Tablespoons. Steel knives. Supper forks. Butter-picks. Butter-spreaders.
Salad.	Salad-bowl. Cracker-plate. Cheese-plate with doily.	Salad-plates.	Salad-fork and spoon. Cheese-knife or scoop. Salad-forks.
Dessert.	Ice-cream dish.	Dessert-plates.	Ice-cream knife and spoon. Ice-cream forks and spoons.
Coffee.	Tray and tray-cloth. Coffee-pot. Sugar-bowl. Cream-jug.	Coffee-cups and saucers. Handsome plates with finger-bowls and doilies.	Sugar-tongs. Coffee-spoons.

of the dining-room is fresh, the temperature not too high, and that the furniture is free from dust.

Be sure that the table is quite straight, and that sideboard and service-table are in order.

Arrange flowers or fruit in the center of the table, and the candlesticks symmetrically about them.

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For the supper above given, lay carving-cloths at either end of the table.

Carafes or pitchers of water and pitchers of cider may be placed on the table, and a salt-cellar and pepper-pot for each two persons. For each cover lay mats for a plate and a tumbler, at the right of each plate a knife with its cutting edge toward the plate, and a bouillon-spoon. At the left a fork for meat and one for salad, the salad-fork next the plate, with their tines turned up. A napkin and a bread-and-butter plate with a roll, a ball of butter, and a butter-spreader.

Lay your sideboard and service-table with care, making sure that there is in readiness everything which is or may be needed. On the service-table have a coffee-tray with cups, saucers, spoons, sugar-bowl, sugar-tongs, and cream-jug. Have a plate with cruets of oil and vinegar, a pot of mixed mustard with its spoon, and red and white pepper. Have ready also the carving knives and forks, the salvers, and napkins for your own use.

On the service-table or sideboard have ready

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the dessert-plates with a doily on each, on which stands a finger-bowl one-third full of water. On the sideboard lay also extra dessert-plates, ice-cream forks or spoons, extra knives, forks, spoons, and glasses.

At the end of the table where the hostess is to sit place the aspic of chicken; lay the slicer at the right of the platter, the fork at the left. Place the roast ham where the host will sit, with the carving-knife at its right and the fork at the left. Place olives and pickles on the table, fill the carafes or pitchers and the tumblers with fresh water. Put a covered bowl of bouillon on each plate, see that every chair is in its place, and announce supper.

To remove the bouillon-bowls, standing at the left, take up in the left hand a plate with its bowl and spoon, and with the right hand put down a supper plate. When all are removed to the pantry, bring an extra supper plate in your left hand and exchange it for the one on which the host has placed a slice of ham. Take this to the left of the hostess, and hold it so that she can comfortably add a slice of

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chicken. Go to the left of the lady at the host's right and place the plate containing food, taking up the unused plate, and, returning to the host, continue the service. Place a spoon and fork in the potato-dish, and, carrying the dish on a napkin in your left hand, offer at the left to each person at the table. Place the dish of olives and pickles with a pot of mustard for the ham all on a salver and offer to each person at the left. In the same way offer extra rolls and butter.

Keep tumblers filled.

When this course is finished remove first the platter of ham, then the one of chicken, with their knives and forks, then the carving-cloths. Next remove the plates from each cover by lifting the plate in one hand and the bread-and-butter plate in the other, then on your salver take the dishes of olives and pickles, the mustard-pot, and the salts and peppers.

Remove the crumbs by brushing with a folded napkin from right to left on a plate carried in your left hand. Place the salad-plates


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and serve the salad from the left, holding the bowl on your left hand.

Place crackers and cheese on your salver and offer from the left.

Remove everything belonging to the salad course and again remove the crumbs.

Place a dessert-plate with an ice-cream fork or spoon before each person. If you are to serve the ice-cream, do so from the left after you have sliced it properly. If the hostess is to serve it, place the dish before her with its knife, and bring in your left hand an extra dessert-plate to exchange for the one on which she has placed a portion. Take this in your right hand and place from the left side of the lady on the host's right, bringing her plate to the hostess.

At the end of this course remove the ice-cream dish, then the plates, replacing each one by a dessert-plate containing a finger-bowl.

Place the coffee-tray before the hostess. When the coffee is poured serve as directed in the breakfast chapter.

Supper is an informal meal, often served

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on Sunday evening or whenever it is preferred to dinner.

A great variety of delicious viands not suited to dinners are appropriate for suppers. Foods may be cooked in chafing-dishes on the table, and cider, or ginger-ale may be offered instead of coffee or tea. Many things may be put on the table to be passed by the guests—such as bread, butter, toast, relishes, and drinks.

A waitress who has mastered the rules given will find it interesting to study how she can most attractively arrange a supper table and how most promptly and quietly she can serve it.

For a chafing-dish supper every utensil and ingredient required must be on the table. If one has to wait for cream or a dash of cayenne a dish may be ruined. There should always be two or three teaspoons to use in testing the flavor of the food as it cooks.

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V

Afternoon Tea

THE simple afternoon tea of a lady who is at home informally is easily arranged by a waitress; but it demands that everything shall be exquisitely dainty.

In the drawing-room place a small table where most convenient for the hostess; cover it with an embroidered or lace tea-cloth; place a large tray for the whole tea-service (or a smaller one, a tile or a plate for the kettle and lamp and for the teapot); add some choice cups, saucers, and spoons, a jug of cream, a bowl of cut sugar with tongs, a tea-caddy and its spoon, a jar for rinsing-water, a pretty dish with thin slices of fresh lemon with the pips removed, a plate with thin bread and butter, sandwiches or cake, and perhaps a dish of bonbons.

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If either a tea-ball or tea-strainer is to be used be sure it is not forgotten.

The hostess may choose to make each cup of tea by using a tea-ball, or to make the tea in the pot as needed, or she may wish you to bring the pot filled with freshly made strong tea which has been poured off the leaves, by the use of which, adding fresh boiling water from the kettle, she can make each cup of a strength to suit individual tastes.

Small plates and napkins may be offered for the sandwiches, or these may be served without them. If the hostess has a nest of small tables you will take care to place one table in front of an elderly caller, that she may rest her cup with comfort. A "Curate's-assistant" (a wicker or wooden tripod with three shelves, each just large enough for a plate) is very convenient for serving sandwiches and cake at afternoon tea; but a salver covered with a handsome doily will answer every need.

You must learn the wishes of your mistress early enough in the day to have everything arranged according to her taste.

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For the more elaborate tea, for which special invitations are issued, you will lay the dining-room table in the most attractive manner possible, though attractiveness is consistent with great simplicity. The table should not be too long. Either a cloth may be used or the loveliest centerpiece and mats. Flowers may ornament the center; the tea-service on a large silver tray or an embroidered cloth will occupy one end of the table; the chocolate-service or bouillon-urn and cups the other.

Two friends of the hostess will be asked to pour, and you must provide a large napkin for each to protect her gown. Silver bread-trays and cake-baskets and the handsomest china plates may be used for the sandwiches and cakes. Beautiful tall glasses may hold a variety of bonbons and glacé fruits. Piles of plates and small napkins find a place on the table, and the waitresses take care that each person entering the dining-room is properly served, and that she is relieved of plate and cup when she has finished.

The waitress must be watchful of the needs

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of the ladies who are pouring—promptly bringing fresh cups and saucers, and being sure that the dishes of cakes, jugs of cream, and bowls of sugar are replenished whenever necessary.

If a punch or frappé is served, its bowl and glasses may take the place of the bouillon or chocolate; or, if an extra, it may have a table at one side appropriated to itself, in which case either a friend of the hostess or a maid may be appointed to ladle it into its cups.

At a function of this kind more than one waitress will be in attendance; or some young daughters or friends of the hostess may dispense her hospitalities, the waitress being occupied in taking away used cups or plates and replenishing the baskets of sandwiches and cakes, the teakettle, and the chocolate-pot.

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VI

Serving Simple Meals

Dainty meals are served in many houses where there is no desire for the number of courses considered necessary at other tables. Perfection of serving, that is, *perfect comfort*, should be aimed at in the one case as well as in the other.

There should be absolute cleanliness and noiseless movement.

Meals should be ready on time, and there should be no occasion to wait for things which ought to be close at hand. Where it is important to save the time of the waitress for other work, it may be done if proper thought be given beforehand to laying the table with care. It will be a help if the lady of the house will write out menus, and if, as some ladies do, she always writes them for the following day

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and the next breakfast and on Fridays for Saturday and Sunday and for breakfast on Monday, both cook and waitress will have ample time to plan their work so as to save time.

The pantry menu will have fuller instructions than that for the kitchen.

If the cook's menu be:

Oyster Soup
Roast Beef, Yorkshire Pudding, Raisin Sauce
Spinach, Baked Tomatoes
Hot Apple Pie

that for the waitress will be

Oyster Soup, Crackers
Roast Beef. Yorkshire Pudding, Raisin Sauce
Baked Tomatoes
Chutney *Celery*
Chicory Salad, Hot Crackers, Edam Cheese
Hot Apple Pie, Cream
Coffee

Referring to her menu the waitress sees at once what platter, what sauce-boats she needs, and what plates, dishes, and silver.

Sauces and relishes may be put on the table

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to be passed by the family, and if the table is long there may be a gravy-boat at each end, and two pitchers of cream for the pie. When a pudding requiring a sauce is served, two bowls may be used, and should be put on the table just before he pudding is brought, so that the pudding will not cool before the sauce comes. A loaf of bread, served on a wooden bread-board, and sliced by some one at the table, is a goodly fashion of olden times still preserved in some families; it insures freshness of the slice, and is not wasteful.

The proper position of the service-table makes for comfort. There may be one at each end of a large dining-room, affording a place to put down a vegetable or other dish without going the whole length of the room. One table may hold silver and dishes which are later to be used by the hostess, and the other any extras the host may need. This is to save time between courses and to make it easier to serve without delay everything belonging to one course. No unsightly dish which should be at once carried to the pantry must be left standing on either table.

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When a pantry is not large enough for the waitress to put down all dishes without piling them on each other, unless she can use an extra table in the kitchen, she must exercise skill and common sense. She may not have time until later to rinse cups and scrape plates, but if she knows just where she wishes to put each set of dishes and has her shelf clear and her pitchers of water ready for knives and silver, she *can* in a very few moments swiftly and quietly separate the different articles and arrange them compactly without rattling noises, and without ever putting a plate on top of one containing knife or fork or leaving soup-spoons to be bent out of shape between soup-plates.

In removing soup or salad-plates, and even dinner-plates when there is nothing else at the cover, a waitress may take one in each hand. If a bread-and-butter plate has been used (some families still serve butter at dinner), it must be taken in one hand, the dinner plate in the other; and if a juicy vegetable or compote has been served the waitress may

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take the dinner plate in her left hand, lift the compote-dish with her right and place it on the plate beside, not on the knife and fork, and take the bread-and-butter plate in her right hand, thus leaving, as is most desirable, each cover clear as she passes round the table.

Except in case of an accident which she cannot remedy, even at the simplest family dinner, a waitress should not need to speak to her mistress about the service. Any questions should be settled before the lady goes to dress for dinner. She should be free to enjoy the companionship of her family or to entertain her guests.

When a waitress is learning her business, if, where she lives, a good caterer be employed to serve an occasional dinner, she may learn much by cheerfully assisting him, or she may take a position as parlor maid to assist a butler, and always she can learn by paying strict attention to the instructions of her own mistress and following them respectfully instead of saying: "Mrs. X's butler does so and

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so," or "Mrs. Y's maid says she saw it done like this in England."

It cannot be too often repeated that a waitress must be quick to see, light-footed, steady in her movements, *extremely careful* in handling ornaments, china, glass, and silver, that they may be neither broken, chipped, nor scratched. She needs continually to cultivate an attentive mind, a good memory, and a correct eye. With good health, a fair amount of brains, and a determination to be an "expert" in her honorable calling, she has a worthy ambition, and can attain such success that she will be respected by all who employ her, and will be an inspiration to other waitresses to raise themselves above mediocrity.

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VII

Picnic and Traveling Luncheons

Choose a shelf on which to keep neat boxes which otherwise would be thrown away. With them put cords, small, wide-mouthed bottles, with suitable corks, a package of paraffin paper, and some light wrapping-paper.

With these accessories at hand it is an easy matter to put up a few sandwiches, some olives or tiny pickles, and some wafers or cake.

If picnic luncheons are frequent in summer and the waitress assists the cook in putting them up, she can save much time and many mistakes of omission by writing out a list of all the things ordinarily needed for such occasions. This list she will keep in a safe place, and refer to it as soon as a picnic is mentioned to see what will have to be done the day before or early in the morning.

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A list may be something like this:

Plates (paper or wooden).
Glasses.
Cups.
Knives.
Forks.
Doilies or paper napkins.
Teaspoons.
Can-opener.
Corkscrew.
Hatchet.
Coffee, sugar, and cream.
Canned tongue.
Canned chicken.
Cold fried oysters.
Cold roast lamb, beef, or ham.
Graham and white wafers.
Coffee-pot.
Glass jar for cream.
Glass jar for salad.
Jelly-glass or a bowl with tight cover for butter.
Box and paper for prunes, etc.
Agate pail for water.
Matches.
Butter, packed in jelly-glass or bowl, and left in the ice-box overnight.
Vegetable salad.
Pickles, olives, salt.
Prunes, crystallized ginger.
Sweet chocolate.
A loaf of bread.

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VIII

Wines

MANY people object to the use of wines, and they are no longer considered *essential* at even an elaborate luncheon or dinner, yet a manual for a waitress would not be complete unless it contained rules for serving them. To serve many kinds of wine at one dinner is less customary than it was even a few years ago, and a single sound wine of good quality is a better accompaniment to a dinner than a number of wines of less excellence. At a small dinner if three wines are served they should be sherry with the soup, a white wine (white Bordeaux, Moselle, or Rhine wine) with the fish, and Claret or a light Burgundy with the roast.

At a more elaborate dinner may be served:

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Sauterne with the Oysters
Sherry with the Soup
A White Wine with the Fish
Claret or Champagne with the Roast
A Finer Claret or a Rich Burgundy with the Game and Salad
Madeira or Port with the Sweets

Glasses for water and wine are placed in a group at the right of and above the cover, those to be first used nearest the plate. Those for sherry are the smallest and of white glass, and, whether plain, richly cut or engraved, their shape is always the same. Many persons use colored, especially pale-green, glasses for Rhine wines. They are very ornamental; but the exquisite color of a fine wine shows best in a white glass. Glasses for claret or Burgundy and champagne are white. The shapes of those for claret and Burgundy change but little with changing fashions; those for champagne may be broad and low with hollow or solid stems, or they may be tall and narrow, broadening a little at the top.

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If with successive courses different kinds of white or red wines are served, the used glasses must be exchanged for fresh ones. To pour wine a waitress stands at the right of a guest and names each wine as she offers it, that it may be accepted or declined. If a gentleman declines wine, Apollinaris or some other sparkling water should be offered. For these a tall tumbler is brought.

Glasses for Madeira or port are placed on the table with the dessert. After the coffee come cordials and liqueurs (Chartreuse, crême de menthe, and the like). A waitress brings two handsome liqueur-bottles and some tiny glasses on a salver, and, standing at the left of a guest, names the liqueurs and pours the one chosen. Some glasses must be filled with finely shaved ice, as when crêmes are chosen, they are usually served glacé.

If coffee is served in the drawing-room the liqueurs should be served there also.

Sparkling waters in tall tumblers may be served throughout a luncheon or dinner whether or not wine is offered.

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The temperature of wines is a matter of great importance, and so is the handling of bottles of wine. It takes a highly skilled hand to serve choice old Burgundy from the bottle, even though it has lain in a "wine-basket." A waitress should learn satisfactorily to decant claret and Burgundy. These should be brought from the wine-cellar at least twenty-four hours before they are to be served, this in order to give ample time for the sediment to settle. Then, with a steady hand, the waitress should pour the contents of a bottle into a decanter, taking great care that no trace of sediment be allowed to follow the clear wine.

Claret and Burgundy when served should be at a temperature of from 65° to 70°. Burgundy a little warmer than claret. If the room is cooler the decanters may be carefully placed in a pail of warm water for a while. The glasses used should not be really cold; to chill these wines destroys their flavor.

Sherry, Madeira, and port are also served in decanters; sherry should be moderately cool. Port and Madeira rather less so. A

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fine Rhine wine or Moselle should be cool, but not iced. Sauterne may be slightly cool. All these are served from their bottles, and the last half glass or glassful (the part containing the sediment) should never be offered. In pouring these wines great care should be taken not to disturb the sediment. All bottles of wine should be carried with a steady hand and *never* shaken.

Champagne must be thoroughly chilled by standing in a pail of cracked ice. A napkin must be wrapped around the cold bottle before the wine is served, and it must be poured as soon as uncorked. A little wine must always be first poured into the host's glass to make sure that no bit of cork may fall into that of a guest.

At luncheon one or two wines are considered quite sufficient. Sherry with the bouillon; and after that a light claret, a Rhine wine, Sauterne, or sparkling Moselle. There may be served instead a delicious tea, fruit, or wine punch. This should be cold and poured from handsome glass pitchers.

Liqueurs or cordials may be offered after the coffee.

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IX

Carving

THE chair placed for a carver must be high enough to allow the work to be done comfortably without the carver being obliged to stand.

The platter must be large enough to hold the entire joint or bird when carved without any piece falling over the edge. A waitress should make sure that a platter is really hot; if it is not the dish gravy, before it can be served, will become chilled and unfit for use.

See that no string or skewer is left to annoy the carver—the silver skewers sent to table intentionally are, of course, excepted. The platter must be placed near enough to the carver to prevent awkwardness or the necessity of moving the dish. In serving large birds as goose, turkey, or roast chicken, place the head always toward the carver's left hand,

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smaller birds across the platter with their heads on the farther side Place a saddle of venison or mutton with the backbone running lengthwise of the platter, the heavier part toward the left.

A haunch of venison, a roast ham, a leg of lamb or veal with the thick end toward the right of the carver. A shoulder of mutton or veal with the neck end toward the carver's left. A standing rib roast of beef with the backbone toward the left. A fillet with the heavier end toward the left; a beefsteak with the tenderloin toward the carver. A calf's head with face to the right; a roast pig with head to the left.

A waitress should know how to carve. The first steps may be learned by cutting bread and slicing pressed meats. To do these two things perfectly, one must acquire a steady hand and a correct eye. Slices must be of uniform thickness, thin enough to be delicate, not thin enough to break. There must be no ragged edges. From the slicing of cold meats to that of a rolled roast, or other meats from

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which the bones have been taken, is not a great step if the knife be in perfect condition. Enough confidence will have been gained to grasp the slicer firmly and slice quickly and steadily across the roast.

Farther than this it will not be well to go without some object-lessons, for meats are not the only things to be considered; the knives must be kept from injury.

When you have placed a standing rib roast watch the carver, study the different positions of the knife and fork. The carver will probably cut away the thick gristle next the backbone, and then cut the sirloin down to the ribs, loosening the meat from the backbone, then from the side toward him he will cut thin, even slices parallel with the ribs and run the knife under them from right to left, separating them from the ribs. The roast will have to be turned on its side to get at the tenderloin under the ribs. This may be cut quite free and then sliced. A good carver will serve some of the crisp fat of the roast with the rare slices to add richness to their flavor.

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To carve a beefsteak one should know the best parts, and all the best should not be served to one or two persons. Some prefer sirloin, some tenderloin, some like a little of each. When serving always lay the cut side of a slice up, pour over it some of the dish gravy, and add a small portion of the browned fat. In beginning to carve a steak the tenderloin may be first separated from the bone or not, but it must be cut in thin slices parallel with the bone; the sirloin may be cut in thin slices parallel with the bone, or in thicker, shorter ones at right angles to it.

A saddle of venison or mutton must be carved parallel with the backbone in long, thin slices on either side. The tenderloin may be cut from below the bone and sliced across the grain.

When a ham or leg of lamb or veal is served, it is a great convenience to the carver if he first cuts a slice from the thin side of the leg so that when he puts his fork in the thick side the leg will not rock, but rest firmly on the platter while he cuts slices across and down

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to the bone, and then runs the knife under them along the bone from right to left, freeing the slices and bringing them forward. When leg and loin are served together the joints of the loin should first be cut off and a choice of loin or leg offered.

Good carving of turkey or other fowls is impossible unless one learns to find the joints quickly and separate them skilfully. The order in which a bird is carved is a matter of judgment. An excellent method is the following: First remove the lower bone of the leg, cutting across and through the joint, next separate the edge of the "second joint" (the English call it the "short bone of the leg") from the body of the bird, then cut across between the "second joint" and the "side-bone," freeing the whole joint, then insert the point of the knife close to the "rump," or "Pope's nose," and cut from right to left, freeing the "side-bone" from the backbone. Now cut across the first wing joint, freeing the tip of the wing, then around the shoulder, freeing the rest of the wing from the body of the bird.

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The breast will now be easily carved, either in thin slices following the general contour of the breast, or in narrow strips cut vertically to the bone, and in either case the cutting should be done lengthwise of the bird.

If it is desired to leave half the fowl untouched for another meal, proceed no further, except to serve part of the stuffing. In large birds the second joints and legs may be cut in two pieces.

If the whole bird is to be dissected all the joints may first be removed and the whole breast then carved. The wish-bone may be taken off by slipping the knife under it from the top and cutting down to the left. This gives a choice piece.

After carving all the breast the breast-bone is easily separated from the back, then the shoulder-blades may be lifted off and the backbone parted in the middle by finding just the right point for the knife. Small birds like quail and pigeon, when not served whole, may be cut in half. Loosen the top of the wishbone if it is difficult to cut through, insert the

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point of the carver just behind it, and cut the bird in two lengthwise to the end of the breast-bone and alongside the backbone.

The breast of a roast goose or duck should be cut lengthwise of the bird in narrow strips.

In serving fish, cut across. If broiled, it will have been split down the back and laid open, and can be cut through; if baked or boiled, the fish will be in its natural shape, and its back should lie away from the carver.

Unless the backbone is easily broken by the silver fish-knife, first cut cross sections to the backbone, lifting each to a plate with the flat silver slicer, adding a portion of stuffing, if there be any. Before serving the lower half of the fish remove the backbone to one side of the platter.

A carver should not only serve each person acceptably, but always keep the platter seemly in appearance.

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X

Care of Carvers

THERE are carving-knives of various sizes and styles fitted for special uses. If the pantry afford only three sets, a small poultry-knife will answer for game and for steaks and cutlets as well. Do not bring it to the table except for these.

A good-sized knife with broad, pliable blade, and an edge like a razor, will carve all meats containing no bone, and will cut very thin slices. One of equal length, but with a very firm blade, is required for cutting a ham and other joints containing bone.

Carving-scissors are much used in serving poultry, and many persons handle them with grace and skill. When laying a table be careful to choose the correct knife, and make sure it has its own, not an odd, fork or steel.

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Carving-knives should be treated with profound respect; their real value is in their blades, and whether their handles be costly or not, a good blade is expensive and should last many years, and improve with proper use.

On no account should the edge of a carver touch any hard substance. If you have cases for them always put them in their cases. If not, ask for a slip-case of flannel or canton flannel for each knife, so that when laid in a drawer the edges may be protected. People who carve well often prefer to sharpen their own knives at table, but a waitress should learn how to use the steel correctly.

Never use a carver unless directed to do so, and never allow one to go to the kitchen. What are known as French cook's knives come in various sizes; one in your pantry will answer all your usual needs in slicing meats for lunches, and with care you can keep a fine edge on it. *Never cut bread with it.* To do that injures the edge of a meat-carver.

The rules given later for washing and

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scouring knives should be followed with *scrupulous* care in regard to carvers.

To Sharpen a Carving-knife

Grasp firmly the handle of the steel in your left hand with its point up and slanting slightly forward and to the right, the handle of the knife in your right, with its cutting edge turned to the left. Lay the blade of the knife on the steel in such manner that the *bevel* of the knife's edge is flat against the steel and the heel of the blade near the point of the steel. Now draw the knife from heel to tip, across and down the steel, constantly pressing the steel hard against it. Repeat the process, holding the other side of the knife on the under side of the steel and alternate the motions until the knife is sharpened. With a little practice this can be done rapidly and skilfully.

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XI

Care of Dining-room

A DINING-ROOM should contain a dining-table, a sideboard, one or more service-tables, and a number of chairs.

A screen to hide the pantry door is an agreeable addition to the furniture, and curtains at the windows, pictures on the walls, and ornaments on the mantel, with candelabra and silver-service on the sideboard, are usually found. If there is a fireplace there will be brasses to care for, and one or more rugs will lie on the floor, usually a large one in the center of the room. There may be cabinets containing fine china and glass. The dining-table will stand in the middle of the room. To meet the needs of different occasions its length will be increased or diminished by inserting or removing its extra leaves, which should be kept

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in their case in the butler's pantry. A service-table may have one or more drop leaves, which can be raised when necessary. Every morning windows must be thrown wide open, the rugs lightly swept—always with, not against, their nap—the floor wiped with a dry cloth, and all furniture and ornaments carefully dusted. Once every week the room should be thoroughly cleaned. Close all drawers and doors; open windows wide. Vacuum-cleaners are now much in favor, and where they are used it is not necessary to take the rug from the room. Where a broom is used, unless the rug can be removed to a yard for cleaning, sweep its upper surface carefully, then roll it up, brushing the under surface as you roll. Cover the dining-table with a wide piece of muslin kept for the purpose, carefully dust ornaments, and place them on the table and cover with another "sweeping sheet." Sweep the floor with a long-handled hair brush. With a long-handled feather duster brush curtain-poles and tops of pictures. Now wipe the floor with a dry or a wet cloth, depending upon the finish

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of the wood. Rub with the grain of the wood, and do not leave lines or streaks.

The tiles or bricks of the fireplace may be washed with warm water and ivory soap. Brush down the walls with a broom covered with a soft canton-flannel bag, which must be clean when you start. Shake the curtains, but do not wrinkle them. Dust the room with great care with soft cheese-cloth or the new "dustless dusters." Frequently shake your dusters out of the windows. Do not forget to wipe the tops of pictures, the moldings over doors, the base-board, and the legs of tables and chairs, as well as the parts more easily seen.

Wash windows, gas or electric globes, and the glass doors of cabinets. When dusting or washing the glass of pictures do not touch the frames with your bare hand. Use a fresh piece of cheese-cloth in your left hand—the touch of thumb and finger often makes an ineffaceable mark on gilt or wood frame.

When you have finished dusting shake out and fold your "sweeping sheets," which cover

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ornaments and the carved sideboard or cabinets. Wash your hands. Replace china and ornaments.

Wipe the dining-table with a soft cloth and cold water, rub dry, and apply your polish. If necessary treat the other furniture in the same way. Clean and replace the brasses. Lay the rugs. Every morning before breakfast the dining-room must be well aired and thoroughly dusted. After each meal crumbs must be brushed up from the rug.

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XII

Care of Pantry

NEATNESS and order in your pantry will in great measure depend upon the way you clear your table. If you look upon your pantry as a dumping-ground, then dirt and disorder will be inevitable. But, on the contrary, if you consider it a workshop, to be kept shipshape, you will avoid these dangers. "Shipshape" means having a place for everything and everything in its right place.

Make up your mind where, each time you clear a table, you wish to put things—where your silver, which is the best place for your heavier china, and the safest for your delicate pieces.

When these places are well chosen, remember and adhere to them.

Have a yellow bowl or agate pail large enough

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to hold all broken bits and scrapings from dishes. Be careful to wash, scald, and dry it after each meal. Do not use tin; it is not cleanly, for a piece of lemon or tomato may rust it, and it will soon become disagreeable.

Do not begin washing dishes until you have put away the food for which you are responsible and sent to the cook that for which she must care, nor until you have arranged everything in order. This does not waste time; it saves it.

Empty every glass, cup, bowl, pitcher, coffee or tea pot, and kettle. As you empty each, rinse with cold water any that have held milk or cream, also the tea or coffee pots. Scald the teakettle, wipe dry, and place it without its cover where it can air until you are through. With a crust of bread from the broken bits wipe out fine china dishes or silver ladles that may be thick with grease, scrape off heavier plates carefully, and put all of one sort together.

Have some large, cheap pitchers or jars filled with warm water—in one stand steel

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knives without letting ivory or pearl handles touch the water, in others all your flat silver. Never put steel knives with silver; they scratch it. Keep a pan and brush at hand, and if food is dropped on your pantry floor take it up at once. Then you will have one greasy spot instead of long streaks to scour out. When you have finished washing dishes always leave your pan and sink perfectly clean. To do this takes but a few minutes if it is thoroughly done each time they are used. Once a week use to wash down the pipes a strong solution of sal-soda and water that is boiling hot. Never leave soiled towels lying in your pantry. After each meal wash out those you have used, snap them smooth, and hang them to dry. Later, when almost dry, fold them smoothly and pile them neatly, putting a weight on them if convenient.

For the daily washing you may use a little borax or dilute ammonia if permitted; but good hot water and good soap are sufficient.

Once a week all towels that have been used should be thoroughly washed, scalded, and

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ironed. You need fresh ones each time for glass and fine china. Do not let your pile of fresh ones get exhausted before you have other fresh ones to take their place. Be especially careful to keep your salad-cloths pure and clean; do not wash in the same water with dish-towels.

Keep your pantry shelves well dusted, every drawer clean and in order. Keep salad-cloths, dish-towels, dusting-cloths, and hand-towels each by themselves. Do not mix your silver-cleaning material and brushes with the Bath-brick or emery for your knives. Be sure that brooms and long dusters are hung, not standing on the floor. Always remember that "shipshape" means a place for everything and everything in its place.

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XIII

Washing Dishes

To wash dishes, silver, and knives, there are needed a clean sink, plenty of hot water, ivory soap, or some other kind without much soda in it, two dish-pans or cedar tubs, a dish-drainer, dish-cloths, dish-mops, a soap-shaker, a cake of sapolio, a bottle of dilute ammonia, a neat small board on which to lay each knife as you scour it with Bath-brick or emery powder, and *plenty* of clean, dry towels. Put your mind on your work and prepare your dishes as directed in the previous chapter. In one pan have clean hot water for rinsing, in the other make a suds not too strong. *Too much soap quickly takes color and gilding off from china.*

Never leave soap lying in the water.

Begin with the glass, and see that every

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glass is emptied before you begin to wash. Cold water in one, some milk in another, claret in another, will soon make the water unfit to wash anything. The rule for glass holds good for cups and pitchers. When a pitcher or tumbler has been used for milk or cream rinse it first with cold water and you will have no trouble in cleansing it. For washing tumblers, cups, and pitchers, use a mop, but use it thoroughly. It should be kept for this especial use, scalded and shaken out when hung to dry.

After the glass take the cups and saucers, dessert-plates, and such other things as are the least soiled. Wash, rinse, lay them on the drainer and wipe promptly; that is to say, wash your glass and dry it, then your cups and saucers and dry them, and so on. Be sure that each piece when it leaves your hand is perfectly clean and dry. When these pieces are wiped and put away make a fresh hot suds for your silver. A little baking-soda (bicarbonate of soda), *not* washing-soda (sal-soda), added to this water helps to keep the silver

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bright. Look to see whether any spoon or fork is tarnished by egg or other stain, and if so do not put it away for the weekly cleaning, but remove the stain at once. It can be done in a moment by rubbing with a little whiting wet with water.

Spread a clean towel on which to lay your silver as you dry it; this protects it from getting scratched and helps you to handle it without noise. Do not jumble spoons and forks together, but sort them as you wipe, laying each piece with others of its set. This will save you much time and prevents the bruising or bending of silver. When the silver is dried put it away at once that it may not be spattered by the washing of other things. Silver, copper, or brass trays used at any meal should be washed with the silver and as regularly. You cannot use a tray without leaving finger-marks on it, though you may not notice other soil. Wash the *bottoms* of your trays, too. Watch the insides of your tea and coffee pots and your pitchers. Sediment from boiling water or stains from chocolate can easily

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be removed the first day; after that at least twice the time will be needed to efface them.

If clear water or hot soap-suds will not do it, use a little baking-soda or borax, then rinse *very thoroughly* with hot water.

When you come to your dishes wash one kind at a time, taking first the cleaner ones. Change the waters whenever soiled; do not fill your pan so full that it slops over.

Never leave soap lying in the water.

Never on any account leave dishes lying in the water while you go to attend to something elsewhere. To do so injures gilding and coloring, and, as the water cools, any grease in it settles on the china and makes it harder to clean.

Never put a lot of dishes in your pan.

If you put in a pile of dinner plates, a cup and saucer, a pitcher and a sauce-boat, and you find when you are through that the cup is broken, the pitcher cracked, a handle is off the sauce-boat, and a chip out of a large plate, do not report that you could not prevent these accidents. *It is not true;* such things are not accidents, they are the result of a careless and

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slovenly method of washing dishes. When you have formed the habit of sorting your dishes carefully as directed and washing them in the order given, changing your water whenever soiled and using clean dish-mops, clean dish-cloths, and clean towels, you will find that you can work more rapidly if you have one tumbler or cup and saucer, one plate or dish, in your pan at a time than if you have several there at once. There is a good reason for washing dishes of one kind together aside from the question of cracking and chipping. When they are washed and dried they are ready to put away, without further sorting, and so again time is saved. When you have wiped a large platter take it at once to its rack or place in the pantry closet.

Do not let your washing or your rinsing water get cold; but for very delicate china or glass it must not be too hot, lest the first contact crack the tumbler or cup.

When your dishes are all put away, wash and clean your steel knives and your carvers. *Never let pearl, ivory, or bone handles lie in*

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water. Hold one or two knives at a time in your left hand as you wash them, and lay on your draining-board so that the water will not run back on the handles. Have a small board on which to scour your knives; lay them *flat* so as not to loosen the handles by bending, and to enable you to scour the whole blade without danger of cutting your hand. Maids who persist in holding the handle high while scouring usually leave black streaks on the blade near the cutting edge. Use Bath-brick or emery powder moistened with a little water and applied with a small cloth or a large cork. Do not use sapolio; it does not clean as quickly and scratches the steel.

There are patent knife-cleaners and other modern conveniences which may be found in some pantries; but many are costly and easily ruined by careless handling. You need to prove yourself expert and careful before asking to have them added to your pantry.

When your dishes are all wiped and put away, wash up everything pertaining to your sink; your dish-cloths and dish-towels, your

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dish-drainer, your pans and the sink itself, wring your dish-cloths very dry, shake out and hang where the air can sweeten them—the mop should have been so hung as soon as you finished using it. If you have prepared and washed your dishes according to the directions given, the drain-pipe of your sink will not now be clogged by bits of bread and bone, nor will your sink be littered by leaves of salad and pieces of meat. It will be almost as easily cleaned as your dish-pans. It should always be kept clean for the sake of health as well as neatness, for foul grease easily breeds germs of disease. Your dilute ammonia, your borax or sal-soda, all are to be used as occasion requires; but remember that plenty of very hot water and soap and continual careful cleaning on your own part are the most important means of keeping all parts of your pantry in its proper condition.

After each meal at which they have been used wash spoons from salt-cellars and mustard-pots; silver is blackened by mustard always, and by salt in hot or damp weather.

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Clean the outsides and, if necessary, the insides of oil and vinegar cruets, salt, pepper, and mustard pots, and the plate on which they stand. Mix mustard fresh and smooth and leave these things in perfect readiness for use. Follow the same rule as to all table lamps. Never wait to put them in order until they are needed. To clean the inside of decanters, carafes, or cruets, put in cider-vinegar and salt, or warm soap-suds and a tablespoonful of shot (vinegar is best to cut oil), shake well, and when clean rinse thoroughly. The shot may be rinsed, dried, and kept for use. If obliged to use the bottles before you can dry them, rinse last with a spoonful of *grain*-alcohol. Never forget that wood-alcohol *is*, and denatured alcohol *may be*, poisonous. They should not come near food, nor be used in cleaning silver nor other metals.

To clean chamois-skins used for polishing, wash in warm soap-suds, rub gently till clean, rinse in tepid waters, having a very little soap in the last; when partly dry rub and stretch gently till pliable like new skins.

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XIV

Care of Silver and Other Metals

Once every week your silver should be thoroughly polished. There will be a regular time allotted for this, and where there is a large quantity in daily use the large pieces, such as coffee and tea service, cake-baskets, etc., may be done one day and the flat silver (forks, knives, spoons, etc.) on another.

Lay the pieces out in an orderly manner, rub them over, first using the jeweler's soap you may be given for that purpose, or, what is equally good and less expensive, "French whiting" wet with water, with weak ammonia and water, or with *grain*-alcohol, *not denatured nor wood alcohol.* Rub it on with small, soft cloths, using a silver brush to apply it to carved or embossed work. Rub well—to clean and polish—then wash thoroughly in hot water with Ivory soap. Be sure you get all

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the powder out of the raised tracery and filigree work; rinse in clean hot water and polish with a *clean* brush and clean chamois-skin. For cleaning brass and copper many things are sold in the shops; but nothing is better than pure cider-vinegar warmed with salt. If after that you rub old brass andirons or candlesticks with a little "rotten stone" wet with olive oil, and then polish with whiting and good hard rubbing, they will look better and remain clean much longer than when cleaned with the usual acid liquors sold for that purpose. For brass with a French lacquer hot soap-suds or a little kerosene on a soft cloth are all that should be used.

Articles of old Benares brass, which is lacquered with gold, should have applied with a soft brush a paste of cream-of-tartar mixed with lemon-juice. First wash the article, cover with paste, let remain not more than five minutes, because acids injure the lacquer. Wash *thoroughly* with clean warm water and a soft brush, dry carefully with soft chamois-skin or cheese-cloth.

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To polish furniture a mixture of one-third "grain"-alcohol (not wood nor denatured alcohol) and two-thirds olive oil will be found more satisfactory than oil and turpentine. Antique carved woods may be brushed very clean with a small painter's brush, and then with another brush saturated with kerosene, or the alcohol and olive oil may be applied if the wood will absorb it without remaining sticky. Hardwood floors that have been at first treated only with beeswax dissolved in turpentine should have that mixture, and not crude oil applied to freshen them. Cheesecloth is considered by many to be better than flannel for cleaning and polishing. Turpentine used alone will clean the floors on which little black lumps of wax may have formed because the mixture was too thick when applied. Silicon is more apt to scratch silver than is the French whiting which our grandmothers used. Soften with "grain"-alcohol or water, or weak ammonia and water. Wood-alcohol should never be used on metal.

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XV

Lamps

KEROSENE OIL lamps are either a source of great pleasure or of perpetual torment.

Any one who washes dishes according to the directions given will not have to be told to have always a spotless chimney and no oil on the outside of jars.

To prevent oil from oozing over the top of the burner, turn the wick down after the light is out.

Rub the wicks, do not *cut* them. A new wick must be started right. Loose threads should be clipped off to start with; but when once in shape the necessity for clipping will be very rare. A wick ought to be put in several hours before using, so that it may be thoroughly saturated with oil. When a lamp has been burned, if one part is a little higher than the

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other parts it will char first, and, when well charred, can be rubbed off to the level of the rest. A bit of soft paper, a nail-brush, or, best of all, the unbroken finger of a glove, will do this successfully.

Be sure that no bit of charred wick or burned fly or moth is left in the lower part of the burner. There is danger of these igniting and setting fire to the oil in the reservoir. A clean, unbroken lamp is not dangerous.

If a lamp has been left standing with a little oil in, it should not be lighted until filled and the burner carefully wiped. It is possible that gas may have formed, making the lamp, as it stands, unsafe to light before refilling.

To start the circular wick of a large lamp, like the Rochester, put a new wick in the burner, and saturate thoroughly with oil that part of the wick that is above the burner, which is best done by holding wick and edge of burner upside down in a shallow cup of oil. Put the burner in the lamp, but have *no oil* in the lamp. Light the wick and put the chimney on. Let the oil burn out of the wick. This method

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chars the wick so that it can be rubbed down to a smooth, even surface. The objection to this is the odor from the burning wick; but the time necessary to do it is short, and an open window can be arranged without having enough draught to break the chimney; and a wick started rightly can be kept clean.

When a lamp is first lighted, leave the flame low until the metal of the burner is heated, then turn as high as possible without smoking. This secures a clear, steady flame.

To clean burners, boil in water in which sal-soda has been dissolved. Put one teaspoonful to each quart of water.

To prevent chimneys from cracking, put them before using into a large pan and cover them with cold water. Bring the water slowly to a boil. Take the pan off of the fire and let the chimneys cool slowly in the water.

If the brass catches of a burner are too tight, the chimney will break as it expands with the heat. These catches are easily loosened without injuring the lamp.

Alcohol lamps for kettles and chafing-dishes

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must be kept perfectly clean. The wicks must sometimes be renewed before they are burned out. The question, What is the matter with the lamp? may often be solved by putting a fresh wick in the place of one that has become clogged.

This is very often true of oil lamps. There is more or less paraffin in oil, which fills the wick and prevents combustion.

All alcohol lamps which are in daily use should be filled and cleaned *after each meal* and the cap screwed on to prevent wasteful evaporation; but no alcohol lamp which has *long* been closed should be lighted until the wick-tube has been lifted out that any accumulated gas may be set free and explosion prevented.

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XVI

General Rules

The air of a dining-room must be fresh and not too warm. Furniture must be free from dust. Table-cloths must be laid straight and smooth. Service-tables must be protected from heat by heavy canton flannel or asbestos under a linen cover. Napkins must be folded simply, and not in fanciful shapes. The cutting edge of a knife must be turned toward the plate; bowls of spoons and tines of forks turned up. Knives and spoons must be placed at the right of the plate; forks at the left. Place knives and forks in the order in which they are to be used; the first one used on the outside.

All glasses must be placed on the right.

Napkins and bread-and-butter plates must be placed at the left.

Plain dinner-cards are placed on the napkin.

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Fancy ones used for birthdays or the like may be placed above the plate.

Extra plates, glasses, knives, forks, and spoons should be in readiness on the sideboard or service-table.

Such things as mustard, vinegar, etc., which may be wanted, should be in readiness on the service-table or in the pantry.

Cover service-trays with linen doilies, and have fresh ones at hand to replace any becoming soiled during a meal.

Filtered water, ice, and extra bread or rolls should always be at hand in the pantry during the meal.

Bread must be freshly cut.

Water must be fresh and cool.

Glasses for water must be kept filled.

Butter must not be served so soon as to become soft.

Soup must be hot.

Terrapin, creamed oysters, and thick soups are served in small soup-plates, and require dessert-spoons or small soup-spoons. At an informal luncheon the bouillon or bisque served

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in bouillon bowls or cups may be on the table when luncheon is announced. At a formal luncheon each bowl should be brought on a salver and placed after the guests are seated. To serve oysters or clams on the half-shell place four to six on a cold plate with a quarter of lemon in the center.

A waitress is responsible for the proper heating of dishes before they are brought to the table.

A meal must not be announced until everything is ready which is or may be needed.

Having everything in its proper place, knowing exactly what to do and how to do it, makes serving easy for the waitress and comfortable for those she serves.

Any dish from which a person at table helps himself should be offered at the left. In offering a dish of food be sure its spoon and fork are on the side toward the person to be served. Hold the dish conveniently near, and not too high. Do not let handle of fork or spoon become soiled by lying across the food.

Never hold any dish so that the thumb or

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finger can run over the edge of the dish. Hold large dishes on the palm of the left hand, small ones on a salver.

In removing a course, food must be taken first; first the platter, then the carving cloth or mat, then the vegetables and sauces, then plates at the covers, peppers, salts, etc.

To remove a carving-cloth, fold quickly, then lift to a salver on your left hand.

Everything relating to one course only and not required for a later one must be removed before serving another course.

Never put one plate or dish on top of another while one stands on the table. In the pantry plates and dishes must never be piled together so that china rests on pieces of silver.

Work in the pantry should be as nearly noiseless as possible.

A waitress must not leave the dining-room until she is sure there is nothing more for her to do.

A waitress must learn:

To stand straight.

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To step lightly and quickly.

To dress neatly.

To keep her body, teeth, and finger-nails clean and her hair tidy.

To close a door without noise.

To take proper care of a dining-room, pantry, china, glass, silver, brass, lamps, and polished wood.

To handle dishes and silver in a quiet manner; to never let knives or silver fall from plate or tray. To serve a guest without touching him or his chair.

To carry dishes without having them touch her dress.

To treat carvers with great care.

To sharpen carvers.

To remove crumbs perfectly.

To cut bread.

To make butter-balls.

To dress salads.

To make sandwiches.

To make coffee, tea, and chocolate.

To serve wines.

Aside from the mere routine of serving meals

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there are many things it is desirable for a waitress to know.

The scope of this book does not admit of giving many directions for preparing fruits, celery as relish or salad, making various sandwiches and salad-dressings, stoning olives, etc. These should be learned from cook-books and practised until perfection is attained.

Sandwiches should be very thin and evenly cut, and the filling not so near the edges as to soil the fingers.

Butter should not lie in ice-water, but on a plate or in a jar by the ice.

Butter-paddles should be kept very clean and cold, so that butter-balls may not look ragged, but firm and handsome.

Cream, milk, and butter should have a separate ice-box, or at least a separate compartment in one, as they quickly absorb odors from vegetables or other foods. More than is to be used should not be taken from the ice-box at one time. Frequent changes of temperature quickly ruin the flavor of butter or cream.

Green salads must be made *perfectly dry*

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without bruising the leaves; a wet salad destroys its dressing.

Celery for salad should be cut lengthwise several times, and then across in inch-and-a-half lengths. Both it and green salads should be crisped by being laid, after drying, in a salad-cloth on the ice.

Pineapple should never be cut, but shredded with a silver fork, sugared, and put in the ice-box a day before using to draw out the juice and enrich the flavor. Sections of grape-fruit or orange to be used for salad or compote should be *entirely free* from the white integument. With a sharp silver-plated knife, peel the fruit so as to disclose without wasting the pulp. Leave on a dish in the ice-box for some hours, or all night. When cold the white integument becomes like stiff paper, and the flavor of the pulp is improved. Hold the fruit in the left hand, run the silver knife-blade close to the left side of a section of pulp, then at the right, and the whole section can be lifted out.

Cucumbers for salad should have only a thin

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peeling removed and the slices made with a sharp knife, that they may be *extremely thin.* They should not lie in salt or water, but be crisped in a cloth on ice. Tomatoes used for salad, unless very firm, should not be placed in the bowl until they are to be dressed. Their juice weakens the dressing.

A waitress should study the flavors of different vinegars—cider, tarragon, malt, white wine, and others—that she may vary her salad-dressings by their use, as well as by lemon-juice; and she should learn to suit each salad-dressing to the dinner of which it forms a part, making it rich or piquant, as the other dishes may demand.

Cheeses like pineapple and Edam should have a scalloped piece cut from the top with a strong cheese-scoop. Let one scallop turn up, then it will be easy to fit the lid each time. Cheese should be served on a folded napkin on the plate. If the whole cheese is brought to table, it should be wrapped in a napkin if the rind is scarred or oily; but, if not, the red or golden cheese looks attractive on a table. Cream-

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cheeses served plain, riced, or in balls made with butter-paddles, are served on glass or china without a napkin. Riced and piled on one side of a double dish with Bar-le-duc on the other, it makes a handsome and luscious accompaniment to a green salad.

To preserve a section cut from a large cheese wrap it in a cloth wet with cider-vinegar or Rhine wine.

The jar for bread should be kept perfectly clean and well aired, and free from stale pieces. A bread-board and knife in the pantry should be kept expressly for slicing bread and cake, and not too much should be cut at one time. A waitress should know how to make toast and tea well. To make good tea it is *essential* that water should be *boiling* and *freshly* boiled, that the pot should be clean, dry, and hot, and that the water should not stand on the leaves more than five or six minutes; on some kinds of tea not so long.

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XVII

Useful Suggestions

In order to do any work in the best manner, it is necessary that one should be strong and well. To become strong and to keep well some simple rules must be understood and carefully followed. One may be blessed with good health, but no constitution can stand the strain upon it when the ways and means for preventing fatigue and disease are disregarded.

To keep good health it will be necessary to form carefully and to continue steadily nice habits of personal cleanliness.

Personal cleanliness includes more than keeping the skin and the hair, the nails and the teeth, clean. It includes keeping one's sleeping-room sweet and fresh, and airing the bed thoroughly every morning. To spread up a bed a few minutes after one is out of it

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may give to the room an air of neatness, but it folds into the bedding the close air of the night instead of letting it all go out of the window, to be replaced by the freshness of the morning.

And cleanliness means more than a clean gown and clean collar and cuffs. One of the first things for a waitress to consider is her supply of underclothing. She will see the necessity of fresh white or print dresses with neat white collars and large plain white aprons for morning work, and a neat black costume, white collars and cuffs, and a dainty apron for afternoons; but she may be thoughtless at first about underclothing. Yet to keep clean, and by keeping clean promote good health, nothing is more important than to be able to change underclothing whenever she feels the need of doing so. And in clothing, stockings are an important item. It is restful to change shoes; but more restful to change both shoes and stockings. The warm, tired foot is very grateful for the clean, smooth stocking before it begins its round about the evening dining-table.

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Shoes for house wear must be thoroughly comfortable, and shoes for out-of-doors must give a firm support to the feet, and at the same time protect them from the wet and cold. To buy cheap shoes is not real economy. A shoe to be worth buying should be well made and fit comfortably. Such a shoe will outwear two or three pairs of the cheap ones which are showy but poorly made.

To preserve health it is very important to have a sufficient amount of sleep. Girls sometimes say that they need only a little sleep, and are never tired except just before they get up in the morning. But one ought not to feel tired in the morning just before getting up. Sleep should be long enough to refresh both mind and body, and care should be taken to insure the necessary amount.

It may seem at first as if regulation of hours is beyond the control of one who is serving other persons; but in this, as in many other things, much depends upon the worker and the manner in which she performs her work. If the hours of waiting are ended early she

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must go to bed early, for she will be required to be up betimes in the morning. If she has to wait late at night, it is not likely that she will be required to be up too early in the morning, provided her work is carefully done after she is up. If she loses health and strength because of too little sleep, it will sometimes be on account of sitting up late, as many say they do, to read exciting novels; or, when she has evenings out, crowding as much exercise and excitement into one evening as ought to go to the enjoyment of a dozen.

It is said, too, that the matter of meals is beyond control; but this is often not so. Many a lady has taken the greatest pains to arrange proper meals for the maids in her employ, and have them served at an earlier hour than those of the family. In this case a waitress does not have to stand with an empty stomach passing food which makes her feel faint and ill, she scarcely knows why. The idea that a hasty meal taken at intervals from the remains of a late dinner is better than a plainer one nicely served and eaten at leisure

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is one of the greatest mistakes that can be made; yet it is constantly made by many of those to whom the choice is given of having meals before or after waiting upon the table.

Many employers are more than ready to arrange for the comfort of maids in this and in other matters. When they are not, it must be remembered that they have been too long and too sorely tried by ignorant and unappreciative help to hope at first that the new order of intelligent and thoroughly trained waitresses is going to be any better than those who have preceded them in the household.

With good health it is easier to break up bad habits and form better ones than when one has to give valuable time and attention to bodily ailments.

A habit too easily formed, and one which should be at once broken up, is that of listening to what is said at table, instead of concentrating attention upon the waiting. Not that there is any harm in listening to good conversation; but if while listening one misses the softly spoken "Bread, please," or "Will

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you fill my glass?" and has to be recalled to her duty by the mistress of the house, some marks have certainly been lost from a perfect record.

Elderly persons should not be neglected, but should be especially considered at meals. Often some little thing from the sideboard, not cared for by the rest of the family, may be desired by them. A little forethought will provide from the service-table the vinegar or celery salt, or whatever it may be, and no unnecessary interruption to the meal need be made.

At breakfast and luncheon a waitress may add much to every one's comfort by keeping a watchful eye on the plates of the children. A hungry child is sometimes apparently unreasonable without being naughty. One child may be forbidden maple-syrup on his cereal and allowed sugar. If the sugar be not provided, and he sees the others eating syrup, which he loves but may not have, it is almost too much to expect that he will wait patiently until his needs are remembered.

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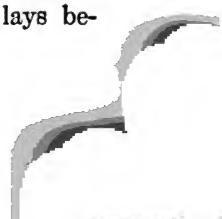
Waiting is a department of woman's work which is capable of being raised to a higher standard. The women who will improve this department are those who appreciate the necessity of good health and who will use every means in their power to secure health and to keep it. They are women who will learn thoroughly the duties they have elected to perform. They will train hand and foot to do their instant bidding. They will train the eye so that nothing in the daily routine will be left undone, and so that nothing outside of it which may add to the general comfort will escape their notice.

A waitress who is interested in making her table attractive for luncheons or dinners may not only give pleasure to others, but keep herself from getting tired of the daily routine, and if she handles with care old épergnes and candelabra, choice bits of glass or silver, she will be allowed to use them more often, and can by different arrangements produce a variety of agreeable effects. On one elegant table I know the butler sometimes lays be-



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tween the small vases of flowers around the central jar some very ornamental silver spoons; at another I have seen exquisitely hand-wrought silver birds from five to seven inches long and perfectly simulating real birds —a woodcock, a pheasant, a jungle-fowl, a peacock. These works of art are pleasing to the eye, and suggest charming topics of conversation by reminding the guests that their host and hostess have traveled in many lands and may have brought these ornaments from Holland or from India.

A waitress should learn to arrange flowers tastefully in vases in rooms as well as for table decorations, studying simple and artistic effects rather than display, and remembering that flowers with a strong fragrance are not in the best taste for the table.

Flowers should have fresh water each day. Cutting an inch off the stems and adding a little salt to the water will refresh roses. Poppies can be kept from drooping, and tulips from opening, by putting the first in almost hot soapy water, the last in water that is tepid.

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In laying empty plates place them so that the decoration on them is a pleasure to the guest. This it cannot be if houses are standing on their chimneys or trees and figures of people are lying on their sides.

Service-plates are now commonly used not only at dinner and luncheon, but at breakfast where fruit is not first served, and even under the fruit-plate. They are sometimes removed when the entrée or roast is brought, but are often left until the salad course. They may be of the same china as that used for the rest of the meal, but are often very rare and costly. In this case their centers may be protected by doilies of fine linen, lace, or drawn-work, on which other plates may rest without injury and without noise. Occasionally a hostess possesses various sets of service-plates, some edged with gold, others with red, green, or pink, enabling her to carry out various schemes of color in the adornment of her table with plates matching flowers, candle-shades, and embroideries.

A waitress will find that in some households

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she will be instructed always to serve first the guest of honor, who at a ladies' luncheon sits at the right of her hostess; at a dinner, at the right of her host. If a man, he takes the right of his hostess, but should not be served before a lady. In some houses all the ladies are served before any of the men; in some the lady at the host's right, then the next guest whether man or woman, and so on around the table. In still other houses the hostess is always first served. There are good reasons for this custom, and many well-bred women follow it; but the rule is not always looked upon with favor. It is taken for granted that any one asked to dine at another's house, and especially if seated in the place of honor, will be acquainted with the usages common among people of breeding; and, while it is true that customs in our various States differ somewhat, real discomfort rarely falls upon a guest if the waitress understands her business. A careless waitress, however, has been known to pass a dish to the guest of honor and all around the table, each guest in turn declining it,

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leaving the hostess to discover that no spoon was on the platter. If the hostess had been first served this unpleasantness would have been avoided. But, had the waitress been *quick-witted and observant* she would have seen why the food was declined. Another reason for serving the hostess first is that novelties in food and service are often introduced, and although if the waitress properly lays spoons and forks, there need be no doubt as to which belongs to a course, yet it is true that not every one who travels goes to the East, and not every one who may be entertained by Eastern dignitaries cares to introduce Eastern methods in her house; but if a lady does choose on occasion to follow a Turkish custom, and, instead of having finger-bowls laid, sends a maid around the table with a large gold or silver bowl of rose-water, in which guests are expected to dip the tips of their fingers and wipe them on an embroidered and pearl-fringed towel, or if, as is done in China, she should send around a large bowl of rare porcelain and a number of small richly embroid-

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ered towels, the hostess need not be surprised if her guests are a bit puzzled how to proceed. She would do well to direct that the bowl be brought first to her, as she may be the only one at her table knowing how it should be used.

An *honest* waitress will never consider absence of guests an excuse for carelessness in laying or serving a table. She will do her daily work in a manner to show that she takes pride in it and respects both her mistress and herself. If she is both honest and self-respecting she will not be unclean or untidy in her work, her person, or her clothing.

To make herself expert she must continually study her work and not be easily content with what she already knows. She must be equal to emergencies, and not disturbed by unexpected interruptions to, nor occasional irregularities in, her routine. She must be considerate and obliging, and in return she will win confidence and kindness from those she serves.

An expert waitress will be prompt in an-

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swering the front-door bell, and will open the door wide enough for a caller to walk in or have her question answered comfortably and hospitably. This cannot be if the waitress opens the door on a crack only and stands blocking the way. If the hostess is in the drawing-room the maid should read the card of the caller, unless the name has been given, and should announce the name quietly but in a clear voice. Especially should she learn to do this well at an afternoon tea.

When receiving verbal or telephone messages for any member of the household, she should be very exact, at once write down the message correctly, and remember to deliver it promptly.

She should know how to remove and assist in putting on a lady's cloak or rubbers.

The one thing most important for every waitress to remember is that rules are useless unless her mind is upon her work and she intends to make it as perfect as possible.

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XVIII

Adaptability

THE comfort of a home is largely influenced by the manner in which a waitress does her work. The more "expert" she is the more valuable do her services become and with the greater ease can she perform her duties. Into whatever house she goes she is engaged to do certain things for which she is paid the wages she asks. It may be that she is to be not only waitress, but parlor-maid or chambermaid as well, and if only one other maid is employed she may assist with fine laundry, cook, as well as serve dinners on the cook's days out, sweep piazzas and clean the brasses on the front door; and though doing all these things she may have a position really easier than if she were waitress only in a large household. If she has a sensible outlook on life she will be glad of an oppor-

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tunity to learn all she can of the various branches of household work, that she may be the better fitted to care for her own home when she shall have one. A waitress should not conclude that a lady is either ignorant or old-fashioned because she has her table served in what seems to the maid an unusual manner. If small dishes and teaspoons are used for pease or tomatoes not cooked dry enough to serve on the plate, it only goes to show that a lady may prefer to guide her household in that, as well as other matters, more by her individual taste and common sense than by the latest dictates of fashion; and it is the duty of a maid to do what is wished by her present employer, even though a former one ordered her household quite differently.

When a waitress has made a contract which is satisfactory to herself and to her employer, she will need to adapt herself to her new surroundings, as she must not expect that they will in all things adapt themselves to her.

The first thing to which she may have to

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adapt herself is the fact that she is not looked upon as a person in whom one can repose perfect confidence. But she must remember that waitresses of the old order have in many cases abused their position, that they have sent too much china and cut-glass to the ash-barrel for any owner of such valuable articles to consider these and other belongings safe in new hands.

A waitress will, if possible, go into a new home in the morning, and not attempt a dinner until she has had time to take the bearings of dining-room and pantry.

She will make some haste with the luncheon dishes if she would like to make a list of all chipped china and glass, and of all silver that is marred. The lady of the house will be expecting questions, and should make them possible by showing where all pieces are kept which she wishes to have used. If objection be made, it is only necessary for the waitress to say modestly but firmly that if she is to be held responsible for all breakage she would like such a list. The good sense of

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this will at once be apparent and full opportunity given.

When finished, a copy of the list should be taken to the lady of the house, that she may compare it with the original and so avoid any mistake.

Next to making a list of the dishes should come a thorough study of the pantry. This it will not be possible to make all in one day. The new waitress will not be discouraged by anything that may be in the pantry, for what seems a defect the first day may prove a merit the next. Some things cannot be changed. The window, the sink, the shelves for dishes, are fixtures, and these are some of the things to which she must adapt herself. There are other things which may be made to adapt themselves to the new-comer.

When she finds something which she would like to have changed she should make a note of it, and not feel sure that she is right until she has tested it well. She should go on making notes until she has put down everything which in her judgment seems necessary. The list

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should then be well studied, and anything which cannot be remedied should be crossed off.

When she has been in the house long enough to know whether she is likely to please, when she has at least shown that she understands her business, she will show the list to her employer and tell her what things she would like to have in order to make her work more convenient. Possibly a lady may consider her pantry already perfect and be annoyed by any suggestion; but it is more than likely that she will be gratified to find that she has some one in her employ who really cares how and by what means the work is done.

If the lady be a busy person she may imagine that some of these requests are unnecessary, and therefore unreasonable; but she will go into the pantry to see what is already there. It is more than probable that the things asked for will be promised.

Now is the opportunity to prove that real thought has been given to the matter by the waitress; she should be ready to say: "To-

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morrow will be my afternoon out. If you like I will get the things; they will cost about so much." The amounts will be so small, while the convenience will be so apparent, that she will probably be commissioned to get them at once. She must be sure of her prices, and in no case must she exceed them. She must not ask for one thing on one day and another thing on another day. All requests should be made at one time, and nothing further asked for until it becomes absolutely necessary.

When she has adapted herself to her pantry and her pantry to herself, so that she can do her work in the best possible manner, she may turn her attention more entirely to the peculiarities of the family which she has agreed to serve, for it goes without saying that they have their peculiarities just as she has her own. For instance, we will suppose that one of the gentlemen always wishes butter at dinner, no matter how many sauces have been provided. Half of the time he does not touch it; but he wishes it there. She cannot change that any more than she can make the near-sighted lady

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see by taking away her glasses. What she is to do is never to forget the butter. Some persons have a habit of saying, "No, thank you," when a dish is offered, and asking for it the moment it has been set down. She can soon determine if any one who does this is at the table, and need not be "upset" by the request. If she can learn to make a bit of a pause at the plate—not disrespectfully, but by way of suggestion that some of the dish may be cared for—she will soon have no trouble.

In every household there are some things that will puzzle an ignorant girl, and some that may puzzle even a competent, well-trained waitress; but study and careful thought will make her find the best way to promote the general comfort and keep each person at table happy and serene.

It may be objected that the sick-room is not a place for the waitress—that the trained nurse is also the waitress of her patient. This is often true, for in cases of extreme illness it is many times unsafe to allow the confusion of voices with the noise of movement

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which accompanies the entrance of one unaccustomed to invalids. There are, however, numerous instances of transient illness or indisposition which are to be considered. If a little girl has had croup in the night and must be kept in bed the next day, a nurse is not sent for; or if a boy goes swimming too early in the season and has such a cold after it that he cannot get up, it will not be considered necessary to bring some one in from outside to take care of him. Then there are convalescents after an illness, and elderly persons who, perhaps, two or three times a week may need to breakfast in bed. Enough cases to make it worth while for a waitress to consider as a part of her training the proper way to conduct herself in the sick-room.

The nearer she brings her work to perfection in other departments the nearer perfection will she be in this.

The first thing to consider will be the nicety of her appearance and the absence of noise. If she has been out in the street to do an errand, she will on no account hasten to the sick-room

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with a tray before she has replaced by her soft shoes the heavier ones which may have a squeak in them. And she will at no time go hastily into a sick-room. She will open the door as softly as a nurse herself would do and move as noiselessly when she is in the room. She will not express by her looks that she thinks a patient is worse than the day before, or say, in what she calls a whisper, as she goes out, "She looks a good deal paler," or, "I really believe he is going to be down sick."

The tray taken to an invalid should be studied as carefully as the table in the dining-room. A trained eye will let no spot or stain on the dining-room linen escape it; nor will a trained waitress fail to replace a spotted cloth by a fresh one. On a tray-cloth a coffee stain or a fruit stain is not at all sure to escape notice because it is covered by a plate or a saucer. That plate or that saucer is the very one that will surely be lifted, and the stain will jar the sense of neatness, which grows more keen when one is shut in from all outside things which in health claim the attention.

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Selection of china and glass is another important matter. A cup of one pattern set in a saucer of another pattern is an offense to the invalid's eye, and to let a person suffering with pain put to his lips a glass with a piece chipped out of the edge is a cruelty.

In the service offered to an invalid the same is true as of all other service. If it be done by rule and method, as if by the working of machinery that has no heart in it, it will fall far short of what it might easily be made by a little care and thoughtfulness. If, for instance, a chop—which it is well understood the patient must eat plain—be served with a little bunch of cress, the fresh green feeds the eye, and the invalid is conscious that thought has been given to her pleasure as well as to her needs. A whole train of sad and weary thoughts has been changed by one cheerful yellow pansy dropped on a tray so that it lay smiling between a cup and a cream-jug.

A waitress who cares how she does her work in the sick-room and out of it will soon find that the attention she gives is appreciated.

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It will not be long before china-closets which have been locked will be opened, old glass will be brought out for occasional use, and great pleasure expressed by its owners that it is again possible to have it handled without fear of its being destroyed. This care bestowed upon inanimate things is one indication of a truthful character, and the waitress will find herself treated, not like one who must be watched and in a sense suspected, but with the confidence which is her right, and which will give her the sense of being an individual, not merely part of the household machinery.

When confidence in her is once established there are many ways by which it will be expressed. She will be asked to execute little commissions given only to one who can be thoroughly relied upon. She may be left in charge of the house, with the direction of other workers under her, or she may be asked to go to the country-house to direct and assist in its arrangement before the family take up their summer residence there.

All this will give variety to what otherwise

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might be in danger of becoming a trifle monotonous; but it is not the variety which is the greatest advantage. It is the fact that she is not a mere worker, not a machine which may do its work with absolute exactness, never losing a minute, and always being in its own place. She will do her work with exactness and may be relied upon like a machine; but she will also use her power to help, to suggest.

When the best relationship has been established between employers and those who are employed, the question of change will assume a very different aspect. Questions which ordinarily make an end of any contract entered into will be simply the subject of explanation, or at the most of arbitration, and, although others may come and go, the waitress will stay on year after year.

When she does decide to go she will leave with regret what has been to her really a home, and, on the part of her employer, the most genuine regret will be felt and expressed. Great interest will be taken in all that concerns her future welfare, gifts will be prepared

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by each member of the household, the wedding will be made merry, and good wishes will follow her to the new home, where it will be hoped that she may have as much comfort as she has given to others during her years of faithful work as a waitress.

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XIX

A Servant's Contract

One reason for the lack of confidence between mistress and maid is the frequency with which situations are changed. If a remedy is to be found for this—and a remedy must be found—it will be necessary to know the reason why maids are seeking good places and good places are waiting for the right maids to come and fill them.

Without doubt the chief reason is the lack of a clear understanding between mistress and maid at the beginning of an engagement. Promises are made very much at haphazard, and a contract is entered into, the conditions of which are not fully understood by either side. To avoid mistakes it is necessary first to understand the meaning of a contract.

A contract is an agreement between two or

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more persons by which something is promised on one side for something promised by the other side. A contract is just as binding upon one party as upon the other. It is not something to be kept on one side, while it lets the other go free of responsibility. If responsibility be shirked by one party, then the other is at liberty to consider the contract broken and decline to keep his part of it. For instance, a carpenter agrees to build a house for a certain sum of money. If he fails to build the house, the man for whom he agreed to build it does not feel bound to pay him anything for promising to build it. If a caterer agrees to furnish refreshments for an evening entertainment and fails to send them, the person who had given the order would certainly not feel obliged to pay the bill, if presented.

In the case we are considering the contract is between two persons. It is an agreement by which a certain amount of service of a specified kind is promised for a stipulated sum of money and a home.

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Every maid who goes into a home says that she will do certain things, and that she will do them well. *She claims that she knows how to do and will do her work in the best manner.* On this understanding she is employed, and is promised a certain sum of money in addition to her bed and her board. Often a few days prove that there has been a mistake. In the first place, she *does not know how* to do her work in a first-class manner, and in the second place she *does not try* to do it well. Her employer talks with her about it, tries to show her better ways, begs her not to be careless, all to no purpose. After a fair trial she is told that she will not answer the requirements of the place. Does it ever occur to her to take less than the stipulated wages? By no means. She has not at all come up to the promise of her agreement; in other words, she has broken her contract. This would certainly justify the party on the other side in paying only for the kind of work that has been given, instead of paying for the first-class work that was promised.

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In order for a waitress to know whether she has fulfilled her part of a contract and whether the blame rests with her, she will need to understand very fully what she has contracted to do.

Most important of all in this connection is the promise not to abuse the china and silver. We all know more or less about the china craze —the collecting of pieces of old china, some of it not so fine as may be bought in the shops to-day, but old. This old china has passed through a great many hands and been washed a great many times. Some of it has passed from pantry to pantry, as it became the possession of one family after another, and a great deal of it is neither broken, cracked, nor chipped. This proves that somebody, or a good many somebodies, must have known how to wash china without injuring it in any way, and what has been done in this way may be done again. It will not be done by ignorant girls who have no idea of learning the best ways; but it will be done by the many who are anxious to do always what is right, even at some inconvenience to themselves.

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Superstition must be gotten rid of in the beginning. Some persons say: "There! I have broken that; now I must break three things before I can stop," or "Now I have begun to break, there is no telling when I can stop," as if they were not responsible for the damage done. For this there is perhaps only one sure remedy. The person who breaks china or defaces silver must, so far as possible, repair from her own purse the damage done.

But accidents? Yes, once in a lifetime a dumb-waiter breaks down, a cleat under a shelf gives way, or a child runs against a door and knocks a trayful of dishes out of a steady hand. All these are accidents. There is no question about them; they could not have been helped. When anything cannot be provided against, it may be called an accident; when it happens from lack of foresight, it may be called carelessness.

One point to be considered is that the articles which a maid destroys are often too valuable for her to replace. Even if she has the willingness, she has not the money to buy pieces

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of equal value. *All the more should she provide herself with all possible safeguards against the destruction of other persons' property.* A contract might be entered into which would be something like this: A certain sum of money is promised to a waitress in return for work performed in an acceptable manner. If at the end of each month no china, glass, or silver is broken or defaced, then one-fifth or one-quarter of the sum promised is to be added to the original amount. If pieces are broken or marred, then the extra dollars are to go toward replacing what has been injured or destroyed. That is, if the maid keeps her contract by doing her work in the manner she has promised, she will be paid for good work and careful management. If she breaks her contract by carelessness and heedless handling, there is some slight provision made against the damage done.

When the idea is once grasped that a contract is not a one-sided affair, when a maid realizes that she is as much bound by it as her employer, then she will think before she prom-

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ises, and she will not undertake more than she has capacity and training to perform. *Then she will not expect to be paid for what she has not done, and she will have too much self-respect to accept wages which she has not earned.*

If she has brains enough to become a model waitress she will have sense enough to know what her services are worth, and her demands will be gladly acceded to when she has proved that her work is worth the price which she has placed upon it. This point being settled, she will be satisfied with the stated amount and bend her mind to her work without any idea of attracting the favor of, or receiving tips from, any member or guest of the household. How else can she preserve her self-respect?

In the older countries, where wages are much lower than in America, and where tips are a survival of a very old custom and regulated as to amount, every one expects to give or receive them; but there are many people who regard the introduction of such practices here in private houses as uncalled for and improper.

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They feel that guests of the household are entitled to receive the services of its employees as a part of the duties for the performance of which the master and mistress are already giving adequate compensation. A recognition of exceptional services is something very different from a tip, and may be given or received without loss of self-respect. If the waitress for several days attends upon a guest who has been taken ill; if she presses for a young girl a party gown and sash crumpled in packing, or a coat for a gentleman caught in a sudden shower, she will have earned their gratitude, and when they are leaving they may wish to show that they remember her thoughtful kindness, and if they offer some pretty gift there is no reason why she should not accept it with pleasure.

If old people are among the guests, there are many little things outside the line of prescribed duties which may sometimes be done for them. Elderly persons are so grateful to those who see and remember their especial needs and wishes that it seems quite natural

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and proper that they should offer gifts to those who are thoughtful for them.

But the things I speak of are those which a true waitress will do wherever she is placed. She will do them for a person without money as quickly as for one who has money. She will do them not because she is a waitress, but because she is a woman—a woman with a warm heart and a willing hand.

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XX

Truthfulness and Honesty

A WAITRESS should be truthful in spirit, as well as truthful regarding the letter of her contract. We are told sometimes that this is impossible; that it is necessary to tell some falsehoods in order to secure a good place or to keep one after being in it for a time. But this is not so. An *expert* waitress need never be without a place.

When a maid calls herself a waitress she is not truthful unless she has studied her work until she is familiar with it, and this familiarity can come only after some amount of practice.

Truthfulness includes honesty, and to be honest means very much more than being above taking money or jewels which belong to others. To be true and honest in spirit is to

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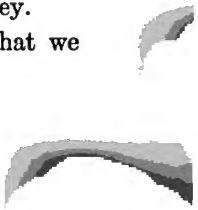
have an intelligent care of whatever is put in a worker's charge and which belongs to her department. It is not honest to let a beautiful damask cloth with a little rent in it go to the laundress without first reporting the rent to the owner of the cloth. It is not honest to let a fine carver rust for lack of attention at the proper time. It is not honest to break glass or china through careless handling, nor to waste food left in her charge. It is not true that no gas is wasted when a gas-stove is left partly turned on all night. *It is not honest to slight work because one is about to leave a situation.* A waitress receives the same wages for the last week as for the first of her stay, and if she is honest she will do her work as faithfully then as when she was first trying to prove herself fitted for the position.

We have often heard that time is money. If one does not understand her work as she may understand it if she will study, she is constantly taking other people's time, which is the same as taking other people's money.

That all the world is not honest, that we



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are not always treated from the standpoint of strictly fair dealing, makes no difference to her. She is not other people; she is herself.

Among the men in one of our eastern States whose business it is to lay stone walls is one who has an especial talent for the work. Stones of any shape answer his purpose. He does not ask any direction, he does not have to make any measurements or use any stakes or a line to lay his stones by. And in the whole State there are no such beautiful walls as this man lays. Does he ever have to tell a falsehood in order to get work? Does he ever talk about other persons interfering with him? He does his work so much better than other men that it will always be sought. And although he has a special talent for it, he does not let that make him careless. His is true work, honest work, and so long as he keeps his health and there are stone walls to lay he need never rest with idle hands.

With regard to the privileges granted to workers it is not easy to lay down any set of

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rules that will meet the requirements of every household in the land. In some cities rules are in force to which the majority of families conform, and they seem to answer very well. But the needs of a family where there are little children differ from the needs of a family of adults. A larger number in a household will necessitate arrangements the need of which does not exist in one made up of a few members. In order to consult the varied tastes and arrange for the comfort of all, special hours must sometimes be considered, and it is not wise for a worker to start out by saying that she must have such and such times for her own. The time offered by the existing arrangements may be, if she will stop to think, much better for her.

It is important to comprehend exactly what is promised, so that there may be no mistake and no disappointment on either side. The time stipulated as belonging to a worker is certainly her own; the rest of her time as certainly belongs to the person to whom she has agreed to give it. But if her sister were go-

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ing to be married, a maid would feel very much grieved if she were not allowed to go to the wedding, and yet there was nothing said about the wedding when she promised her time. Will she realize the equal importance of the occasion if the lady of the house is obliged to ask her to give up one of her evenings because of some especial entertainment?

There is very little doubt about her securing the proper privileges with regard to outings. Something quite as important is that she should care about her sleeping accommodations. Ladies say that again and again they have taken pleasure in fitting up cozy rooms for the maids who were to do the work of the household, and they have been grievously disappointed to find that their efforts were not in the least appreciated. No care was taken to preserve order and neatness; in fact, carelessness had been so universal that they had lost all heart about it. What is needed is plenty of fresh air, with an opportunity to preserve thorough cleanliness, and no right-

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minded lady will fail to respect a maid who makes a point of claiming these privileges.

Where many privileges are not granted one is inclined to place the blame no more upon the employers than upon the employed, for I think we must all admit that waitresses do not always so comport themselves as to make the persons they serve take a keen interest in them.

But it is possible for a new order of waitresses to raise this department of women's work to such a standard of excellence that there will be no need to ask for privileges; they will be granted without asking.

THE END

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