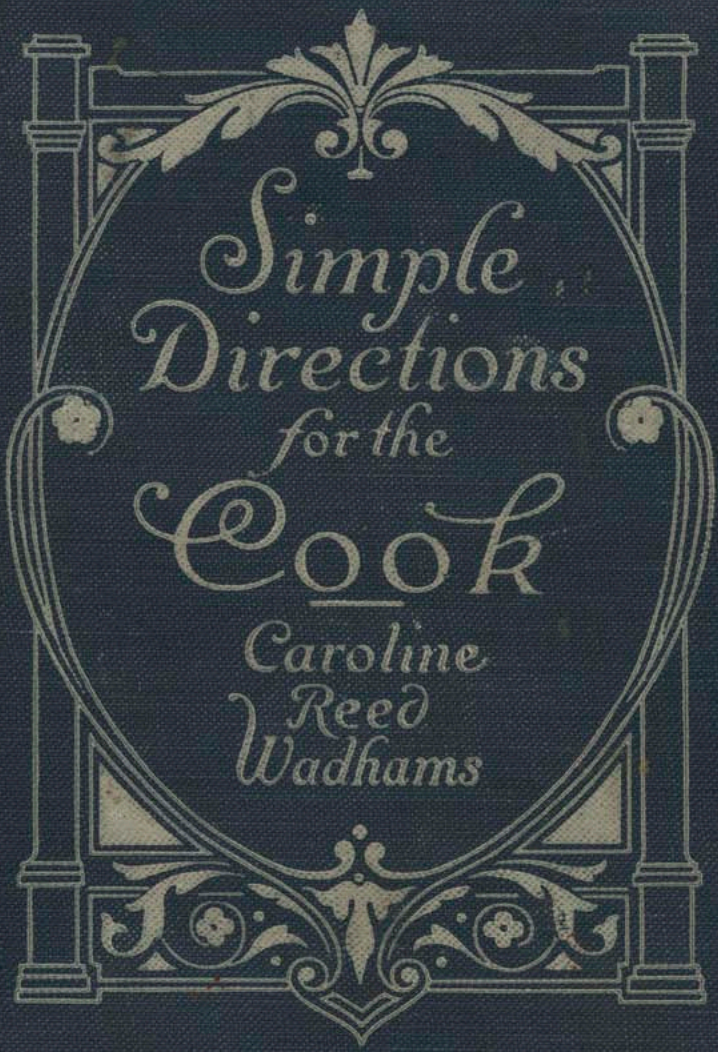


Simple Directions for the Cook

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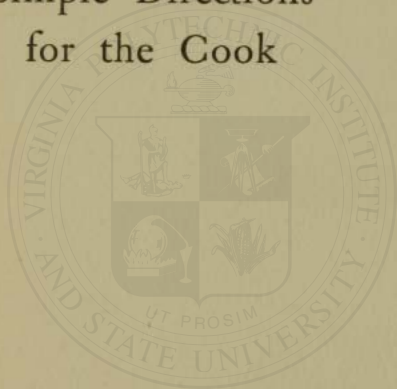
Simple
Directions
for the
Cook

Caroline
Reed
Wadhams





Simple Directions
for the Cook



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By

Caroline Reed Wadhams

With Introduction by

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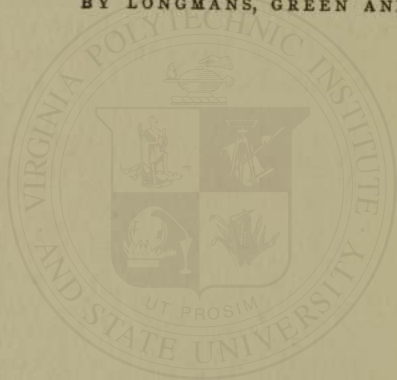
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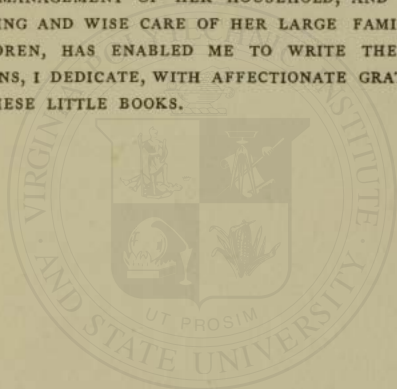
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TO MY MOTHER

WHOSE EXAMPLE IN THE TRAINING OF THE MAIDS,
IN THE MANAGEMENT OF HER HOUSEHOLD, AND IN
THE LOVING AND WISE CARE OF HER LARGE FAMILY
OF CHILDREN, HAS ENABLED ME TO WRITE THESE
DIRECTIONS, I DEDICATE, WITH AFFECTIONATE GRATI-
TUDE, THESE LITTLE BOOKS.



197316

PREFACE

THE author has long been interested in bettering the condition of household workers and has planned for their use the establishment of a hotel and recreation centre with classes in the different branches of household work. This has led to the preparation of these simple directions for the use of the many who may not be able to attend such classes, but who desire to advance themselves by becoming more proficient.

These directions are written for the Cook. They are intended to assist her to do her work in the most approved way.

This book is not intended to be a cookbook, although a number of useful recipes are given. It is written for the use of those who apply for employment as cooks and who are, therefore, supposed to know the fundamental principles of cooking.

By following these directions the cook will be relieved of the necessity of constantly asking instructions from her employer.

The inexperienced cook may follow these directions as a text-book or guide on this branch of household work, and it is believed the experienced also will find they contain useful suggestions.

Directions are given in this book as to many details, as it is care in the preparation of little things which makes the complete work satisfactory. So it is the doing of small things well which distinguishes the trained and accomplished from the inexperienced in household work.

If there is a demand for translations, these directions will be published in French, German, Swedish and Finnish. When the cook speaks a different language from her employer, directions in the cook's native tongue would be found especially useful.

C. R. W.

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INTRODUCTION

HOUSEHOLD arts, dealing with all the best ways of making our homes most satisfactory, are now established as part of the curriculum for girls in numerous schools and colleges; and already thousands of women have been educated to apply science and art to the multitudinous problems of a modern home. However, the formal instruction offered by our educational institutions has so far reached a very small minority of American homes. On the other hand, the most important facts of household arts have been carried to hundreds of thousands of homes by printed matter such as books and magazines. It is obvious that instruction by print rather than by teachers offers the only practical method of quickly spreading the science and arts of the household to all homes.

The series of booklets to which the present volume belongs is destined to play a very important part in household arts instruction by means of printed pages. Heretofore, books and teachers of household arts have aimed primarily at those who as wives and mothers are homemakers, and there has been neglect of the vast group of paid workers in other people's homes.

INTRODUCTION

It is certain, therefore, that thousands who are interested in the widest possible application of household arts to the everyday work of the home will welcome gladly these unique booklets in which Mrs. Wadhams has guided various kinds of paid workers in the performance of their daily tasks in the ways most efficient from the standpoint of household arts and most satisfactory to their employers. At the same time the writer has not overlooked the fact that the paid worker is a person whose individual life demands some time and attention; and the numerous suggestions covering personal care, recreation, etc., ought to help many a worker towards better health, more interest in her duties, and more pleasure out of life.

These little handbooks are sure to have a career of great usefulness in helping solve some of the vexing problems of the modern home. Although the writer has addressed the workers, the booklets will be many times more helpful if the employers read and thoughtfully digest their contents before asking the workers to read and put them into daily practice.

MAURICE A. BIGELOW

*School of Practical Arts,
Teachers College,
Columbia University.*

Simple Directions for the Cook

HOUSEHOLD work has great advantages over other forms of work in that it provides a home with a good table, wholesomely prepared, and comfortable lodgings. Those in household work are relieved of any worry over providing food and shelter, and they are able, after furnishing clothing and entertainment, to save a large part of their wages. They are not subject to the exposure of going to and from work in all kinds of weather.

As members of a household they enjoy the protection of the home. In case of sickness there is someone to see that they have the proper care and medical advice, if necessary. During a short illness wages are not deducted, and the maids are not required to furnish a substitute to do their work, as is often the case in other employments.

Household work is an occupation requiring

skill and training. Those who are most proficient take pride in their work, do it with greater ease, and are always in demand.

The cook has a very important department of work in the household. She has full charge of the kitchen, the refrigerator, and the store-room, and their cleanliness and neatness depend upon her care.

QUALIFICATIONS

The cook should be extremely neat and careful both in the preparation of the food and its storage. Everything in the kitchen must be absolutely clean and, therefore, cleanliness is the first qualification.

The cook should also be interested in her cooking and in the care of her kitchen.

The health of the family depends much upon her care in preparing the food. The happiness of the household depends much upon the tact and kindness shown by her to the others employed in the household.

The cook should be a good manager. If the cook plans and manages her work, even if she has a great deal of cooking to do, she will have time to rest. The amount of time which a cook has to herself depends largely upon her ability to organize her work.

The cook should be familiar with the varieties and quality of food. In some places she purchases the provisions for the employer, and she always inspects them upon their delivery. She should, therefore, know whether they are fit for use and whether the correct quantity and quality have been delivered.

If the cook is inexperienced she should not expect to receive the wages of an experienced cook while she is being instructed, or until she has become proficient.

If the employer takes the time and trouble to teach the cook, she should show her appreciation by following the instructions carefully. When the employer shows the cook how to prepare a dish or gives her a recipe, the cook should write the directions in her own notebook. Pages should never be torn from any cookbook.

A cook who becomes expert in her work may become a teacher of cooking or may become a housekeeper, which is a very responsible position.

MANNERS

Good manners are a valuable qualification in all positions. Some of the important rules of good manners are: To rise when the

employer or others come into the kitchen; in answering to use the name of the person addressed as "Yes, Mrs. ——" or "Yes, Madam"; if a remark is not understood or heard the proper form is not to say "What?" but to say "I beg your pardon," and when instructions are given not to say "All right" but to say "Yes, Madam," to indicate that the instructions are understood.

Another indication of good manners is a readiness to assist by offering to go for and bring whatever is required, placing a chair and performing such other thoughtful service as the occasion may demand.

These manners are the same as those required in schools, hospitals, and offices.

By observing these rules, the cook will not only show that she has good manners but her services will be more highly appreciated.

NECESSARY WARDROBE

The wages received by the cook are sufficient to enable her to purchase a suitable wardrobe. The following articles are suggested, in addition to street clothes, as they are necessary to the proper performance of her work and to enable the cook to appear neat and keep in good health.

Three good gingham dresses; the gray-blue is the most practical; sometimes white dresses are used.

Four of each kind of underwear,

Four pairs of stockings,

A comfortable pair of shoes for working, with low heels,

A bedroom wrapper,

Bedroom slippers,

Three nightgowns,

Two white aprons,

Four gingham aprons,

Two gingham petticoats,

A pair of rubbers,

An umbrella.

In some places the employer provides aprons, but the cook should not expect the employer to furnish them.

The cook should never wear soiled waists, and woollen skirts should not be worn while working.

If the cook is thrifty, she can make many of her clothes, which will save her money and give her better clothes.

Small hand sewing machines may be purchased at little cost and are easily carried about. The cook should have her own work-

basket or workbag, well fitted, to keep her wardrobe in perfect repair.

CARE OF PERSON

The cook should be neat about her person. Her hair should always be carefully brushed.

The cook who is brisk about her work necessarily perspires and, therefore, should be most careful about her bathing. This is necessary not only to avoid the slightest odor of perspiration but also to keep herself in good health.

A cold sponge bath each morning followed by a brisk rub is a good preventive against colds. A warm bath in a tub should be taken at least once a week.

If no bathroom is available, a tin, rubber, or other portable tub may be used. In many countries portable tubs are commonly used for bathing.

CARE OF COOK'S ROOM

In some large private houses, the rooms are so well planned that each maid has a room to herself, but in most houses where several maids are employed the sharing of rooms has to be expected.

The cook should not only be careful to keep

herself neat, but also to keep her room in perfect order. Her clothes should be put away and the top of the bureau kept tidy. Each morning the bed should be opened, the bed linen spread over the foot of the bed or over a chair and the window opened to air the room thoroughly.

The fact that in the same household one cook keeps her room in order and another cook taking the same place keeps her room in disorder, shows that a cook can be neat and that the work required is no excuse for having an untidy room.

If the cook does the thorough cleaning of her room, she should do it as thoroughly as her employer requires her own room to be cleaned.

When the cook is leaving a place, whether she is leaving of her own will or has been dismissed, she should leave her room absolutely clean even though the cook before her left it looking badly. The room should be left in good order to satisfy her own self-respect.

ILLNESS OF COOK

The cook should always tell her employer when she is feeling ill. This enables the employer to change the plan of work for that day or place it in someone else's hands.

If the cook does not require the attention of a physician, the employer will give her some simple and safe remedy that will often prevent a serious illness.

If the cook's feet give her trouble, she should ask her employer for the name of a reliable chiropodist. To change the stockings each day is a great relief to the feet.

TREATMENT OF BURNS

A well-known application for burns is a tablespoonful of sweet oil and a tablespoonful of limewater thoroughly mixed.

ENTERTAINMENT OF FRIENDS

The cook should never permit her friends to interfere with her work. They should not be permitted to be so noisy as to disturb the household.

Men callers should not be permitted to smoke where the smoke penetrates to the family living rooms.

In most households the cook is permitted to serve tea or coffee to friends calling on her, but she should not invite friends to a meal without first obtaining the permission of the employer.

EVENINGS OUT

On their evenings out, the cook and other maids should return not later than the hour set by the employer for closing the house for the night.

If on special occasions the cook desires to stay out later she should always ask her employer whether it will be convenient, so that arrangement may be made to let her in upon her return.

The employer naturally feels a responsibility when she has young girls in her employ. These girls often have no relatives or friends nearby to advise them.

If the employees are allowed to be out on other nights than their nights off duty, they should arrange among themselves to have their duties performed by others who remain in the house.

Maids should not be out alone late at night, as it is often dangerous in both the city and the country.

If the maids are put on their honor in regard to the time of coming in and in regard to extra evenings out, they should not abuse the privilege.

Maids should not be out late frequently, as

it is injurious to the health to sit up late at night when the work undertaken requires early rising. No maid can do her work and keep her health unless she has sufficient sleep.

CORRECTION BY EMPLOYER

The cook should pay no attention to the reports of criticisms overheard by other employees. Such criticisms are usually incorrectly reported and often distorted by jealousy and exaggeration. The employer will make necessary criticisms and suggestions herself.

The inexperienced cook should expect to be frequently corrected while she is being taught how to do her work. She naturally will make mistakes because of her unfamiliarity with her new duties.

When the cook makes stupid or careless mistakes, she should not resent a just reprimand from her employer. Household work is not different from other branches of work in this respect. Young women working in hospitals, offices, and stores are also reprimanded in the same way when they make mistakes.

After a correction of this kind, the cook should never be glum or say that she is going to leave. It is much better to try to please the

employer than to change places constantly. The cook should welcome suggestions and corrections because they perfect her in her work. The best cooks are those who have been trained by an employer who required the cook to maintain a high standard.

It is impossible to find anyone who cooks every dish perfectly, and no one expects it, but there is no cook so experienced that she cannot learn something new about cooking. This is true of all trades and professions.

If the cook breaks or injures anything in the house, she should inform her employer as soon as possible. The employer will appreciate the cook's coming and telling her frankly of the accident.

HOW COMPLAINTS SHOULD BE MADE

If the cook does not find her surroundings congenial and is discontented, it is better for her to leave than to upset the household by making constant complaints or criticisms to the other employees. Although the other employees may listen to criticisms of the employer, they will not respect the employee who makes them. As long as the cook is receiving wages, food, and shelter, she should not talk behind the employer's back, but if she

has any complaint to make she should tell it to the employer.

WHEN A COOK SHOULD LEAVE

Under ordinary circumstances, a cook should not leave without giving her employer proper notice.

But when a cook finds she has engaged to work in a house which is in any measure used for immoral purposes, or when she finds herself in a house where any man in the household is unduly familiar, or when she finds she has to sleep with a woman addicted to the habit of drink or drugs, then she should leave at once, the sooner the better.

WHEN A COOK SHOULD BE DISMISSED

Under ordinary circumstances, before dismissing a cook, the employer gives her the customary notice or pays a certain amount in advance. But when a cook is found intoxicated or drugged, or refuses to do work she has been engaged to do, or speaks insultingly to her employer or other members of the family, then the sooner the house is relieved of her presence the better for the family and the other employees.

DUTIES BEFORE BREAKFAST

The cook should be in the kitchen at least an hour before the breakfast hour to put her kitchen in order and properly prepare the breakfast.

The cook should first start the fire in the stove.

CARE OF DIFFERENT KINDS OF KITCHEN STOVES

The cook should see that the kitchen stove is absolutely clean and ready to light.

Coal Stove. — The fire box and ash pan should be emptied and cleared. If the ashes are hot, they should be placed in a metal ash receiver. Hot ashes should never be placed in wooden barrels or boxes. It is dangerous to do so, as they may cause fire. After the ashes have been removed from the stove, paper should be crumpled and placed in the fire box, and then kindling laid on. Before lighting the fire, the lower draft and the chimney damper should be opened to make the fire draw and to permit the smoke to go up the chimney. The lids should be put on tight, the oven damper closed, and if there are checks above the lower draft they should also be closed. After lighting the fire, add coal, a

little at a time. The coal should not be piled above the lining of the fire box. After the fire is well started and burning brightly, close the lower draft and partly close the chimney damper. If the fire is too hot the checks may be opened to cool it. To heat the oven, open the oven damper. To increase the fire, shake and open the lower drafts and chimney damper. The top of the stove should never be red-hot.

The best time to clean a coal stove is just after starting the fire, before the stove becomes hot. All grease should be removed first. This may be done by scraping with an old knife kept for that purpose and then rubbing with crumpled paper. The stove should be washed with hot water and soap, when necessary. The stove may be kept looking well either by oiling the stove with cottonseed or paraffine oil on a cloth, or by applying a little stove polish with a brush. If stove polish is used, the cook will be able to keep her hands clean by putting her hand into a paper bag, as if it were a mitten, and then taking hold of the blacking brush.

The following rules should be followed to save coal:

Between Meals

1. Place one layer of coal on top of fire, then cover with two layers of sifted cinders.
2. Close pipe and stove dampers.

Before Meals

1. Shake fire down lightly.
2. Open all dampers, then cover fire with coal.

Gas Stove.— A gas stove should be carefully handled and kept perfectly clean.

To light a gas stove, turn on the gas by turning the knob of the particular burner to be used and let the gas run through the burner an instant, then apply a match. If the flame flares up too high and is yellow instead of blue, it should be turned out and lighted again. The cook should see that all burners are clean and that none are stopped up, before lighting. It is most important to open the oven and broiler doors before lighting to permit any accumulated gas to escape and so prevent explosion.

To clean a gas stove, first remove all fat and grease by scraping with an old knife, rubbing with crumpled paper and washing with hot

water and soap. The pan under the broiler should always be cleaned after broiling. If grease is allowed to accumulate in the pan, it will catch on fire when the stove is lighted. If the fat in the pan should catch on fire while broiling, the flame may be extinguished by pouring on salt. If the burners are stopped up they should be removed and boiled in water containing a tablespoon of washing soda to a quart of water. The stove may be kept looking well either by oiling with cotton or paraffine oil on a cloth or by applying a little stove polish on a brush, but neither blacking nor stove polish should be put on the burners.

Never leave any burner lighted which is not in use. Turn the gas down when the food placed over the burner is boiling; it will continue to boil and not be so apt to burn. Turning the gas down also saves the saucepan and lessens the gas bills.

Electric Stove. — Electric stoves should be kept absolutely clean. The stove should be wiped, when needed, with a damp cloth and then wiped dry and kept dusted. Explicit directions for the care and use of electric stoves are given by the manufacturers.

Kerosene Stove. — The kerosene stove is cared for in the same way as a kerosene lamp,

for which directions are given on page 76. It should never be filled while burning as there is danger of explosion. Objectionable odor may be avoided if the stove is kept absolutely clean. The wick should be kept trimmed even and when lighted turned down until the flame is blue. The burners should be boiled periodically; a good time to boil them is when new wicks are being put in. The chimney and the outside of the stove should be washed with soap and water when needed.

Alcohol Stove.—An alcohol stove is cared for in the same way as a kerosene stove; the burners should be kept clean and the outside of the stove bright.

Fireless Cooker.—If a fireless cooker is used, the cook should read and carefully follow the directions for its care. Careful study should also be made of a fireless cookbook to obtain the full benefit of this clever device, which saves so much labor and money. "The Fireless Cook Book" by Margaret J. Mitchell, price \$1.25, contains explicit directions for the use of a fireless cooker, and also many recipes.

BOILING WATER

After the fire has been lighted, the cook should immediately fill the teakettle with

cold water and put it on the stove to boil. If cereal is to be prepared, the lower part of the double boiler should be filled with cold water and the amount of cold water required for the cereal put in the upper part and the double boiler placed on the stove to boil.

DAILY CLEANING OF KITCHEN

The cook should then open the windows and, while the kitchen is airing, sweep the floor and dust the room.

The cook should next lay the table for the employees' breakfast.

If the water is boiling by the time the kitchen has been put in order and the table laid, the cook may stir the cereal in the double boiler until it has thickened and then leave it to boil while she attends to other duties.

No definite order of work can now be given, as the next thing to be done will depend upon the circumstances in different cases.

The employees' breakfast may be served either before or after the employer's, and the cook should arrange to prepare the breakfasts as required.

TEXT-BOOKS ON COOKING

These simple directions for the cook are not written to teach her how to cook. Text-books

have been written which give instruction in cooking and which are indispensable for the beginner and helpful to the experienced and ambitious cook. Such a book is:

The School Kitchen Text-book, by
Mary J. Lincoln \$.60

This book contains a series of lessons in cooking, with many good recipes and other useful information.

COOKBOOKS

The cook should also own a good cook-book and keep it in the kitchen; she should study it and always refer to it when not absolutely sure how a dish should be prepared.

The following are well-known cookbooks:

The Century Cook Book (containing special New England and Southern dishes), by Mary Ronald \$2.00.

A New Book of Cookery, by Fannie Merritt Farmer \$1.60.

Mrs. Seely's Cook-book, by Mrs. L. Seeley \$2.00.

The Boston Cook Book, by Mrs. Mary J. Lincoln \$1.80.

French cookbook:

L'Art de Bien Manger, by E. Richardin
 \$1.75.

German cookbooks:

German National Cookery for American Kitchens, by Henriette Davidis.....\$1.25.

The White House Cook Book, by Hugo Ziemann, Steward of the White House, and Mrs. F. L. Gillette. In English or German
 \$2.50.

Swedish cookbook:

Iduns Kokbok by Elizabeth Ostman.

Finnish-English cookbook:

Soumalais-Amerikalainen Keittokirja, by Mina Walli.....\$1.50.

The following are cookbooks for specialties:

The Fireless Cook Book, by Margaret J. Mitchell.....\$1.25.

Meatless Cookery, by M. McL. Gillmore
 \$2.00.

How to Cook in Casserole Dishes, by Marion H. Neil.....\$1.00.

A Hand Book of Invalid Cooking, by Mary A. Boland.....\$2.00.

Luncheons: A Cook's Picture Book, by Mary Ronald.....\$1.40.

Carving and Serving (gives clear directions how to carve and serve meats, poultry and game), by Mrs. Mary J. Lincoln \$0.50.

SAVING TIME AND STRENGTH

The cook should plan her work so as to save her time and strength. When preparing to cook a dish, all necessary articles should be brought and placed on the kitchen table. If she has to go to a storeroom for more articles than can be carried in her hands, she should take a tray on which to carry them.

The cook should always sit whenever possible in preparing vegetables or polishing utensils. When preparing for a large dinner it is well to do as much as possible on the day before, such as making beef stock, cranberry jelly, mixing rolls and putting them to rise the night before, etc.

PLANNING MEALS

The cook should always help her employer in planning the meals. She can often make many helpful suggestions. Her assistance in this way is an important part of her work.

LEFT OVER FOOD

The cook should not only remind her employer of any uncooked provisions in the re-

frigerator and storeroom but also of any cooked food which is left over and which should be used up before preparing other dishes. An experienced cook never wastes good material, but is able to make attractive dishes from left over food, thereby showing her skill and economy. Bread which has been cut, but not used, may be browned and pounded into bread crumbs to use for scalloping and croquettes; left over meat may be chopped and potato added for hash, or it may be scalloped or made into croquettes, or used for minced meat on toast; meat bones may be used for soup; boiled fish may be scalloped or potato added and browned like hash; vegetables may be used in a salad or in a soup; dry cake may be used in a custard; any stewed fruit or berries may be cooked to the consistency of jam and used for filling individual tarts.

In case of emergencies, which arise in all households, the cook should be able to relieve the employer by planning the meals and ordering the provisions herself.

INSPECTION OF PROVISIONS

The cook should inspect and ascertain whether any provisions are inferior in quality or short in weight or count. If any of the pro-

visions are delivered in a condition unfit for use, the cook should notify her employer at once. If the employer is out, the cook should keep them for her to inspect and in the meantime provide, if possible, a substitute. If the provision man finds that the cook is particular in inspecting the provisions, he will be careful to send only fresh food.

If the employer has forgotten to order, or the provision man has neglected to deliver, any article of food, the cook should at once notify her employer. If her employer is out, the cook should send or telephone for the missing article. In case it cannot be obtained, she should cook something else in the place of the missing dish.

CARE OF DRY GROCERIES

The cook should place dry groceries in their glass jars or stone firkins as soon as possible after delivery. These receptacles should be washed before a fresh supply is placed in them.

The cook should notify her employer when supplies are becoming low so they may be replenished before the supply is exhausted. If instead of glass jars with large necks, glass fruit jars with small necks are used they may

be filled easily by using a preserve funnel, which has a very large opening at the bottom. This funnel should be kept hanging near the jars. Each jar should be clearly labeled with the name of its contents.

If food is kept in paper bags or boxes, they should not be left on an open shelf exposed to dust and mice.

CARE OF MEAT

Upon delivery of meat, the wrapping paper should be removed, the meat and poultry weighed and examined carefully. Meat should never be laid directly on the ice but placed on plates and put in the refrigerator or hung in cold storage.

CARE OF FISH

Upon delivery of fish, the wrapping paper should be removed, the fish weighed and examined carefully. It should then be laid directly on the ice in the refrigerator with the scales next the ice. Nothing else should be placed in the same compartment of the refrigerator with the fish as it is apt to taint other articles of food.

CARE OF GREEN VEGETABLES AND FRUIT

Upon delivery, the wrapping paper should be removed from green vegetables and fruit, and they should be carefully examined and placed in cold storage or such other place as the employer directs.

Green vegetables should never be put on the ice. They are apt to fall down behind the ice and block the drain pipe.

CARE OF PARCELS

When express parcels or other packages for members of the family are delivered in the basement or kitchen, the cook should see that they are taken at once to the employer's room, or to such other place as the employer directs. The employer should be promptly informed of the arrival of any package or box so large that it cannot be taken upstairs.

SOME GENERAL RULES

Food should never be left uncovered in the kitchen day or night.

Measures. — Have a convenient place for the scales, the quart measure, the cup measure and for the set of measuring spoons.

Keep a scoop or cup in the firkin containing flour sifted from the flour barrel. Keep a

small scoop or cup in the sugar box or firkin. Also keep a teaspoon in the salt box.

Simmering. — The cook should be careful to distinguish between boiling and simmering. Water when boiling is bubbling, water when simmering has the slight motion which comes just before boiling. In order to keep water simmering, the burner on a gas stove should be turned down, or the pot should be pushed back off the fire on a coal stove.

Opening Cans. — Use a corkscrew or can opener to remove corks or tops of jars and cans. *Never* use a fork or knife for these purposes.

Silverware. — If any silver is taken by mistake into the kitchen from the dining room the cook should send it to the pantry to be washed with the dining room dishes.

Bread Plate. — It is very convenient to have a wooden bread plate and a bread knife near the bread box.

Heating Gas Stove Oven. — When the cook is about to prepare a dish, if the oven is to be used, she should *first* light the heaters for the oven, if using a gas stove, and then take out the ingredients to be used in preparing the dish. By so doing the oven will be heating while the ingredients are being mixed and will be hot when the dish is placed in it. If

the oven has a temperature gauge, the cook should look at the gauge to see whether the oven is at the correct temperature for the dish she is preparing.

Water Kettle. — Empty the water kettle at night and leave it upside down to dry. Fill the water kettle in the morning with water from the cold water faucet. Never under any circumstances use water from the hot water faucet to fill the kettle or for cooking, as it is dangerous to drink water from a copper boiler. Keep the kettle filled and boiling during the day, if a coal stove is used. If a gas stove is used, keep the kettle boiling only at meal times and late in the afternoon at tea time. If an iron kettle is used, a few oyster shells in the bottom will keep it from rusting. If it has become rusty, put a few potato parings in the kettle and boil hard, then scour with sandsoap, rinse, and wipe dry.

Coffee Pot. — If there is any coffee left in the coffee pot after a meal, do not leave it standing but pour it off, wash the coffee pot absolutely clean, and put it away. The unused coffee should be poured into a pitcher, cup, or glass and put in the ice box for flavoring or, in summer, for iced coffee.

Canned Goods. — All canned food should be

entirely removed from the can as soon as opened, and the can thrown away. There have been many cases of poisoning due to eating food that has been kept in the can after the can was opened.

Washing Dishes as Used. — While preparing meals, the cook should wash as many dishes as possible as she uses them. This will avoid confusion and give her more leisure time after the meal is served.

Spots on the Floor. — Any spots on the kitchen floor should be wiped up immediately with the mop or floor cloth, to keep the kitchen clean and neat.

Food Spilled in Refrigerator. — Any food spilled in the refrigerator should be wiped up immediately with the second dishcloth to keep the refrigerator clean and wholesome.

Care of Employees' Meals. — Where there are other employees in the house, it is the cook's duty to set the table neatly for them. The food should be hot and ready to serve at the hour planned by the employer.

If there is a nurse and she is detained upstairs and late to a meal, which is often unavoidable, the cook should place her dinner on a hot covered plate and keep it in the oven for her.

Feeding Children between Meals. — If there

are children in the household, the cook should never give them candy or food of any kind without their mother's permission.

Serving Dishes. — All meals should be served by the cook daintily. This rule should be observed whether the meal is served for only one member of the household or for a large number.

All dishes which are to be carved in the dining room should be placed on a platter large enough to give the carver sufficient room to carve. If the platters are not the right size, it is better to use one that is too large rather than one that is too small. If the waitress should send the wrong sized platter or dish to be warmed, the cook should return it and ask for the size she needs.

Always remove skewers from a roast before sending it to the dining room. When the carving is not done in the dining room, there can be no set rule as to who should do the carving. The employer decides whether the butler, waitress, or cook is to do the carving.

The cook should prepare all desserts, whether a pudding, cut up fruit, or other dessert.

The employer will give instructions whether the cook or the waitress is to prepare salads.

If there are covers for platters, always use

them when serving hot dishes. No silver vegetable dishes or metal covers should be put into the oven to heat, as it will melt and injure them. A cover should be heated by pouring hot water over the inside of the cover just before placing it on the dish.

Serve hot dishes *hot* and cold dishes *cold*.

SOME RULES TO REMEMBER IN COOKING

Canned Vegetables. — Canned green vegetables should be poured from the can into a colander. Allow cold water to run over them, then place in a saucepan with fresh water, add a little butter and salt, and cook for ten or fifteen minutes.

Minced Meat or Hash. — When preparing meat or chicken to scallop, cream, or mince, remove all bits of bone, fat, and gristle.

Minced meat may be moistened by pouring on a little hot water with butter, salt, and pepper (if desired) or creamed sauce. These are considered more wholesome than using thick fatty gravies.

For moistening a meat and potato hash, milk may be used. This hash should then be placed in a hot greased frying pan, and cooked until brown. Serve on a platter with brown side up.

Burnt Food. — Never send food that is

burnt to the dining room, or burnt cake and cookies to the butler's pantry.

Cereals. — Never send cereals or creamed soups or sauces to the dining room with lumps in them. Children often acquire a dislike for cereal because it has not been properly prepared. This is a serious matter, as cereal is an important part of a child's diet.

Melting Chocolate. — Always melt chocolate in a double boiler or in a saucepan over hot water to prevent burning. This saves time for the cook as she can do other things while the chocolate is melting.

Beating White of Egg. — The white of an egg can never be beaten stiff if there is the least bit of yolk remaining in it.

Meringue. — When beating the whites of eggs stiff to brown in oven, a teaspoonful of sugar must be allowed to each egg to prevent it being tough.

Boiled Fish. — When boiling fish, in order to keep the shape of the fish and to prevent burning, tie a cloth around the fish. This cloth should always be thoroughly washed, dried, and put away after using. One teaspoonful of vinegar in the water in which it is boiled makes the fish more flaky.

Frying. — The fat should always be smoking

hot. To determine when the fat is ready for use, cut small pieces of bread and drop them in the fat. If they brown quickly then the fat is ready for use. If the fat is not hot enough when the food is placed in it, the food will be soggy and indigestible.

Before placing the food on a platter, drain off all fat. All fried dishes should be served hot, dry and crisp.

It is often necessary to place fried food on paper to absorb the fat. Only clean, heavy brown paper should be used, unless a roll of absorbent paper is provided. This absorbent paper may be attached to the wall near the stove, convenient for use.

Meat Soup. — Chicken, beef, lamb, or veal soups should be served the day after they are cooked, as it is difficult to sufficiently remove the fat the same day.

Creamed Soup. — A creamed soup can always be made on short notice. It should never be served stiff like porridge and should be strained to remove lumps.

CORRECTING MISTAKES IN COOKING

The cook should try to bring her cooking up to the best standards. If a dish is not satisfactory she should first try to correct it by

following her own recipe more carefully. Most failures are due to carelessness in not following recipes carefully and trying to guess at quantities, or not mixing as directed. If after carefully following the recipe the dish does not come out right, the cook should change to another recipe.

TABLE OF MEASURES

2 pints equal a quart.

4 quarts equal a gallon.

8 quarts equal a peck.

A cup means a measuring cup full to the brim.

4 saltspoonfuls of liquid equal 1 teaspoonful.

4 teaspoonfuls of liquid equal 1 tablespoonful.

4 tablespoonfuls of liquid equal 1 wine-glass or $\frac{1}{4}$ cup.

16 tablespoonfuls of liquid equal 1 cup.

3 teaspoonfuls of dry material equal 1 tablespoonful.

12 tablespoonfuls dry material equal 1 cup.

8 heaping tablespoonfuls dry material equal 1 cup.

2 cups or 4 gills equal 1 pint.

4 cups of liquid equal 1 pound.

4 cups of flour equal 1 pound or 1 quart.

2 cups of solid butter equal 1 pound.

Butter size of an egg equals 2 ounces or $\frac{1}{4}$ cupful.

1 heaping tablespoonful of butter equals 2 ounces or $\frac{1}{4}$ cupful.

1 cup of butter equals $\frac{1}{2}$ pound.

1 heaping tablespoonful of sugar equals 1 ounce.

2 cups of granulated sugar equal 1 pound.

$2\frac{1}{2}$ cups of powdered sugar equal 1 pound.

3 cups of meal equal 1 pound.

1 pint of milk or water equals 1 pound.

16 ounces equal 1 pound.

TABLES OF TIME FOR BOILING VEGETABLES AND CEREALS

Green vegetables should be thoroughly washed and then put in water that is just beginning to boil. Salt should not be added until nearly done. No time table for boiling vegetables is exact, as the time required will vary depending upon the freshness of the vegetables. Vegetables just taken from the garden require much less time to boil than vegetables which have been long in the market.

There are some cereals which require no cooking, such as shredded wheat, cornflakes, etc. Other prepared cereals come in packages containing directions for their preparation.

The following tables give the time required to boil vegetables and cereals:

Vegetables

Asparagus	25 minutes or more
Beets	30 minutes or more
Brussels sprouts	15 minutes or more
Cabbage	25 minutes or more
Canned tomatoes	10 minutes or more
Carrots	30 minutes or more
Cauliflower	20 minutes or more
Celery	25 minutes or more
Fresh tomatoes	20 minutes or more
Green corn on cob	25 minutes or more
Green peas	25 minutes or more
Lima beans	30 minutes or more
Macaroni	20 minutes or more
Onions	30 minutes or more
Oyster plant	45 minutes or more
Parsnips	30 minutes or more
Potatoes old and new	30 minutes
Rice	20 minutes or more
Rice (dark)	3 hours
Shell beans	30 minutes or more
Spinach	20 minutes or more
Squash	25 minutes or more
String beans	30 minutes or more
Turnips	30 minutes or more

Cereals

Corn meal	3 hours or more
Cream of Wheat	$\frac{1}{2}$ hour
Farina	$\frac{1}{2}$ hour
Hominy (coarse)	3 hours or more
Hominy (fine)	1 hour or more
Oatmeal (prepared)	1 hour
Oatmeal (Scotch)	3 hours or more
Wheatina	$\frac{1}{2}$ hour

TABLES OF TIME FOR COOKING FISH
AND MEATS

The cook should weigh all meats, otherwise the tables of time are of no value.

<i>Boiling Meats</i>	<i>Time of Boiling</i>
Beef or lamb (stew)	3 hours or more
Chicken	15 minutes per pound
Corned beef	30 " "
Fowl	30 " "
Ham	20 " "
Mutton	15 " "
Tongue, fresh	3 hours or more
Tongue, smoked	4 hours or more

<i>Boiling Fish</i>	<i>Time of Boiling</i>
Codfish	6 minutes per pound
Haddock	6 " "
Halibut	15 " "

Lobster	30 to 40 minutes per pound		
Salmon	15	“	“
Small or thin fish	6 to 10	“	“
Thick, cubical piece of fish	15	“	“

*Broiling Meats**Time of Broiling*

Chicken	20 minutes per pound		
Grouse	15	“	“
Mutton chops (English)	10	“	“
“ “ (French)	8	“	“
Quail	8	“	“
Squabs	10	“	“
Steak (1 inch thick)	10	“	“
“ $\frac{1}{2}$ “ “	8	“	“

*Broiling Fish**Time of Broiling*

Bluefish and Cod	15 minutes per pound		
Cod (split)	8	“	“
Halibut	15	“	“
Mackerel (split)	8	“	“
Salmon and Shad	15	“	“
Small fish	8	“	“
Swordfish	15	“	“
Trout	15	“	“

*Roasting Meats**Time of Roasting*

Beef, rolled rib or rump	12 minutes per pound		
Beef sirloin (rare)	8	“	“
Beef sirloin (well done)	12	“	“

Chicken	15 minutes per pound		
Duck (tame)	45	“	“
Duck (wild)	30	“	“
Fillet of beef	25	“	“
Goose (tame)	15	“	“
Goose (wild)	20	“	“
Grouse	20	“	“
Lamb (rare)	10	“	“
Lamb (well done)	15	“	“
Mutton leg (rare)	10	“	“
Mutton leg (well done)	15	“	“
Mutton loin (rare)	10	“	“
Mutton loin (well done)	12	“	“
Mutton saddle (rare)	10	“	“
Mutton saddle (well done)	12	“	“
Mutton shoulder (stuffed)	15	“	“
Partridge	35	“	“
Pigeon	15	“	“
Pork	30	“	“
Squab	15	“	“
Turkey	15	“	“
Veal	20	“	“
Venison (rare)	10	“	“

*Baking Fish**Time of Baking*

Bass	1 hour
Bluefish	1 hour

Other large fish	1 hour
Small fish	20 minutes or more

TABLE OF TIME FOR BAKING

Beans (baked)	6 hours or more
Biscuit	15 minutes or more
Bread (loaf)	45 " "
Brown bread (steamed)	3 hours
Cake (loaf)	30 minutes or more
Cookies	10 " "
Fruit cake	2 hours or more
Gems	30 minutes or more
Gingerbread	30 " "
Pie crust	30 " "
Potatoes	30 " "
Rolls	20 " "
Small cakes	20 " "
Sponge cake	45 " "

Puddings

Bread	15 minutes or more
Custard	15 " "
Indian	3 hours or more
Plum	5 " "
Puddings (steamed)	2 " "
Rice (with boiled rice)	20 minutes
Rice (with uncooked rice)	2 hours
Tapioca	1 hour

It will be a convenience to the cook to copy the time tables and all recipes which she uses frequently and put them up in a place in the kitchen where she can easily see them.

The cook, if in the least doubt as to how to prepare any article mentioned in these tables, should consult her cookbook. The cook should not experiment but always follow the directions in the cookbook.

A FEW GOOD RECIPES

These recipes, which are used by the author in her home, will enable the cook, with the aid of the tables of time, to properly prepare the essential dishes for a wholesome and simple diet.

Coffee. — There are many kinds of coffee pots. To use them properly the special directions for their use should be followed. The following is the recipe for coffee cooked in a plain granite coffee pot.

1 tablespoonful of coffee to 1 cup of boiling water,
 $\frac{1}{2}$ egg or egg shells.

Place coffee and egg or egg shells in the pot and pour on boiling water; let boil about five minutes, remove from fire, and pour a

little back and forth into a cup to clear any grounds from spout. Add 1 tablespoonful of cold water. Let stand a few minutes to settle. If these directions are followed carefully no strainer should be necessary.

If poured into a silver or china coffee pot, the pot should first be heated with hot water.

Tea. — Different kinds of tea vary in strength. The usual proportion is $\frac{1}{2}$ teaspoonful of tea to 1 cup of water for weak tea and 1 teaspoonful of tea to 1 cup of water for strong tea. First heat the teapot by rinsing it with hot water. Then put the proper amount of tea in the pot and pour on the right proportion of fresh boiling water. The water must be really boiling, not simmering. The tea should stand only a few minutes and then be served. Serve with a pot of hot water.

Cocoa. — 1 cup of milk to 1 teaspoonful of cocoa. 1 teaspoonful of sugar. Mix the cocoa and sugar with a little hot water and place on the fire to boil, then add the milk and heat. The cocoa will be free from skim if the milk is not boiled.

Chocolate. — The usual proportion for hot chocolate is 1 square of cooking chocolate and one tablespoonful of sugar to one pint of milk.

Melt the chocolate in a small saucepan over hot water. Pour the milk into the double boiler with the sugar. When the chocolate is melted pour a little of the hot milk on the chocolate and stir until smooth. Then pour this mixture into the remaining milk in the double boiler and boil for 30 minutes.

Bacon. — Bacon should be thoroughly cooked. Drain all fat from it. Serve hot, dry, and crisp. Never place eggs on bacon, as they make it soggy. Place bacon around the edge of the platter.

Dropped or Poached Eggs. — First toast the bread a light brown on both sides, cut in small squares or in rounds with a cooky cutter, and keep hot.

Have two pans of simmering salted water.

Break an egg into a cup carefully that the yolk may not be broken; slip the egg into one pan of simmering water, baste with a spoon until a white skin has formed over the yolk. Then with a fork dip the toast into the other pan of salted water to slightly moisten the toast and place the egg on it.

If the egg breaks, do not serve it but poach another. If it is found that the eggs break because they are not fresh, substitute another dish.

Omelet. — Beat the yolks and whites of 5 eggs separately, add 5 tablespoonfuls of milk and 1 saltspoonful of salt. Stir this into the yolks. Then fold in the whites beaten stiff and place in a hot buttered omelet pan.

Move pan about on fire to prevent burning, lifting sides of omelet where it is cooking too fast.

Put it in oven to dry and fold over to fit platter.

Coddled and Boiled Eggs. — Coddled eggs, which are more easily digested than boiled eggs, are prepared as follows: place them in a pot of boiling water; then immediately remove the pot from the fire and allow the eggs to remain in the pot for 7 minutes. The eggs will then be soft boiled as if boiled for three minutes, but the whites of the eggs are less tough and more digestible. Eggs for young children should always be boiled in this manner. Soft boiled eggs are boiled from 3 to 4 minutes. Hard boiled eggs should be boiled 20 minutes.

Creamed Sauce or White Sauce. — Creamed sauce for vegetables, chicken, etc. Melt 1 tablespoonful of butter in saucepan; add 1 tablespoonful of flour and $\frac{1}{2}$ teaspoonful of

salt, then stir into a smooth paste and add gradually 1 cup of hot milk.

Butter Sauce for Boiled Fish. — A simple sauce for boiled fish is made like the creamed sauce (above), using hot water instead of milk. A hard boiled egg chopped fine may be added.

Hollandaise Sauce. — For Boiled Fish, Asparagus, etc.

$\frac{1}{2}$ cup butter
Yolks of 4 eggs
Juice of $\frac{1}{2}$ lemon
 $\frac{1}{2}$ teaspoonful of salt
Paprika
1 cup of hot water

Cream the butter, add the yolks of eggs and beat well; then add lemon juice, salt and pepper; then slowly add the hot water. Mix well and place in a pan of hot water. Stir constantly till sauce becomes like thick cream. Don't boil. Stir for a few minutes after removing from fire. Pour over fish or vegetable before serving.

Baked Rice and Cheese. — Boil 1 cup of rice in salted water for half an hour. Do not stir; when done, drain and place in buttered baking dish with 1 cup of grated mild cheese, 1 cup

of milk, 1 teaspoonful of salt. Dot with bits of butter.

Brown in a very hot oven 20 minutes. Serve in baking dish.

Baked Corn. —

6 ears of corn
1 cup of milk
2 eggs
1 teaspoonful of sugar
1 teaspoonful of salt

Boil the corn and then cut the corn from the cob and, unless the corn is tender, chop or grind it. Stir in milk, beaten eggs, sugar and salt, and bake in baking dish until brown.

Rice for Children or Invalids. — When cooking rice for children under 7 years of age, boil hard for 20 minutes, then place in double boiler and cook for an hour. If using the brown rice cook for 3 hours. Drain off water before serving.

Cereals. — The different kinds of cereals should be cooked for the length of time given in the table of time for boiling cereals.

Cereal must never be served with lumps in it, as they make it unpalatable.

There will be no lumps if the following simple directions are carried out.

Use a double boiler, pour cold water in both parts or else boiling water in both parts. The usual proportion is a tablespoonful of cereal to a cup of water with $\frac{1}{4}$ teaspoonful of salt to each tablespoonful of cereal. Place the required amount of cereal and salt in a cup. When the water is boiling hard in the lower half of the boiler pour the cereal slowly from the cup into the water in the upper part, stirring all the time, and continue to stir until the mixture thickens.

Split Pea Soup. —

- 1½ cups of split peas
- 1 quart of milk
- 3 tablespoonfuls of butter
- 1½ teaspoonfuls of salt

Soak the split peas over night if possible, or as long as there is time in the morning; then cook for 3 or 4 hours. After they are cooked rub the peas through a strainer and add the milk, butter and salt. Cook all together for a few minutes, strain that there may be no skin and serve with croutons or whipped cream.

Soup Stock. — Soup stock is the meat cooked

to a jelly ready to use for making soups. It is made of the inferior parts of the meat, usually from beef, veal, mutton, or poultry, and it may be made of one, any, or all combined.

The outside of the meat should be wiped with a perfectly clean wet cloth. Then chop the meat, and saw the bones into small pieces. Place half meat and half bone in a kettle of cold water, the proportion being 1 pound to 1 quart of water. Add seasoning, either spices or vegetables or both. If only herbs and spices are used, the soup stock will keep longer.

For such stock the following proportions may be used:

To each quart of water add:

1 even teaspoonful of salt

$\frac{1}{2}$ saltspoonful of pepper (if desired)

$\frac{1}{2}$ saltspoonful of celery seed

2 whole cloves

2 allspice berries

4 or 5 bay leaves

A little parsley

1 teaspoonful of mixed herbs such as thyme,
marjoram, summer savory, and sage

If vegetables are used they should be cut in small pieces so as to be easily measured.

For soup stock made with vegetables the following proportions may be used:

To each quart of water add:

1 tablespoonful of chopped carrot, turnip, celery, and onions.

As some households do not use onions, the cook should ask the employer whether she is to add them.

The kettle should be covered and the water should simmer so that the stock may cook slowly for about 3 or 4 hours. It is better to make the stock the day before using if possible.

After cooking allow to cool and remove fat.

To clear soup stock pour it into a saucepan, stir in the whites and broken shells of eggs — one for each quart of stock; boil for 2 or 3 minutes, stirring constantly, then set back on stove, keep it hot without simmering for 15 or 20 minutes; strain through a fine sieve and then through cheesecloth.

Ordinarily meat soups may be made from the bones and small pieces of meat left from roasts, thereby saving the expense of buying meat for soup stock.

Tomato Soup. — Drain off the liquid from one quart can of tomatoes, or use an equal

amount of the liquid from stewed fresh tomatoes and place in a saucepan to heat.

Heat one quart of milk in double boiler, adding 2 tablespoonfuls of melted butter and 1 tablespoonful of flour blended with a little of the hot milk.

Add $\frac{1}{4}$ teaspoonful of baking soda to the liquid tomatoes and pour into the heated milk. The milk should not boil after adding the liquid of the tomatoes.

Strain carefully and serve with croutons or whipped cream.

Broths for Children or Invalids. — The proper proportion for broth is 1 pound of meat and 1 saltspoonful of salt to 1 pint of water. First weigh the meat to make sure that the proportions are correct, then place it in a pot of cold water. Cook slowly for 3 hours or until one half of the amount of water has boiled away. If properly made it will turn to jelly when cold. Remove fat from the top, and it is ready to heat and serve.

If it does not turn to jelly when cold, it is not properly made and the children or patient will not receive the proper nourishment.

White Bread.—

5 quarts of white flour
4 tablespoonfuls of fresh lard
4 teaspoonfuls of sugar
4 teaspoonfuls of salt
1 yeast cake
1 quart of milk
1 quart of water

Knead half an hour. Let rise over night.
Makes 4 to 5 loaves.

Graham Bread.—

4 cups of white flour
4 cups of graham flour
 $\frac{1}{2}$ yeast cake
1 quart of warm water
1 tablespoonful of salt
 $\frac{1}{2}$ cup of brown sugar

Stir and let rise over night. Makes 2 loaves.

Whole Wheat Bread.—

About 2 quarts of whole wheat flour
2 cups of milk
2 teaspoonfuls of sugar
 $2\frac{1}{2}$ teaspoonfuls of butter
3 teaspoonfuls of salt
 $\frac{1}{2}$ yeast cake

Mix the butter, sugar and salt in the milk and scald; cool and add $\frac{1}{2}$ yeast cake dissolved in $\frac{1}{2}$ cup of warm water. Stir in the whole wheat flour to stiffen. Mix well with a spoon. Let rise to double its size; knead slightly and shape into baking tins. Let rise again to double its size and bake in hot oven 30 minutes or more. Makes 2 loaves.

Corn Meal Gems. —

2 eggs

1 cup of milk

1 tablespoonful of butter melted

1 cup of corn meal

$\frac{1}{2}$ cup of flour

1 teaspoonful of baking powder in the flour

$\frac{1}{2}$ teaspoonful of salt

3 tablespoonfuls of sugar

Separate the eggs and mix the yolks with the other ingredients.

Beat the whites of the eggs stiff, and add to the mixture, folding in lightly. Have gem pans very hot. Bake 15 to 20 minutes.

These gems should not be stiff but quite tender, breaking easily.

Baking Powder Biscuit. —

- 2 cups of flour
- $\frac{1}{3}$ cup of butter
- 2 teaspoonfuls of baking powder
- $\frac{1}{2}$ teaspoonful of salt
- 2 tablespoonfuls of sugar
- $\frac{1}{2}$ cup of ice cold milk or water

Roll on board and cut with biscuit cutter. Place in pan and bake 15 or 20 minutes.

Parker House Rolls. — Scald 1 pint of milk, add 1 tablespoonful of butter, 1 tablespoonful of sugar and 1 teaspoonful of salt; when lukewarm, add $\frac{1}{2}$ yeast cake; stir in 3 cups of flour and beat well. Let mixture rise over night, or, if mixed in the morning, about 3 hours.

Then add from 2 to 3 cups of flour, or enough to knead it; knead half an hour. Let rise in the bowl, roll and cut round with biscuit cutter; put a bit of butter on each and fold over. Put in tins; bake about 15 minutes in oven.

Pop Overs. —

- 2 eggs
- 1 cup of milk
- 1 cup of flour
- $\frac{1}{2}$ teaspoonful of salt
- $\frac{1}{2}$ teaspoonful of melted butter

Beat all together with an egg beater and pour in hot buttered muffin tins. Bake about 15 minutes and serve very hot at once. They should rise three times their size and be almost hollow, with light brown crisp crust.

Coffee Cake. — After mixing dough for white bread, separate enough to fill $1\frac{1}{2}$ doz. muffin tins, add to this dough yolks of 2 eggs (saving about a tablespoonful to be used later on cakes), $\frac{1}{2}$ cup of sugar, 1 cup of currants, and 3 tablespoonfuls of butter. Mix well and fill each muffin tin half full. Then spread the remaining tablespoonful of yolk of egg over the cakes, sprinkle them with sugar and chopped almonds, and bake about 20 minutes.

Berry Cake or Muffins. —

$\frac{1}{2}$ cup of butter

1 cup of sugar

2 eggs

$\frac{3}{4}$ cup of milk

1 cup of blueberries

1 teaspoonful of baking powder

2 cups of flour

Cream the butter and sugar, add eggs and milk. Sprinkle some of the flour on the berries to prevent their settling at the bottom of the cake, then add the flour and last the berries.

The berries should be very carefully picked over, washed and dried. Bake in cake tins about 30 minutes.

Orange Cakes. —

Yolks of 3 eggs beaten with a cup of sugar

$\frac{1}{4}$ cup of boiling water

Juice and grated rind of $\frac{1}{2}$ an orange

1 teaspoonful of baking powder mixed in

1 cup of pastry flour

Beat with egg beater, folding in the whites of 3 eggs last.

Bake in very small cake tins about 30 minutes; this recipe makes about 24 very small cakes.

An orange icing is made of the juice and grated rind of the other half of the orange, adding enough sugar to prevent the icing from being sticky. The cakes should be iced while hot and dipped into the icing instead of spreading the icing on the cakes. No egg is used in this icing.

Sponge Cake. —

6 eggs

1 cup of sugar, powdered or granulated

1 saltspoonful of salt

$\frac{1}{2}$ lemon (grated rind and juice)

About 1 cup of pastry flour

Separate the eggs and beat the whites and yolks separately. Mix with an egg beater and bake for $\frac{3}{4}$ hour. When done divide with two forks. Never cut sponge cake with a knife.

Feather Cake. —

- 1 tablespoonful of butter
- 1 cup of sugar
- 2 eggs
- $\frac{1}{2}$ cup of milk
- $1\frac{1}{2}$ cups of flour
- 1 teaspoonful of baking powder

Mix butter and sugar; then add flour and baking powder; eggs last. Bake in cake tin about 30 minutes.

One Two Three Four Cake. —

- 1 small cup of butter
- 2 cups of sugar
- 3 cups of flour
- 4 eggs
- 1 cup of milk
- 1 teaspoonful of baking powder

Cream butter and sugar, add eggs and milk, mix baking powder in flour and add last.

Bake in small cake tins or in a layer cake about 30 minutes.

Plain Frosting. —

- White of 1 egg
- 1 teaspoonful of vanilla or other flavoring
- 1 cup of sifted powdered sugar

Put egg and flavoring in a bowl and stir the sugar in gradually. Then beat hard all together until smooth.

Maple Sugar Frosting. — Boil 1 cup of soft maple sugar or 1 cup of maple syrup until it strings, then beat the white of an egg stiff and stir in the syrup. Spread on cake.

Chocolate Frosting. —

- 1 cup of sugar
- $\frac{1}{2}$ cup of water
- 1 tablespoonful of cream or milk
- 2 squares of chocolate
- $\frac{1}{2}$ teaspoonful of butter

Boil the sugar in the water until it strings. Melt chocolate in another pot over hot water, then add chocolate to water and sugar, the butter and last the cream or milk. Boil a few minutes. This makes enough for one layer cake.

Macaroons. —

- 2 cups of chopped almonds
- $1\frac{1}{2}$ cups of sugar
- Whites of 2 eggs

Beat the whites of the eggs stiff, add the sugar and almonds, and drop on hot buttered cooky tins; bake in moderate oven until light brown.

Sugar Cookies —

- $\frac{1}{2}$ cup of sugar
- $\frac{1}{2}$ cup of butter
- 1 egg
- $\frac{1}{2}$ teaspoonful of vanilla
- $\frac{1}{2}$ teaspoonful of baking powder
- 1 cup of flour

Mix the dough and place in a bowl in the ice box to chill before rolling out to prevent its sticking to the rolling board.

Cut in any shapes desired and bake until a light brown.

Molasses Cookies for Children. —

- 1 cup of molasses
- 1 teaspoonful of ginger
- $\frac{1}{2}$ teaspoonful of cinnamon
- 1 cup of butter
- 1 teaspoonful of soda dissolved in milk
- $\frac{1}{2}$ cup of sugar
- About $2\frac{1}{2}$ cups of flour

Place dough in bowl on ice to chill before rolling on the board. Cookies cut with cooky cutters in the shapes of animals give much pleasure to children.

Hermits. —

2 eggs

 $\frac{3}{4}$ cup of butter $1\frac{1}{2}$ cups of sugar

1 cup of seeded raisins

1 teaspoonful of soda in 2 large tablespoonfuls of sweet milk

1 teaspoonful each of cinnamon and nutmeg

Flour enough to make batter to drop from spoon (about a quart)

Patty Shells. —

1 cup of flour

 $\frac{1}{2}$ cup of butter $\frac{1}{4}$ saltspoonful of salt

Mix the flour, butter, and salt, and add enough ice water to roll on board. Lay on ice for about half an hour, then roll and lay on ice a second time. Roll and line the patty tins and bake until a light brown and crisp.

Waffles. —

1 cup of flour

 $1\frac{1}{4}$ cups of milk

3 eggs

1 tablespoonful of melted butter

 $\frac{1}{4}$ teaspoonful of salt

2 teaspoonfuls of baking powder

Beat eggs separately, adding the whites last in mixing. The baking powder should be blended with the flour.

The waffle irons should be buttered and hot.

Serve at once a few at a time; never wait to pile the dish high, as the waffles will lose their crispness.

Boiled Custard. —

1 pint of milk

Yolks of 3 eggs

4 tablespoonfuls of sugar

$\frac{1}{2}$ saltspoonful of salt

$\frac{1}{2}$ teaspoonful of vanilla

Place the milk in the double boiler to scald, add sugar and salt and then the beaten yolks of eggs gradually and stir until it thickens. Pour into a dish to cool. The whites of the eggs may be beaten stiff and placed on top, if desired.

Boiled Chocolate Custard. —

1 quart of milk

2 squares of cooking chocolate dissolved
over hot water

1 cup of sugar

1 tablespoonful of cornstarch

Yolks of 3 eggs

Scald the milk in a double boiler. Add eggs, sugar, and chocolate. Cook until it thickens. Then pour into dish to cool. When ready to serve beat the whites of the eggs with 3 teaspoonfuls of powdered sugar and arrange on top. Serve cold.

Orange Jelly. —

- $\frac{1}{2}$ box of gelatine
- $\frac{1}{2}$ cup of cold water
- $1\frac{1}{2}$ cups of boiling water
- 1 cup of sugar
- $1\frac{1}{2}$ cups of orange juice
- 3 tablespoonfuls of lemon juice

This may be served in orange skins cut like baskets, or it may be served mixed with cut-up fruits of different kinds in a mould.

Prune Pudding. —

Wash the prunes and if dry soak one hour before cooking; then strain off water and place in saucepan with boiling water enough to cover them and 1 tablespoonful of brown sugar. Cook until swollen and tender. Chop and fill 1 cup. Beat the whites of 3 eggs with 3 tablespoonfuls of powdered sugar. Add the chopped prunes and 1 teaspoonful of lemon juice.

Place in buttered pudding dish and bake about 10 minutes. Serve with cream or custard made from the yolks of eggs.

Rennet or Junket. —

To 1 pint of warm milk, add:

1 teaspoonful of granulated sugar

2 teaspoonfuls of liquid rennet

$\frac{1}{4}$ saltspoonful of salt

Care should be taken that the milk is not too hot; it may be tested by letting a drop fall on the back of the hand. When the milk is warm, add the other ingredients and stir until mixed thoroughly; let stand at temperature of the room for about one half hour until firmly coagulated, and then place in refrigerator. Serve cold.

To vary this dish, flavor with nutmeg or chocolate or serve with the juice of stewed prunes or berries.

Orange Marmalade. —

6 oranges

1 grapefruit

4 lemons

Slice them, taking out nothing but seeds. To each pound of fruit add 3 pints of water.

Let stand 24 hours, then boil until the rinds are tender.

All this should stand until the next day. Remove all rinds; throw one half away, cut the other half in very thin slices and add them to the fruit pulp. Then weigh, and to each pound of fruit add one pound of sugar. Boil the whole until the syrup jellies and the rinds are transparent.

This recipe will make about 16 glasses.

Ice Cream. —

For 2 quarts of ice cream:

1 quart of cream

1 quart of milk

1½ cups of sugar

Less cream and more milk may be used if desired; some prefer it not very rich for children.

To flavor, use 1 cup of strong coffee, or 2 tablespoonfuls of vanilla extract, or 1 cup of caramel sauce, using less sugar when this flavoring is used. If fresh strawberries are used, crush one basket and add the sugar, cream, and then the milk. Peaches or other fruits are used in the same manner.

When freezing ice cream, if the proper proportion of ice and salt are used the cream can be frozen in ten or twelve minutes.

After the ice has been chopped fine it should be placed in a large pan or tub and divided into two piles of equal size. Then add another mound of the same size of rock salt. Stir all together. This gives two parts ice to one part salt, which is the best proportion for freezing ice cream.

If there is no ice cream mould the cook may remove the dasher from the freezer after the ice cream is frozen, and pack it down closely, replacing the cover and stopping the dasher hole with a rubber stopper, then cover with ice and salt and place bagging or heavy cloth over all.

Some prefer ice cream piled lightly in a bowl.

French Salad Dressing. —

$\frac{1}{2}$ teaspoonful of salt

$\frac{1}{4}$ teaspoonful of pepper

2 tablespoonfuls of vinegar or lemon juice

4 tablespoonfuls of oil

Mix the ingredients and stir until well blended. A few drops of onion juice may be added, if desired. The dressing should be served cold. The oil and vinegar (or lemon juice) should be chilled before mixing, or a small piece of ice may be placed in the bowl while mixing the dressing and then removed.

Mayonnaise Dressing. —

- $\frac{1}{2}$ teaspoonful of mustard
- $\frac{1}{2}$ teaspoonful of salt
- $\frac{1}{2}$ teaspoonful of powdered sugar
- Few grains of cayenne pepper
- Yolks of two eggs
- 2 tablespoonfuls of lemon juice
- 2 tablespoonfuls of vinegar
- $1\frac{1}{2}$ cups of olive oil

Mix dry ingredients, add egg yolks and 1 teaspoonful of vinegar. Add oil gradually and stir constantly. As mixture thickens, thin with vinegar and lemon juice. Add oil and vinegar or lemon juice alternately until all is used.

If oil is added too rapidly the mixture will curdle. A smooth consistency may be restored by taking another egg yolk and adding curdled mixture to it gradually.

Lemon juice may be substituted for vinegar, if preferred.

This recipe may be divided in half, using one egg, which would make enough for the average family.

Unless salad dressing is to be used at once, it should be kept in the refrigerator.

THOROUGH CLEANING OF KITCHEN

It is the cook's duty to keep the kitchen clean, and if there is no kitchen maid or laundress, she should keep the basement hall and maids' sitting room clean as well.

In very large households or where there is a great deal of formal entertaining, a second cook or a kitchen maid is employed who takes care of the kitchen for the cook.

The kitchen should be given, in addition to its daily cleaning, a more thorough cleaning once a week, as the kitchen should be kept spotlessly clean, and the equipment and supplies should be given especial attention once a week.

The cook should first clean all closets, store-rooms or cabinets. All food should be put away. The shelves and drawers should be wiped with a damp cloth and soiled paper replaced with fresh when needed. Newspapers should not be used on shelves or in drawers. The floor of the closet should be swept.

The cook should look over her supply of utensils and dishes. Broken or cracked pieces should never be tucked away on a shelf to be disposed of later, but the cook should inform

her employer of any piece that is broken or out of order and ask whether it should be thrown away or repaired. All utensils, bowls, etc., should then be neatly arranged, ready to use.

The kitchen storeroom should be cleaned in the same manner as described for the closet or cabinet. All the provisions should be looked over, and anything that is stale or decayed should be removed. The cook should make out a list of any supplies needed.

The doors to the closets, cabinets, and storeroom should then be closed, the kitchen windows should be opened and the kitchen swept. If the walls are dusty or there are cobwebs, a broom should be covered with a cloth with which the walls should be dusted. The employer will direct how often the walls are to be washed. All finger marks should be removed from the doors and other woodwork, using warm water and a good white soap or whiting and perfectly clean cloths. The kitchen floor may then be washed and also the floors of the storeroom and kitchen closet, care being taken to thoroughly clean the corners and under furniture. All nickel and brass fixtures should be polished.

Brooms, Cloths, etc. — The cook should keep

the brooms and cloths used for cleaning in their proper places. Some of the following list may be found in the kitchen for the use of the cook. In some households the cook and the waitress use the same set.

Floor pail,
Floor mop,
Floor cloth,
Scrubbing brush,
Long-handled soft brush,
Short-handled soft brush,
Dustpan,
Brass polish,
Stove polish,
Stove brush,
*Chamois skin or domet flannel, if there is
brass or copper to be cleaned.*

Equipment for Cleaning Kitchen Utensils.—
Some of the following list may be furnished for the cook's use and should be kept conveniently near the kitchen sink:

Dish pan,
Soap shaker,
Bottle brush,
Vegetable brush,
Dishcloth,

*Second dishcloth for washing around sink
and washing tables,*
Small scrubbing brush for saucepans,
Dish drier,
*Long-handled brush for cleaning pipe of
refrigerator,*
Hand brush,
Jar containing washing soda,
Cake of sand soap or scouring powder,
*Cake of good laundry soap, to be cut up for
soap shaker,*
Sink scraper,
Sink strainer.

USE OF DISH PAN

The dish pan should be used only for washing dishes, or when washing the inside of the refrigerator. The dish pan should never be used for washing vegetables. After using, the dish pan should be dried and put in its proper place.

The floor pail should be used for washing shelves, windows, floors, and all woodwork, and should be left clean and dry after using.

WASHING KITCHEN DISHES

When washing dishes first scrape them all clean. Dishes can never be washed clean if

there are bits of food floating around in the water. Pile the dishes neatly on the right side of the sink. Rinse all pitchers and pots in cold water before placing them in the dish pan. If there is a wooden or wire drainer for dishes, place that on the left side of the sink. Place a few dishes at a time in the dish pan. Never fill it full of dishes.

Soap should never be placed in the bottom of the dish pan; it wastes the soap, it is difficult to take it out of hot water and if left in the pan it is sure to stick to the dishes. The soap should always be placed in the soap shaker or placed in a cup, adding hot water to make a strong suds to pour in the dish pan.

Unless the water is very hot in the pipes, it is better to have two kettles of boiling water on the stove for washing dishes. If a dish drier is used in which the dishes do not touch each other, boiling water may be poured over them and they will dry without the use of a dish towel.

CARE OF COOKING UTENSILS

All cooking utensils should be kept in their proper places. The cook should arrange the kitchen utensils conveniently, grouping the

different kinds together, for example, all pitchers together, all bowls together, etc.

Never put any utensil that is frequently used on a shelf out of reach. Empty preserve jars and other articles that are not in everyday use may be put in such places.

Never put away cooking utensils that are not clean and dry.

If copper, iron, tin, or granite pots are burnt or have grease sticking to them, use washing soda in the water with plenty of soap-suds. If this does not clean them, put them on the stove to boil with soda in the water, and scrub with sand soap, using a small brush. Never scrape with a metal spoon.

To prevent pots from getting burnt, cooks should be careful to push them back on the stove or to turn down the gas after the pot begins to boil.

Never use the separate parts of the double boiler as saucepans, for if one is burnt through, a whole double boiler has to be purchased, as the parts are not sold separately.

Aluminum Ware.—Aluminum ware must be given different treatment from granite, iron, or tin ware. To preserve its attractive appearance, wash well with plenty of soapsuds and hot water, rinse, rub dry with a cloth and

place (empty) upon a hot stove for a few seconds to dry quickly and thoroughly.

Sifted coal or wood ashes make a good scouring powder for aluminum ware.

CAUTION: *Never boil alkalis* such as soda, potash, ammonia, washing powders, or cheap soap in an aluminum utensil. These substances discolor and injure the metal.

The outside surface can be kept polished by using any good metal polish that is not gritty.

FORMULAS FOR CLEANING AND POLISHING METALS

Copper and Brass. — Any one of the following may be used:

1. Whiting moistened with vinegar or lemon juice.
2. Rottenstone moistened with oil.
3. Any good copper or brass polish.

Steel and Iron. — Powdered bathbrick.

Moisten half a raw potato, dip in powdered bathbrick and polish, then wash the article in soap and water.

Tin. — Dissolve $\frac{1}{2}$ cup of soda in 2 quarts of boiling water, place the piece of tin in this solution for a few minutes; remove, wash in soap and water, and wipe dry.

CARE OF SINK

The kitchen sink should be kept absolutely clean. Scraps of food left in the sink attract water bugs. Any scrapings from dishes should be taken at once to the garbage pail. Greasy water should be washed down with hot water to keep the grease from hardening and stopping up the drain pipe.

A little soda should be sprinkled each day over the strainer to the pipe in the kitchen sink and washed down with hot water. This will keep the pipe clean, prevent unpleasant odors and save plumbers' bills. If the employer directs, lye or chloride of lime may be used once a week in the same way to clear the pipes. The sink and drain boards on either side of it should be scrubbed with hot soap and water or scouring powder as often as necessary to keep them absolutely clean. The woodwork or tiling around the sink, the dishcloths and sink utensils should also be kept absolutely clean. The faucets should be kept bright and the soap dishes clean. Scrubbing brushes should be left to dry bristles down, or, if the bristles are soft, on their sides, but never on their backs.

CARE OF GARBAGE CAN

The garbage can should never be overfilled so that the cover will not fit down tight. The cover should always be on and shut tight to prevent odor and drawing of flies.

If the garbage pail is not large enough the cook should notify the employer. If the garbage pail leaks the cook should notify the employer so that it may be repaired, or another purchased.

Nothing but the remains of food should be put in the garbage pail. No papers or other waste materials should be placed in it.

After the garbage has been taken from the can, rinse it thoroughly with hot water containing a little washing soda.

CARE OF ASH CAN

Nothing but ashes should be placed in the ash can. Hot ashes should not be placed in the can unless it is fireproof. Food, paper, and waste material should not be put in the ash can, as this is usually prohibited by town and city ordinances.

CARE OF WASTE PAPER, ETC.

Waste paper, broken bottles, rags, and other waste should be placed in a separate receptacle.

No food or ashes should be placed in this receptacle. It should be provided with a cover to prevent the waste from being blown about. The papers should be tied in bundles to prevent their being blown when emptied into the cart. In the country, waste paper is sometimes burned in a wire receptacle made for that purpose.

CARE OF OIL LAMPS

The cook has the care of all kitchen lamps. Kerosene oil or astral oil lamps should be kept very clean to prevent any odor and to assure a good light.

The articles to be used in filling and cleaning should first be placed on a table and the lamps then brought, cleaned, filled, and returned to their proper places.

The following are explicit directions for the care and filling of oil lamps:

Put a piece of newspaper on the table first, have two clean pieces of cotton cloth which are kept for this purpose, a chimney brush, scissors, and a basin of warm, soapy water. If the wick is very uneven, trim it with scissors; it should not be cut each day but the burnt edge rubbed with a cloth. Leave the wick in position ready to light. Fill the lamp with a

small can having a spout. Never use a funnel to fill lamps, as it is hard to see how much oil is going in and the lamp may overflow. Never fill lamps after dark; they should be looked at each morning and wiped dry, if no filling is necessary. After filling a lamp, wipe around the burner with a wet cloth, using the other cloth for drying.

Keep lamp chimneys perfectly clear. Use a chimney brush to remove any soot first, and then wash, if necessary.

When a new wick is needed, it is well to place the burner in a basin and boil it before putting in the wick, then thoroughly dry the burner before replacing it in the lamp.

CARE OF REFRIGERATOR

The cook should keep the refrigerator sweet and clean. The refrigerator should be thoroughly washed once a week. The best time is in the morning before the ice is delivered. The cook should first remove all ice and food from the refrigerator. If a special basin is not provided for use in washing the inside of the refrigerator, the dish pan may be used for this purpose. The floor pail should never be used for washing the inside of the refrigerator, but may be used for washing the outside.

Fill the basin or dish pan with hot water; use soap, adding, if necessary, a teaspoonful of washing soda. First wash the compartment in which the ice is kept. Then dip the pipe brush into the solution and run it up and down the drain pipe until it is clean; then rinse the pipe by pouring hot water through it. Each shelf should be taken out and washed. All the walls, bottom and top, should be washed and dried. After washing the drain pipe, empty, wash, and replace the drain pan. Care should be taken that the drain pan does not overflow while washing the refrigerator.

The pan under the refrigerator should be emptied morning and night if there is no outside drain.

Unless the refrigerator is filled with ice from outside, it is convenient to place a pail or large basin near the refrigerator to receive the ice when delivered while room is being made in the ice compartment for the fresh cake of ice. This prevents the wetting of the floor each time the refrigerator is filled.

The cook should carefully examine the contents of the refrigerator each day and not allow food that is left over to accumulate but make some use of it. Nothing pleases an employer more when she makes her daily or weekly

inspection of the refrigerator than to find it fresh and clean, with no stale food and no cooked food that should have been used the day before.

China or glass from the dining room should never be put in the refrigerator.

A dessert which requires chilling should be kept in the refrigerator in an earthenware bowl and not in the fine bowl in which it is to be served. It should be placed in the glass bowl just before serving; this will prevent the glass or china from being clouded when placed on the dining table and will also prevent breakage.

CARE OF MILK AND CREAM BOTTLES

Milk or cream bottles should be thoroughly rinsed in cold water as soon as emptied. If the bottle is not clear from the rinsing, then wash it with warm water and soap, using the bottle brush.

Empty milk bottles are usually placed outside the house and the cook should see that they are clean, not only for her own satisfaction but because any milk or milky water left in them soon turns sour. She should consider the comfort of those handling these bottles in transportation.

Milk or cream bottles should never be used for anything but milk or cream.

CARE OF BREAD BOX

The bread and cake box should be washed once a week and dried thoroughly, if possible in the sun. Careful drying is especially important if the box is made of tin, as otherwise it will rust.

FLIES

The cook should keep all flies out of the kitchen. Flies carry germs. Doctors and scientists have discovered that flies are one of the causes of the spread of disease. Flies are therefore not only disagreeable but also dangerous.

As soon as a fly appears the cook should kill it. If flies accumulate they may be caught at night when on the ceiling by holding a bowl of hot water and soap under them. The fumes stupefy the flies and they will fall into the basin.

PREPARING KITCHEN FOR CLOSING HOUSE

When the house is to be closed, the cook should arrange and brush out all drawers and shelves, and everything that is of no use should

be thrown away. All cleaning cloths should be washed, dried, and put back in the drawer with the clean dish towels and kitchen table linen. All utensils should be put away in drawers or covered if placed on open shelves.

The kitchen floor should be brushed up. All food should be removed from the jars or boxes in which it is kept, and each jar washed and wiped dry.

If the family is going to move to a place near by and is able to take the dry groceries on hand, the cook may place them in paper bags to be packed and taken away.

All bread and cake boxes should be washed and dried. If a box is tin, it should be very carefully dried and then a little linseed oil rubbed on the inside (which is not painted) to prevent its rusting.

All iron and tin utensils should be left clean and dry and rubbed with oil to prevent rusting.

The dish pans should be washed, dried, and oiled, if made of tin. Garbage pails and floor pails should be washed and dried. The dish drainer, the dish drier, and the kitchen waste paper basket should be left clean, dried, and oiled if made of wire, to prevent their rusting.

The refrigerator should be carefully washed

and dried and the drain pipe thoroughly scalded. The doors to the refrigerator should be left open.

All copper or brass utensils should be polished and covered with paper to prevent tarnishing. Nickel or brass faucets should be polished and oiled and the soap dishes washed and dried.

Small articles around the sink should be washed, dried and laid away out of dust.

The sink should be washed and dried, and if it is an iron sink it should be rubbed with oil to prevent rust.

A coal stove should be cleaned inside and out, removing all ashes.

The stove should be blackened and a little oil rubbed on it.

All toasters and broilers should be rubbed with oil.

All shades should be drawn, shutters closed, the windows and doors locked and the keys given to the employer.

TIMING WORK

The cook should time her work as far as possible, as this will be a great assistance not only to herself but also to her employer when they are planning the work.

The cook should time herself to find out how long it takes to make the fire, to do the daily cleaning, to prepare different dishes, and all the different items of her work. She will then know just how much time she has at her disposal and can arrange her work to the best advantage.

ARRANGEMENT OF WORK WHEN OFF

DUTY

When the cook has her afternoon and evening off duty, the waitress usually takes her place. If a laundress is employed, she takes the cook's place. When the waitress is off duty the cook takes her place, unless there is a chambermaid, who takes the place of the waitress.

COOK-WAITRESS

The work of the cook and the waitress is sometimes combined. The cook should be familiar with the duties of the waitress, even if she is not holding a place in which the two branches of work are combined, as she takes the place of the waitress when no chambermaid is employed while the waitress is off duty.

The directions for the waitress will be found in a separate book in this series.

COOK-LAUNDRESS

The work of the cook and the laundress is sometimes combined. If the cook takes such a position and is not familiar with laundry work, she should make a study of this important branch of household work.

The directions for the laundress will be found in a separate book in this series.



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