

TX 857
B4



LIBRARY OF CONGRESS



0 014 631 428 4

TX 851

.B4

Copy 1

COLLEGE BULLETIN

COLLEGE OF INDUSTRIAL ARTS

THE STATE COLLEGE FOR WOMEN

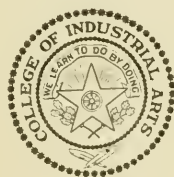
DENTON, TEXAS

TABLE SERVICE

BY

SARAH BEST

(DEPARTMENT OF HOUSEHOLD ARTS)



[REPRINT]

NUMBER 91

JULY 1, 1921

Issued monthly by the College of Industrial Arts, Denton, Texas.
Entered December 17, 1917, Denton, Texas, as second-class matter.
under Act of Congress, August 24, 1912.

W 8102291

EXTENSION SERVICE

Advisory Faculty Committee on
Extension Service

F. M. BRALLEY, President of the College
VIRGINIA M. ALEXANDER, Director, Department of
Fine and Applied Art
MARGARET GLEASON, Director, Department of
Household Arts
JOAN HAMILTON, Supervisor, Teacher-Training
Vocational Home Economics
MAMIE W. WALKER, Assistant Professor, Depart-
ment of English

A staff of competent lecturers and extension
workers from the regular faculty



Requests for Extension Service should be addressed to

LILLIAN HUMPHRIES
Secretary-Director, Department of Extension
College of Industrial Arts
Denton, Texas

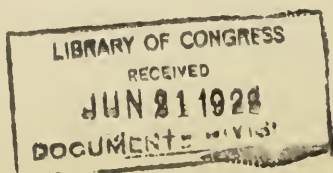


TABLE SERVICE

Not alone "What shall I have for dinner?" repeatedly comes the inquiry, but "How shall I serve my dinner?" To furnish an adequate dietary for a child or an adult does not relieve one of the responsibility of whetting and appeasing the appetite through simple, attractive, correct table appointments and service. In our highly civilized type of society, the partaking of food has become a function meriting some formality. No longer does an individual choose his food and consume it furtively, as his forefathers did, but he dines in a family or larger group with a degree of leisure, comfort, and refinement. Gradually we have built up conventional, but not arbitrary rules, for serving and partaking of foods. The fundamental principle of these rules is consideration of others, and the refinement of an individual or group of individuals may be measured by the observance or non-observance of these conventionalities. Poise and charm may be acquired most easily through an early knowledge and practice of correct table usage.

PREPARATION OF THE DINING-ROOM

The dining-room should be in perfect order, thoroughly cleaned, dusted, well lighted, carefully ventilated, and heated to a temperature of about 68 degrees F. The window shades should be adjusted so that there is no glare on the face of any person present.

The size of the table should be appropriate to the number of persons seated. Allow twenty to thirty inches in length and fifteen inches in depth for an individual cover. Place the table in the center of the room if possible.

Vases of flowers must have fresh, clear water.

Only the dishes, silver or crystal to be used during the meal, should be placed on the serving table or buffet.

TABLE DECORATION

The center decoration should show restraint and must not obstruct the view of the person seated opposite. The flower arrangement, whether massed or single, depends upon the flowers selected. If a basket of fruit is used, it should be so filled that it will not appear depleted after service. For the home table, a potted fern or plant is attractive.

Artificial lights are not used for luncheons, unless the dining-room is very dark. Lighter colors in floral decorations are appropriate for luncheons. Ribbons as table decorations are rarely in good

taste. Mounted birds, models of fruits and flowers are displeasing to many persons, and should be avoided.

FORMS OF SERVICE

1. Russian: the most formal and elegant service that we have, is appropriate for formal luncheons and dinners. No food is on the table, but is served from the pantry, arranged on individual plates or, in suitable dishes, is presented by an attendant to each person, who serves himself. This form of service must not be attempted without a sufficient number of well-trained maids. At least one waitress should be provided for every six or seven persons.
2. English: the most hospitable form, with a degree of formality. The food is served from the table by the host and hostess or some other member of the family, the waitress assisting but little except in placing and removing courses. Everything pertaining to each course is removed before the next course is placed.
3. Compromise: combines the Russian and the English. Part of the food is served from the pantry and part from the table; one waitress only is necessary for the average family. Soups, salads, desserts, may be served from the pantry or by the hostess.
4. Family: a modification and adaptation of the English service, is very important in America, especially in the absence of a maid. Two or all of the courses may be placed on the table at the same time. The present tendency is to reduce the number of courses to one or two at breakfast and luncheon and to two or three at dinner. The degree of formality depends upon the hostess. She will find that a serving-table or a service cart simplifies her problems. Children, from an early age, should be encouraged and required to assist in serving.

LAYING THE TABLE

Fundamental Principles — all appointments must be simple, immaculate and symmetrically arranged. If a bare table is used, it should be cleaned, dusted, and polished; if the top is not oiled, a doily is required under each dish; a mat should be placed under each hot dish. If a covered table is used, a silence-cloth is necessary for protection of the table. to deaden sound, and to give the table cloth a white appearance.

1. Lay the silence-cloth straight and smooth.

2. Spread the table-cloth with center fold up, in the exact center of the table. The corners should be equidistant from the floor, and the cloth should extend no more than nine inches over the edge of the table.
3. Place the center-piece, if used, in the center of the table with its lengthwise weave parallel to that of the cloth. The decorations are placed in its exact center.
4. Lay the cover (the plate, silver, glass, and linen to be used by each person) one inch from edge of the table.
 - a. A service-plate (12 inches in diameter) in formal service, is used under each course preceding the main.
 - b. The knife is placed at the right with the sharp edge toward the plate.
 - c. The forks are placed at the left with the tines turned up, the dinner fork next the plate, others arranged in the order used, from the outside toward the plate. Each fork used alone, as for oysters, fish or salad, may be placed at the right.
 - d. The butter spreader is laid across the top of the bread-and-butter plate parallel to the edge of the table or obliquely across the upper right hand side, with the edge of the blade turned toward the center of the plate.
 - e. Bread-and-butter plates are placed slightly to the left of the tip of the fork.
 - f. Glasses or goblets are placed at the tip of the knife in formal service, or at the right of the knife tip and slightly lower, in case the former position interferes with the host's serving.
 - g. The napkin is placed at the left with the opening toward the handle of the forks and the edge of the table; if the table is crowded it may lie between the knife and fork or on the service-plate.

(Note) The number of pieces of silver at a cover should not exceed five. Additional silver for each course may be placed from a tray or a folded napkin preceding the placing of the plate served. After-dinner coffee spoons are placed on the right of the saucer, parallel to the handle of the cup.
5. Arrange all other articles to be placed on the table conveniently and symmetrically.
6. The carving knife and fork may be placed on the side table until needed, when the knife should be laid at the right of the carver and the fork at the left. A gravy-spoon is placed at

the right, or at the right of the gravy-bowl. The carving-knife should be sharp, as the steel should not appear on the table.

7. If individual salt and peppers are used, they are placed in front of each other. If fewer, each set should be placed parallel or perpendicular to the edge of the table and within comfortable distance of the cover.
8. The coffee-service may be on a tray in front of the hostess or the coffee-pot, on a tile, may be placed at her right; the creamer, sugar, cups and saucers are arranged in the order named, in a semicircle around the cover of the hostess.
9. In formal service, a doily is placed on the plate from which bread or cake is to be served. A linen doily is placed between cocktail and sherbet glasses and the plate.
10. See that dishes for cold foods are chilled, and those for hot food are warmed.
11. Place chairs so that the line of the cloth will not be broken.

SERVICE TABLE

1. This table should be placed conveniently near the entrance to the kitchen. For cover, a runner or doilies may be used.
2. For service other than English or Family, the water-pitcher should be placed in the center.
3. Tray at front, left or right.
4. Space at left or right for warm plates, or service plates when not in use, for Formal or Compromise service.
5. An extra cover (for emergency) in Formal or Compromise service.
6. Napkins, one each for:
 - a. Serving.
 - b. Water bottle or pitcher.
 - c. Crumbing the table.
 - d. Emergency.
7. Side Board. Informal service: relishes, bon-bons, extra silver, finger-bowls, water-pitcher or carafe may be placed here.

ANNOUNCING THE MEAL

1. Just before the meal is announced:
 - a. Fill the water glasses three-fourths full of chilled water; fill water-pitcher or carafe three-fourths full.
 - b. Place food such as bread and butter on the table or on the side table.
 - c. At less formal meals the first course may be placed. Foods

which become less attractive and less palatable through standing should not be placed.

- d. All food pertaining to the first course should be ready to serve before the meal is announced.
2. A meal must never be announced until everything that is needed, is in readiness.
3. The waitress announces to the hostess that the meal is served:
 - i. e., "Dinner is served."

SEATING

1. The seating is dependent upon room construction and convenience.
2. The host: at the end of the table farthest from the entrance to the dining-room.
3. The hostess may have one of three positions:
 - a. Opposite the host and nearest the entrance to the dining-room (in as much as she enters last and leaves the dining-room first).
 - b. Facing the kitchen entrance (to direct maid).
 - c. Nearest the kitchen entrance for greater convenience when there is no maid.
4. Guest of honor:
 - a. Women, at right of host except at ladies' luncheon, then at right of hostess.
 - b. Man, at right of hostess. Each man seated at the right of the lady whom he accompanies.

ORDER OF SERVICE

1. The hostess may be served first, then those at her right, keeping the same order throughout the meal.
2. On formal occasions when ten or more persons are present, the first maid serves the hostess, and the second maid serves the lady at the right of the host simultaneously, each continuing at the right of the hostess and the lady guest respectively, until all are served.
3. At banquets, teas, receptions, when many persons are served, waitresses complete serving the course and its accompaniments to the members of each group, beginning with the guests of honor and persons in their vicinity.

SERVING

1. Select dishes suitable in size and shape to the food served.
2. See that dishes for hot foods are hot, and those for cold foods are cold.
3. A tray, on which a doily is placed, is used when:

- a. Placing silver and accessories preceding a course.
 - b. Passing two or more articles, as cream and sugar.
 - c. Removing the salt and pepper shakers from the table before dessert course.
 - d. Bringing after-dinner coffee from kitchen to serving table. The tray should remain on the serving table when not in use.
4. A folded napkin, on the palm of the left hand, is used in passing hot foods, never in placing nor in removing a course.
 5. In passing a dish or a tray, hold it low, at the left side of cover, with the dish in convenient serving position.
 6. Dishes which admit of choice should be passed to the left with the left hand.
 7. Other dishes, except the bread-and-butter plate, are placed from the right with the right hand. Place dishes with the hand farthest from the person seated; remove with the hand nearest the person seated.
 8. When replacing a completed course, the plate is removed from the right, with the left hand, and the filled plate placed from the right, with the right hand.
 9. In no case should the waitress place her thumb over the edge of a plate which she carries. The plate should rest on the palm of her hand with the thumb on the edge, if necessary.
 10. The waitress should refill the glasses when they need it. In rare cases, i. e., a crowded table, they may be drawn near the edge of the table, filled, then replaced. She should replenish supplies of food such as bread, butter, rolls.
 11. Food should be placed, passed, and removed in the order of its importance in the course.
 12. To remove a course:
 - a. Remove food first.
 - b. Soiled china, silver, glass, cutlery.
 - c. Clean china, silver, glass, cutlery.
 - d. Crumb, where needed, (before desert course, using folded napkin and plate or small tray).

USE OF FINGER-BOWLS

1. Occasion:
 - a. When fresh fruit is served.
 - b. When the dessert course requiring use of fingers is served.
 - c. After dessert course is served.
2. Fill no more than one-third full of lukewarm water.

3. Decorations:
 - a. The bowl may be placed on a doily, on a plate or on a flat leaf on a plate.
 - b. Flower petals or scented leaves or thin slice of lemon may float on top of the water.
4. Position.
 - a. Placed on service plate.
 - b. Above the service plate.
 - c. In place of bread-and-butter plate.

CLEARING THE TABLE

1. Separating silver and china into groups of a kind, when brought from the dining room, saves sorting after washing. Silver receives fewer scratches if forks are always kept in a separate group.
2. Transfer useful left-over foods to appropriate sized utensils for storing.
3. Empty the glasses and rinse the milk pitcher, milk glasses and cups with cold water.
4. Scrape dishes carefully, stacking those of one kind together. Use waste bread or rubber plate-scraper to remove food from china and silver.
5. Clean and fill cruets, jugs, sugar bowls, salt and peppers, when taken from the table.
6. Use mild soap and clean hot water in washing the dishes. Rinse thoroughly with hot water.
7. To avoid scratching silver or china with high glaze, place a cloth in the bottom of the dish pan if rough.

WAITRESS

1. Characteristics:
 - a. Tidiness.
 - b. Quickness.
 - c. Tactfulness.
 - d. Accuracy.
 - e. Unobtrusiveness.
 - f. Power of observation and memory.
 - g. Promptness.
2. Personal appearance:
 - a. She should dress simply and neatly. Military rubber heels assure ease and quietness.
 - b. Her hair should be clean, simply arranged and confined. Neither the face nor the hair should be touched while the

waitress is on duty in the dining-room.

- c. Her finger nails must be clean and short, not too highly polished.
3. Position of waitress:
 - a. She should stand at attention, ready to receive the signal of the hostess.
 - b. She should step lightly and quickly.
 - c. In placing or removing a course, she should stand slightly at the side and back of person seated, and make use of the full length of her arm, rather than to crowd between two persons.
 - d. A student waitress should remain in the room during the course she is serving.

INSTRUCTIONS FOR FORMS OF SERVICE

To get an idea of the forms of service, Russian, Compromise, and Home Service without a maid, we may follow through a definite dinner menu as to type:

A. Russian Service:

1. Menu

	Crab Louis	Saltines
Olives	Consommé	Bread Sticks
	Turbans of Red Snapper	
Roast Guinea Fowl		Giblet Sauce
Buttered Cauliflower		Potato Puffs
	Head Lettuce with Martinique Dressing	
Dewberry Sherbet		Small Cakes
Demi-tasse		Deviled Pecans.

2. Laying the table:

A silence-cloth and table-cloth should cover the table. Napkins may vary in size from 24 to 28 inches. The table is clear except for center decoration, place card, and cover. A dinner knife and a soup spoon are laid at the right of the service plate; the dinner fork, and fish fork, at the left, Crab Louis is served in cocktail glasses placed on a doily-covered dessert plate with the oyster fork across the right of the plate. This and the next two courses are placed on the service plate.

3. Serving:

For ten or twelve covers the service of two maids is required.

- a. Each waitress brings two soup plates from the kitchen,



DINNER TABLE LAID FOR RUSSIAN SERVICE, FISH COURSE

places one (left hand) on the serving table, carries the other (right hand) to the right of the hostess, and the lady guest of honor respectively. With the left hand remove the Crab Louis service and place the Soup on the service plate. Place Crab Louis service on the serving table and serve the second soup dish, to the right of the cover last served. Carry two Crab Louis to the kitchen and return with two soup dishes. Each waitress continues thus to the right until all are served.

- b. Pass olives (napkin, left hand) bread sticks (napkin, right hand) to the left of cover, in the order of 3a.
- c. Bring Turbans of Red Snapper and remove Consommé as in 3 a.
- d. Refill glasses.
- e. Bring two served dinner-plates from the kitchen, leaving one on the service table, remove turbans of red snapper and service-plate, continuing as in 3 a or, replace completed course and service-plate with hot dinner-plate.
 1. The head waitress passes potatoes with serving silver in position (napkin).
 2. Second waitress passes potatoes with serving silver in position (napkin).
 3. Pass giblet sauce (napkin).
 4. Pass cauliflower with serving silver (napkin).
- f. Refill glasses.
- g. Bring two salads, leave one on service-table, remove dinner plate, (left hand, right side) and place salad arranged on plate with the fork on the right side of the plate (right hand) as in 3 a.
- h. Pass crackers (napkin, left hand, left side).
- i. Remove salad-plate (left hand, right side).
- j. Remove crumbs (folded napkin, small tray or plate). Bring two dessert-plates, see 3 a.
- k. Place dessert-plate.
 - a. With ice-cream fork or spoon on right side of plate, or
 - b. With silver at right of the plate, laid before course is placed (on tray or napkin, from right).
- l. Pass cakes as in 3 h. Pass salted nuts.
- m. Remove dessert-plate (left hand) and place finger-bowl service if necessary — plate, doily, and bowl one-fourth



SERVICE-TABLE LAID FOR RUSSIAN SERVICE

full tepid water (right hand).

n. Demi-tasse:

1. Demi-tasse may be served in the drawing-room by the hostess who pours while the maid passes.
2. Or, all cups filled, may be placed on a large tray with sugar bowl, tongs, and creamer and passed by the waitress in the drawing-room.
3. Or, it may be brought to the service table on a tray and placed on the table following the dessert.

B. Compromise Service:

The appetizer, soup or entree may be omitted, rolls may be added to the main course.

1. Laying the table:

The table is set for Russian Service with these changes: napkins may be smaller, salts and peppers may be placed for individuals or one set for two persons. The olives and bread and butter, may be on the table or on the service table. Bread and butter-plates are placed. If the waitress is also a cook, the hostess should have a bell, or use a buzzer. (See "Laying the Table.")

b. Service table:

The extra cover should be placed well at the back. Carving knife and fork, three table spoons and fork for serving, one ladle for sauce, a spoon and fork for salad, plate and napkin for crumbing the table, and tray should be conveniently arranged.

c. Buffet:

Silver for salad, dessert, and coffee, the sugar and creamer, the water-pitcher, the deviled pecans, are inconspicuously placed.

2. Serving:

- a. When the guests are seated the consommé is served as in Russian Service.
- b. The waitress passes the bread-sticks and olives, replenishing and replacing them on the table.
- c. If the waitress is also the cook, she prepares the second course.
- d. At a signal from the hostess, waitress returns to the dining-room and removes the soup-plate as in Russian service. On successive returns from the kitchen she may bring the warm dinner-plates to the service table, the giblet-sauce in a covered bowl, the covered vegetables.
- e. Place the carving-knife and fork and the serving spoons

at the host's place (See Laying the Table.)

- f. If covered vegetable dishes are used, the waitress removes each cover to a tray and places it on the service table, re-covering the dishes when all have been served.
- g. Place the roast in front of the host, the potato puffs at right, the cauliflower at the left.
- h. The waitress carries one warmed plate (left hand) from the service table, removes the service-plate from the host's cover (right hand) places the warmed plate, takes the service-plate to the service-table and returns to the host with another warmed plate (left hand). Standing at the left of the host, she exchanges the warmed for the filled plate, places it before the hostess, (right hand) as she removes service-plate with her left hand. She places service-plate on service-table, takes warmed plate (left hand) to host, and continues until all are served.
- i. Pass the giblet sauce (left hand, left side).
- j. Pass rolls (left hand, left side).
- k. Refill glasses.
- l. Replenish hot rolls, placing them on the table.
- m. On completion of this course, the maid removes the roast and accompanying silver, the vegetables, the sauce.
- n. Bring two salads from pantry, place one salad on service-table, remove dinner-plate (left hand, right side) and place salad (right hand). See Russian Service 3 a.
- o. Pass rolls (napkin, left hand from left).
- p. Remove bread-and-butter plate (left hand, left side).
- q. Remove salad-plate (right hand, right side).
- r. Crumb table (napkin and plate, or tray in left hand, at left).
- s. Place dessert (as in Russian Service).
- t. Pass cakes (left hand, left side).
- u. Remove dessert (as in Russian Service).
- v. If hostess serves salad or dessert, the plates may be placed in center of cover of hostess, the salad or dessert bowls above the cover. The waitress stands at left of hostess, receives each plate (right hand) as served and places it (right, right hand).
- w. If dessert is served as in Russian Service, place coffee service before hostess, or bring served coffee on tray to service-table. Place two cups at a time, (right, right hand).

(Note) The same general form of service may be used



DINNER TABLE LAID FOR HOME SERVICE

when a member of the family acts as waitress. In that case, however, members of the family pass the plates to each other in serving. In removing courses it is permissible to take two plates from the table at a time.

C. Family Service, no maid:

The menu as given for Russian and Compromise services is not adapted to preparation and service by one person. With the exception of the salad, each course would necessitate several trips to the kitchen. This would burden the hostess and cause discomfort to the guests through appearing to be the source of considerable trouble. The first three courses may be omitted. If the family reports promptly at meals, soup may be placed before the meal is announced by some member of the family, otherwise it should be served at the table from a toureen. Cocktail as a first course is always placed before the meal is announced. The succulent vegetable may be replaced by the salad in the main course. Potatoes may be baked or mashed. If demi-tasse be omitted, tea or coffee may be served with the main or the dessert course. Pastry, pudding, or fresh fruit and cakes, placed on the buffet, service-wagon, or table, would save steps and expedite service. Nuts may be omitted. Children of both sexes should be encouraged to assist in serving, in placing and removing foods.

1. Laying the table:

- a. The service-plate need not be used, however, placed under hot foods, it is a protection to the cloth and the table.
- b. The silver for all courses may be placed before the meal. The carving set and serving spoons for the main course, the rolls, butter, water-pitcher, salt and peppers, are arranged within the circle formed by the glasses.
- c. Coffee-service is placed at the cover of the hostess (See "Laying the Table").
- d. Salad is placed at the left of the cover or at the right if no hot beverage is served with the main course.
- e. If cocktail or soup is omitted, the main course should be on the table when the meal is announced, i. e., roast before the host, potatoes in a covered bowl at his right, giblet sauce at his left, warm plates in center of his cover. If there are more than six plates in a stack, they may be placed at the right of the host, and each dish removed to the host's cover as he serves. In that

case, the potatoes are placed in front of the person at the left of the host, and may be served by that member of the family.

2. Serving-Table, or Wagon:
 - a. The extra cover may be omitted. The dessert course with serving silver may be placed on the service-table at the beginning of the meal, unless the service-wagon is used, when it may be placed on the top shelf of the wagon.
 - b. The plate and napkin for crumbing the table may be placed at the back. Crumbing the table may be omitted in the family service.
3. Serving:
 - a. When the family is seated, the host carves the roast. He places the serving of meat and dressing on the dinner plate, serves gravy at the side; and passes the plate to the person at his left, who serves the potatoes and passes it on to the hostess. Persons at the right of the hostess are served in their order with the exception of the host and person at his left, who are served last.
 - b. The hostess serves the hot beverage, so planning the service that she and the host complete their duties at the same time.
 - c. The person nearest the bread passes it to the hostess.
 - d. Relish is passed in the same manner.
 - e. Dinner plates to be replenished are passed to the host.
 - f. At the completion of this course, the food and the covers are removed as in Compromise Service. The hostess or some member of the family assume the duties of the waitress.
 - g. Crumb the table if necessary.
 - h. Silver for serving dessert is placed at the right of the hostess, the dessert plates in the center of the cover, the dessert above her cover. She serves the dessert, passing it to the person at her right.

CARVING

The essentials of satisfactory carving are: a firm hand, patience, assurance, experience, knowledge of the structure and anatomy of the meat-cut or the bird; a fork with sharp prongs and a secure guard; a long, thin, sharp, pointed steel knife of appropriate size and shape. The platter must be large enough to hold the carved meat for the number of persons to be served. Sauces should be served in a sepa-

rate dish, never with the meat to be carved. A more tender product results if meat is cut across the grain.

Porterhouse steak is cut in strips from the outside toward the bone, then is loosened from the bone; this gives a part of tender loin to each person. The "tail" of this cut may be chopped, broiled, and replaced in its natural position, otherwise it is not served.

A bird or fowl is placed on its back on a large platter with the drum sticks at the left of the carver. Insert the fork firmly across the breast bone. Holding the handle of the fork firmly in the left hand, the carving knife in the right hand (forefinger along the back of the knife) cut the skin between the leg and the body. With the knife, press down on the leg, so that it disjoints from the body. It may be necessary to cut the tendons. In the same manner, remove the wing. Cut thin parallel slices from the breast; remove wish-bone. Insert the fork in the thigh, disjoint from the drum stick, or slice parallel slices from the leg. This may be done before disjointing from the body. Carve the other side of the fowl in the same manner. Serve a slice of dark and one of light meat with dressing from the opening left by removal of the wish bone.

GENERAL DEPARTMENT

1. The hostess indicates the time to be seated and to rise from the table; the time to start and to complete a course. She is the last person to finish eating.
2. One should be seated and rise from the left of the chair. The latter should not be moved before nor after one is seated. The proper position at the table is an erect one, with arms at sides and hands in lap if not in use.
3. Accidents at the table should be corrected unobtrusively by the waitress. The hostess should turn the conversation promptly, to avoid embarrassment.
4. One should eat slowly and noiselessly. Do not converse while food is in the mouth.
5. Food may remain untouched on the plate, but do not give the impression of being neglected. A successful effort to converse will detract attention from the fact that one is not dining.
6. State your preference as to a food when requested, as doing so may aid the one who serves.
7. Bread should be broken into pieces and buttered as needed.
8. Salt for fresh vegetables may be placed on bread-and-butter

- plate if individual salts are not provided; never place it on the table-cloth.
9. In passing a dish with handles, the handle should be presented to the person receiving the dish. In passing a glass or dish without handles do not allow the fingers to rest within the dish nor touch the top of the dish.
 10. At a formal meal, a second helping of a food is never offered and should not be requested. At an informal meal the hostess or the waitress should offer second servings. If it is necessary to request anything not provided, this request should go through the hostess to the waitress.
 11. If necessary to leave the table, one should be excused by the hostess.
 12. Use of the napkin:
 - a. The dinner-napkin is laid half folded across the knees.
 - b. A tea-napkin is held, folded, beneath the plate, at receptions, teas, buffet meals.
 - c. The napkin should remove food particles from the lips before drinking.
 - d. On leaving the table during the meal, lay it loosely folded at the left of the plate.
 - e. If a guest for more than one meal follow the method of the hostess.
 - f. At the close of a single meal, the guest should fold the napkin loosely and place it at the left of the plate.
 - g. Do not lift the napkin above the table while folding it.
 13. Use of the knife and fork:
 - a. Hold lightly, not allowing the fingers to touch the blade of the knife, nor the tines of the fork.
 - b. Use the right hand for either the knife, or the fork, except when the fork is held in the left hand, the forefinger along the back of the fork, tines down, to assist in cutting.
 - c. When not in use, lay the knife and fork parallel, diagonally across the upper right side of the plate, tines of the fork up.
 - d. When the plate is to be refilled or removed from the table, place the utensils parallel obliquely at the right of the plate, the tip of the knife resting at the base of the rim, if convenient .
 - e. The fork is used to convey inedible parts of food back to the plate.
 - f. Salad should be broken with the fork, not cut with the

- knife.
- g. Semi-solid food may be assisted to the fork by means of a cracker or a piece of bread.
 - h. A fork or a spoon may be used with ice-cream if an ice-cream fork is not provided. For brick ice-cream served on a plate, the fork is preferable.
14. Use of the Spoon:
- a. For food too soft to be handled conveniently with a fork, to stir dissolving sugar, to test the flavor and temperature of a beverage. When not in use for these purposes the spoon is laid on the saucer, at the right of the cup.
 - b. Dip the spoon toward the center of the dish when serving or eating.
 - c. Take liquids from the side; solids and semi-solids from the tip of the spoon.

BUFFET MEALS

Buffet luncheons or suppers furnish a pleasing, convenient, informal means of serving more people than can be comfortably seated at a dining-table. It obviates the necessarily crowded condition resulting from placing many small tables in a room and it reduces the amount of maid service to a minimum. The napkins, silver, china, and all or a major part of the food is placed on the table at one time. The chief function of a maid in the buffet meal is to replenish dishes and remove soiled dishes of a course.

1. Menu:

The types of food are limited to those which can be eaten with the fingers, with forks or spoons, as persons are served standing, as a usual thing. Two hot and two cold dishes, with two cold desserts, may compose the menu. If the company is large, the hot dishes may be the same. Buttered rolls accompany the hot course, and sandwiches are supplied for the salad course. Serving a hot and a cold food on the same plate at the same time should be avoided. The salad and the dessert courses may be combined in a frozen fruit salad, accompanied by Austrian cheese cakes, cheese balls or cheese straws. Salads should not be moist. If bouillon or hot beverages are served, provision should be made for keeping them hot at the table, and for removing the soiled dishes.

2. Laying the Table:

Symmetry and balance should be preserved in placing all sil-



ver and dishes.

1. A luncheon-cloth is the preferred table covering. The floral center piece may be higher than for the usual meal. Candles should be reserved for the buffet supper.
 2. Placing of the silver depends upon the number of persons served and the number and the character of the foods selected. Forks and spoons are arranged in a semi-circle above the food to be served. The serving spoon is at the right, the fork at the left of the dish.
 3. Plates are in stacks at the left of the serving dish.
 4. Napkins are small, folded in triangles, rectangles, or squares and placed in stacks on opposite sides of the table.
 5. Warm foods are placed in chafing dishes, or in casseroles, on opposite sides of the table.
 6. Rolls are placed on opposite sides of the table, near the warm dish, and not too far from the edge of the table. Sandwiches should be near the salad service.
 7. Bon-bons, appropriate dishes of salted nuts, and cakes, are placed on the buffet with the dessert.
 8. The water pitcher with glasses are placed on a tray on the service-table.
3. Serving:

If there is no maid and no substitute for a maid, the menu should be planned to avoid the absence of friends or the hostess during the meal. The hostess and the assisting friend or two friends, previously instructed, indicate the time and the manner of serving a course by serving themselves. Each person may place soiled dishes on the service-table or wagon when the first course is completed.

If waitresses are expected to do the serving, they should be observant, replenish dishes promptly and remove soiled dishes immediately on the completion of a course. No one should be permitted to stand holding dishes of a terminated course. The service of each group should be completed as a unit, before serving another group, thus each guest becomes the personal responsibility of each waitress. The usual rules for carrying dishes are observed.



TEA-WAGON LAID FOR INFORMAL TEA

AFTERNOON TEAS

The informal afternoon tea affords a charming entertainment for a few intimate friends. The hostess, with a little forethought, may keep in her larder delicious small cakes or cookies, tea accompaniments, and sandwich fillings which are accessible on the shortest notice, and make slight extra burden for a maid or for herself. Ample opportunity is afforded for originality in preparation of sandwiches, and variations of tiny biscuits and muffins. If she selects sweet sandwiches or hot breads, cakes are superfluous. The most delectable are rarely the most sumptuous teas.

A large tray, simple in construction, a tea-wagon, a tea-table tray, or a small secure table covered with a tea-cloth should be laid in an adjoining room, to place at the proper time before the hostess wherever she is entertaining her guests. In the absence of a maid, the hostess will have prepared the service.

I. Laying the Tray:

If more than four persons are to be served, a pot of tea is more practical and gives quicker service than the use of a tea-ball. If the tea-ball is used, the following is the arrangement of the service.

- a. Small tea kettle, with electric plate or alcohol lamp, box of matches, tea-ball, tray-bowl for tea leaves, small spoon or fork, tea caddy, loaf-sugar in a bowl or tray, tongs, cream-pitcher, small plate of sliced lemon, lemon-fork, cups and saucers with tea-spoon on each saucer, at the right and parallel to the handle of the cup.
2. If the tray is too crowded, a small plate of thin sandwiches or of cakes, or of each, are placed on the lower shelf of the tea-wagon or they may be brought in after the tray is placed.
3. Napkins and plates are not always used. If desired, they may be passed before the tea is poured.

II. Serving:

The hostess presides at the tea-table. If she does not know, she inquires the preferences of her guests regarding trimmings for tea, and serves accordingly. Her memory should furnish this information for the second cup. In passing the cups, the hostess may be assisted by some member of her family, or a friend, or a maid.

Formal teas are invitation affairs, for a definite time, late in the afternoon, and call for a slightly different form of service, and more elaborate refreshments and appointments. The latter may include two beverages, hot or cold, depending upon the season and the climate,

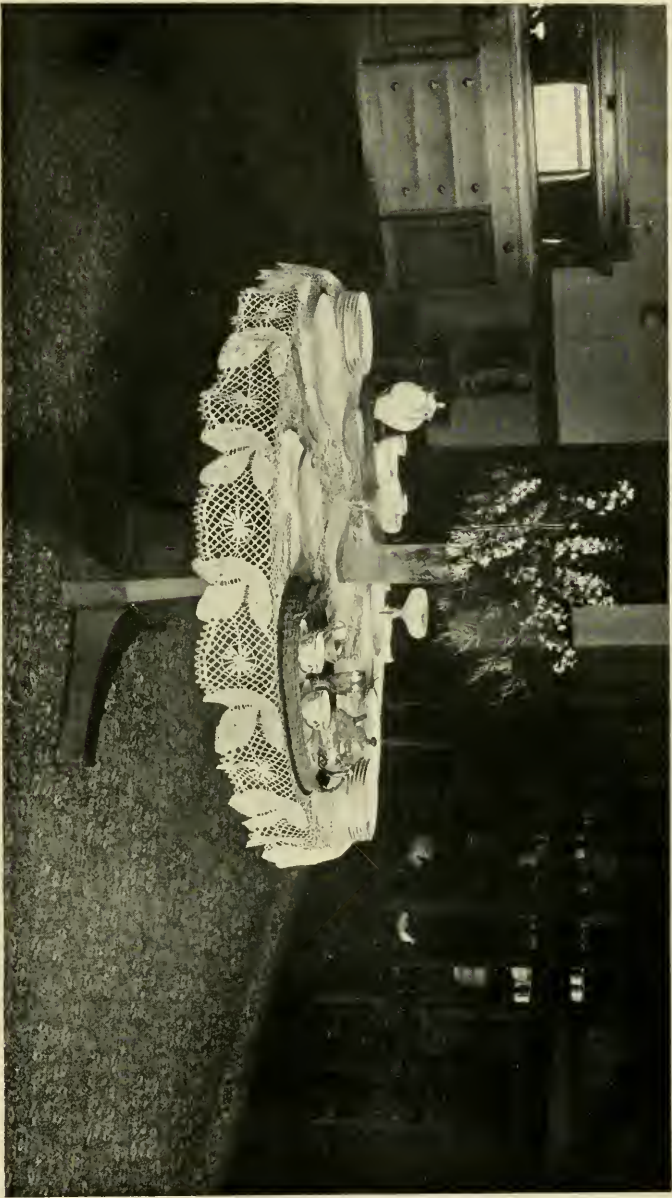


TABLE LAID FOR FIVE-O'CLOCK TEA

salad, with sandwiches, a variety of desserts, frozen or otherwise, cakes, bon-bons, salted nuts.

1. Laying the Table:

Doilies, a tea-cloth, or a handsome lunch cloth may cover the table. The centerpiece of flowers and candles is more elaborate than for any other meal.

2. At two opposite ends of the table are the tea-service (see "Laying the Tray") and the coffee with sugar and cream, or chocolate with bowl of whipped cream and ladle or the bouillon in an urn or chafing dish. In no instance should the trays be crowded with cups and saucers, as the maids should replace them when necessary. A napkin for protection of the pourer's gown should be placed near the tray.

3. Two dishes of bon-bons and salted nuts, two plates of sandwiches and of cakes, are so placed as to give balance to the table.

4. A frappe bowl and cups may be placed on a small table presided over by a friend. A plate of cake may be placed there also.

5. Serving:

Friends of the hostess carry on all the serving except removing of the soiled dishes and replenishing foods. (See "Buffet Service.")

BIBLIOGRAPHY

The Hostess of Today, Lynda Hull Larned.

Practical Cooking and Serving, J. McKenzie Hill; Doubleday-Paige & Co., Garden City, New York (1915).

The Up-to-Date Waitress, J. McKenzie Hill; Little, Brown & Co., Boston, Massachusetts.

The Expert Waitress, Anna F. Springstead; Harper, New York, (1912.)

Everyday Etiquette, Marion Harland; Bobbs-Merrill Co., Indianapolis, Ind.

Table Service, Lucy G. Allen; Little, Brown & Co., Boston, Mass. (1915.)

Photographs for this bulletin were taken by Prof. C. N. Adkisson of the College Department of Photography.

LIBRARY OF CONGRESS



0 014 631 428 4

