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THE SERVANTS
PRACTICAL GUIDE
A HANDBOOK OF DUTIES AND RULES

By the Author of

"MANNERS & TONE OF GOOD SOCIETY"



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THE
SERVANTS PRACTICAL GUIDE.



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THE
SERVANTS
PRACTICAL GUIDE.

A HANDBOOK OF
DUTIES AND RULES.

BY THE AUTHOR OF
"MANNERS AND TONE OF GOOD SOCIETY."



LONDON :
FREDERICK WARNE AND CO.,
BEDFORD STREET, STRAND.

LONDON :
BRADBURY, AGNEW, & CO., PRINTERS, WHITEFRIARS.

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PREFACE.



PARADOXICAL as it may appear, this work is expressly written for the use of Masters and Mistresses, for reference in every particular connected with domestic service, and the instruction of untrained and incompetent servants. Every detail respecting the duties of servants has been carefully considered, and the mistakes usually committed by incompetent servants as carefully pointed out, with a view to their being guarded against. Not the least important feature relates to the manner in which every duty should be performed by each individual servant; and, in placing this work before the public, it is confidently hoped that it

will prove of real and valuable assistance in the management of servants, and supply a want that has been more or less felt in every household.

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SERVANTS' PRACTICAL GUIDE.

CHAPTER I.

INTRODUCTORY REMARKS.

IN the course of writing a former work, "Manners and Tone of Good Society," it was found that the duties of servants, or rather the manner in which those duties were performed, came prominently forward, and greatly influenced the smooth working of the domestic machinery, and that without the constant co-operation of well-trained servants, domestic machinery is completely thrown out of gear, and the best bred of hostesses placed at a disadvantage. The idea was thus conceived of writing the present work to serve as an auxiliary or aid to those masters and mistresses whose servants are either inexperienced or indifferently trained. To demonstrate the method, the manner, the style, in which things should be done, has been the object in view throughout these pages. The behaviour and bearing of servants in

the performance of their duties have also been duly considered, being essential points in their training.

An agreeable chatty style of writing is as pleasant to read, as it is facile to write, and carries both reader and author over the ground almost with a bound, but this style has its drawbacks in a book of rules for frequent reference, as the present work purports to be. To envelop a rule, or a chapter of rules, in a cloud of pleasantries, sparkling or otherwise, as the capacity of the author may determine, sprinkled and seasoned with many apt quotations from well-known literary lights, scarcely tends to elucidate a particular subject or rule, or to enlighten the reader in following any direct method.

Bewilderment, and a vague uncertainty as to the author's meaning, are likely to be the result of many dissertations and deviations from the main point. Therefore, in these pages, the main point has been strictly kept in view, all inclination to be other than tedious has been restrained, and simplicity of diction in conveying the most intricate of instructions has been steadily adhered to. This didactic and unrelieved mode of handling the subject, necessarily engendered much tautology and not a little repetition, but as the mainspring of instruction is repetition, repetition in works of this description becomes a welcome feature.

This work is especially written for the use of masters and mistresses, to enable them to instruct their servants as to the correct method in which every duty should be performed; and to give this instruction without hesitation or doubt as to how things should be done, with but little or no trouble to themselves.

The method of waiting at table, and every branch of domestic service, in force in the households of the upper classes of society, both on large and small scales, from the stately mansion to the bijou residence, has been fully gone into and explained. Thus every class of master and mistress will find the present volume applicable to their servants, and to their surroundings, and may confidently and unhesitatingly follow its lead.

The technical and manual portions of this work have been gathered from experienced and competent servants, whose long service in families of position is sufficient guarantee as to the class of information supplied by them; and it is owing to this valuable assistance that the writer is enabled to place before the public the most comprehensive details of domestic service.

CHAPTER II.

HOUSEHOLDS : THEIR VARIOUS SCALES.

IN the present work households conducted on every scale have been considered from the largest to the smallest, with the idea that by taking a wide range, the work would be more complete in itself, and thus prove of greater value to masters and mistresses in general; and, however the number of servants in establishments may differ, the style and method of service is identical in all. The largest establishments—those of noblemen and commoners of great wealth—usually comprise upwards of thirty servants, irrespective of gamekeepers and gardeners, such not coming within the category of household servants.

The men-servants include a house steward, a groom of the chambers, a butler, a valet, a man cook, three footmen, a head coachman, second coachman, two or three grooms, according to the number of horses. In some houses, where the stables are on a large scale, a stud-groom is kept, as well as a pad-groom, and one or two under-grooms, a steward's-room boy, and a servants'-hall boy.

The women-servants consist, in these establishments, of a housekeeper, a head lady's-maid, an under lady's-maid, young ladies'-maids, according to the number of young ladies in the family, a head nurse, a cook (if a man cook is not kept), a head house-maid, two or three under house-maids, a head laundry-maid, two under laundry-maids, a head kitchen-maid, a scullery-maid, a vegetable-maid, one or two stillroom-maids, an under nurse, a nursery-maid, and a schoolroom-maid. Dairy-maids are not included in establishments of this description, the dairy being comprised in the home farm. The staff of servants here enumerated is considered requisite, both in town and country. All other establishments graduate downwards from this scale of magnitude, according as the incomes of the masters of these households also graduate; and the incomes of those who keep up establishments of this calibre, average considerably over £40,000 per annum.

Households next in importance are those where the services of a house-steward and a groom of the chambers are dispensed with, where a woman cook takes the place of a man cook, and where the staff of servants is as follows:—A housekeeper, a butler, a valet, two or three footmen, according to the requirements of the family, a lady's-maid, one or two young ladies'-maids, a cook, one kitchen-maid, a scullery-maid, a head house-maid, two under house-maids, a still-

room-maid, a head laundry-maid, an under laundry-maid, an upper and an under nurse, a nursery-maid, a school roommaid, a coachman, and two or three grooms, according to the extent of the stable department.

Next in order must be classed households where a housekeeper is not kept, and where the cook is housekeeper, or where the lady's-maid fills that office. Indeed it has become very general in many large households to dispense with the office of housekeeper, and to unite it in the person of the cook or lady's-maid. Some ladies prefer to consider themselves their own housekeepers, to keep the household accounts, and to be referred to in all matters of expenditure, while the deputy housekeeper acts more or less under their orders.

In households of this class a valet is not kept, and the butler valets the master of the house. The men-servants consist of a butler, two footmen, coachman, and one or two grooms as required. The number of ladies'-maids is regulated according to the number of ladies in the family; one lady's-maid to wait upon the mistress of the house, and one, two, or three to wait upon the young ladies—the average is, as a rule, one maid for two young ladies. The kitchen department includes cook, kitchen-maid, scullery-maid, and stillroom-maid; the remainder of the servants consist of two house-maids, two laundry-maids, nurse, nursery-maid, and schoolroom-maid.

A very usual sized household is that in which the following servants are kept :—a butler and one footman, or two footmen in place of a butler and one footman. Respecting the latter plan, heads of houses with large grown-up families, and where the work is consequently very heavy, find that it is an advantage to keep two servants in livery instead of one in and one out of livery, as the work is thus equally divided between the two men-servants.

In this case the head footman, as he is termed, acts the part of butler so far that he takes charge of the wine, and carves at the side-table at luncheon and at dinner. (See Chapter XIV., entitled “Footmen’s Duties.”) In these establishments the women-servants include a cook, a kitchen-maid, who also acts as scullery-maid ; two house-maids—the under house-maid waiting upon the schoolroom, or nursery, thus rendering a schoolroom-maid or nursery-maid unnecessary—one lady’s-maid and a young ladies’-maid, a laundry-maid, a coachman, and groom.

Households on a smaller scale include a single-handed man-servant out of livery, a cook, a house-maid, a lady’s-maid, or lady’s-maid and nurse in one, a coachman and boy helper. Occasionally a page is kept as well as a man-servant, but oftener not. In many small households a parlour-maid is kept instead of a man-servant, for motives of economy, or from choice, those actuated by the former being by far the

larger class of the two. When a parlour-maid is kept from choice, and not because a man-servant is too expensive a servant, it is by widow ladies living by themselves, or with daughters or female relatives, and who entertain but little, or maiden ladies living by themselves without male relatives, and to whom men-servants are a serious responsibility; thus, in watering-places and suburban towns, a parlour-maid is often kept by those whose incomes fully enable them to keep one or even two men-servants. Widows and maiden ladies find, as a rule, that men-servants do not maintain that character for steadiness of conduct and sobriety when there is no master to be appealed to. In these households there are two in the kitchen, a cook and kitchen-maid; a lady's-maid, house-maid, and a parlour-maid; and in these quiet households a coachman is allowed board wages, and does not live in the house. Many who cannot afford to keep two men-servants keep a parlour-maid instead of an indoor man-servant, as they find that to unite the offices of indoor man servant and coachman in one does not work well, and that he is neither a spruce-looking coachman or a well-trained, well-mannered, well-dressed man-servant, and that "the trail of the serpent" is over him still, meaning the odour of the stables, when performing the functions of footman and butler. But whether a coachman is kept or not, very many households consist of one servant for each

office—thus, a cook, a house-maid, a parlour-maid, a nurse and nursery-maid, if there is a family of children, and where the parlour-maid acts as lady's-maid to her mistress, and the nursery-maid waits upon the schoolroom. Again, in households of this character, the house-maid assists in the parlour-work, with the help of a page. In still smaller households, consisting of three women-servants, viz., a cook, a house-maid, and a lady's-maid, the house-maid acts as parlour-maid, with a certain amount of assistance from the lady's-maid.

Where there are children in these modest households, a nurse is kept instead of a lady's-maid, and she renders what little assistance her mistress may require from a maid in the way of dressing, &c.

The individual duties of servants, according to the description of household to which they respectively belong, are given in detail in succeeding chapters.

CHAPTER III.

ENGAGING AND DISMISSING SERVANTS.

THE important duty of engaging and dismissing servants devolves upon various individuals according to the scale on which each household is regulated. In large establishments the house-steward engages and dismisses both the men and women servants. Where there is no house-steward at the head of a household, the housekeeper engages and dismisses the female servants, and the butler the indoor men-servants, but in all cases a master and mistress of a house engage their own personal attendants, viz., the valet, ladies'-maids, and nurse. Where a house-steward is not kept, the master of the house engages the coachman, and the coachman engages the grooms.

Where a housekeeper is not kept, the mistress of a house engages the women-servants, the master of the house engages the butler and footmen, unless the butler is an old and trustworthy servant, in which case engaging and dismissing the footmen is left in his hands. The same remark applies to the stable de-

partment; it is only when the coachman is an old and valued servant that he is deputed by his master to engage and dismiss the grooms.

In all households of smaller dimensions, the master of the house engages and dismisses the men-servants, or man-servant, and the mistress of the house engages and dismisses the women-servants.

The question of per centage allowed to servants on all that is supplied to a house, is a sore point with many heads of families, and is as unfair to masters and mistresses as to tradespeople, who are compelled to grant this species of black-mail levied by extortionate servants. Masters and mistresses who are averse to this system are under the impression that by paying the bills themselves, and not allowing the money to pass through the hands of those in their service, that they cannot claim per centage from the tradesmen, but this is an erroneous idea, and a butler is no sooner aware that an account has been paid than he calls the next day for his per centage upon it.

Some tradespeople allow this per centage under protest as it were, fearing to lose the custom of the house were they to refuse to give it, the power and opportunity being so greatly in the hands of servants to approve or disapprove of every article supplied to the house.

Per centage levied by servants, the heads of their several departments, viz., by the house-steward, the

butler, the coachman, the housekeeper, and the cook, is detrimental to the master's interest in two ways, the lesser evil being that the prices charged by the tradespeople must be necessarily high enough to cover the per centage given, in other words, what is given to the servant must be indirectly charged to the master; but by far the greater evil is the inducement offered to servants to swell the accounts, the argument being that the heavier the bill the more a servant is able to put into his own pocket, and under these circumstances the temptation is such, that the average butler, coachman, and cook, find their powers of resistance are not equal to the occasion.

The surest protection to masters and mistresses against this system, is to make it thoroughly understood by the tradespeople with whom they deal, that no per centage or present of any kind is to be made to their servants, and that to infringe this order would be to forfeit the custom of the house; this would prevent any attempt being made on the part of servants to transfer the custom of the house from those who did not give per centage to those who did, as in the event of a change occurring the order would be again enforced.

Heads of families who take this decided line, and who adhere to it, find a surprising diminution in the length of their yearly bills, it not being the interest of any member of the household to increase them.

There is no reason why dealers in provisions and articles of consumption for daily use, should not conduct their business on the same principle as do the better class shops of London, where per centage is not given to servants, however large the amount of the bill may be.

In large establishments the estate itself furnishes almost all the provisions required for the table—meat, poultry, game, fruit, vegetables, dairy produce, &c.; thus the per centage to be derived from these sources is restricted.

In engaging servants a personal character is very much insisted upon, and it offers many advantages, as far more can be said in an interview than can be expressed by letter; questions can be asked and answered, and particulars given, which do away with the necessity of taking a servant for a month on trial.

When it is not possible to obtain a personal character on the ground of distance, state of health, or other equally good reasons, a written character should always be supplemented by some indirect personal knowledge, to avoid the possibility of imposture being attempted; besides which, although leading questions may be satisfactorily answered by letter, yet it is often that the minor points in a servant's character are of paramount importance in the eyes of a mistress, and as ladies view things from a different standpoint,

what would signify but very little to one mistress, would be a matter of some moment to another, and ladies are always more inclined to express their opinion with greater freedom in an interview than by letter.

A servant cannot legally call upon her late mistress a second time for a character, although under exceptional circumstances a mistress will perhaps consent to give one; thus those about to engage servants should make every inquiry of the servants themselves as to their capabilities and the probability of their suiting, before calling upon, or applying to, a late mistress for a character.

In engaging servants it is advisable to put the following leading questions:—

“With whom have you been living?” or “In what family have you been living?” “How long were you with them?” or “Have you been there long?” “What was the reason of your leaving?” “What is your age?” “Is your health good?” “Are you an early riser?” “What wages have you been receiving?” After these questions, those relating to the duties appertaining to the situation applied for are entered upon. If the applicant is a cook, questions such as the following would be useful. “Are you a professed cook?” “Have you been in the habit of sending up large dinners?” “How many were there in family in your last place?” and

“How many servants had you to cook for?” “I suppose you understand making smart sweets and *entrées*?” and so on, which questions will elicit a full explanation of what the cook can or cannot do. The question of per centage from the tradespeople with whom the family deals is one that a mistress when engaging a cook should be explicit upon and clearly make it understood that it is not allowed under pain of dismissal, if such is the rule of the house; and heads of houses who wish to keep the household expenses within reasonable limits are very firm upon this point.

Many cooks are so independent that they decline situations where per centage is not allowed, and many also object to taking a situation where they are not permitted to order everything that is required for consumption in the house, or where the mistress ventures upon giving orders to the tradespeople herself. Therefore, if a mistress does not intend placing such power in the hands of her cook, she should make it distinctly understood at the time of engaging her, as those mistresses who prefer saving themselves trouble and to whom the practice of economy is not a consideration, are in the habit of allowing the cook to order everything required in the kitchen, even to choosing and changing the tradespeople of whom the things are ordered. In the every-day consumption of a household the cook must necessarily give orders

to the various tradespeople, who in towns send round for orders, subject to the approval of her mistress, but in the event of a dinner-party being given, the master of the house not unfrequently prefers to select the salmon or turbot himself, or to choose the poultry, or converse with the butcher respecting a prime saddle of mutton or sirloin of beef.

When engaging a house-maid, parlour-maid, or lady's-maid, the same line of questioning is taken as the one indicated, commencing with personal inquiries, followed by minute ones as to capabilities, and so forth.

The liberty allowed to servants is a rock of difference upon which many mistresses and maids split, whose relations are in all other respects on a satisfactory footing. Masters and mistresses should, therefore, when engaging servants, be very explicit as to the liberty allowed by them to their servants. The general rule is, that servants should have the opportunity of attending church once every Sunday, and twice every other Sunday, either morning, afternoon, or evening, according as the work of the house is arranged between themselves and their fellow-servants, during their temporary absence. They are also allowed one afternoon a week for going out and a whole day or half a day once a month ; but if a servant requires to go out any particular afternoon or evening, on asking permission it is in most cases granted. The same amount of liberty is accorded

to men-servants as regards going to church on Sunday, and also as regards the monthly holiday or half-holiday; but during the week more opportunities for going out in the evening are allowed in town. Many masters and mistresses, providing the men-servants are in by half-past ten or eleven, do not object to their going out when dinner is over. Any rule or rules which a mistress of a house may think proper to make, such as deducting the cost of breakages from wages, or restrictions as to personal attire, should be mentioned at the time of engaging a servant, as it is unfair to impose rules upon servants who have taken a situation in ignorance of them. The rule as to whether servants may receive visits from male acquaintances is a very important one, and the prohibition of such should be clearly expressed. In well-ordered households the visits of male acquaintances, commonly called "followers," are strictly forbidden; and all mistresses desirous of maintaining anything like order in their households, rigidly enforce the observance of this regulation. In large establishments male visitors to the women servants are not in any way permitted; but in small households the visits of male acquaintances are looked upon as a privilege, the resisting which is a continual source of annoyance to a mistress. The order, method, and regularity that reigns in large establishments could with advantage and profit be maintained in smaller households,

where an undue amount of laxness too often prevails.

In large establishments the inducement offered to the under servants in the way of "bettering themselves," as it is termed, is the promotion which takes place in their ranks, the scullery-maid is advanced to be kitchen-maid, the third house-maid to be second house-maid, the second footman to be first footman, and so on; in small households where there is no room for such promotion, a usual and satisfactory plan is to engage servants on the promise of a rise in their wages every succeeding year; this meets the natural and constant desire of servants to change their service for the purpose of "bettering themselves," and lengthened and faithful service is well worth an extra recompense in the shape of an increase of wages. On the other hand, mistresses who can only afford to give a certain sum and not to go beyond it, object to this arrangement on the ground, that at the end of two, three, or five years, the wages they were giving their servants would be higher than their incomes justified, and under such circumstances they are often put to the constant inconvenience and annoyance of losing a good servant and perhaps gaining an inexperienced one. When a servant gives notice to leave, a mistress should never exhibit any displeasure or vexation she may feel on the subject, but calmly inquire the reason of the determination; if it is merely a question of wages and

she has the power and inclination to comply with the required advance, she at once agrees to it, by giving a servant an opportunity of stating her reasons for leaving; the chance is afforded of anything radically wrong in the establishment being made known to the mistress of it; but when a servant is "making a change" from purely personal reasons or from grievances that a mistress cannot attempt to redress, it is most injudicious to persuade a servant to "think better of it" and to withdraw the notice, but if after a few days of consideration a servant thinks better of it on his or her own account, a mistress is often willing to receive the withdrawal of the notice, and is wise in so doing.

A master or mistress can either give a servant a month's notice or a month's wages in lieu of notice, or can dismiss them before the month's notice has expired by paying the moiety of the unexpired month's notice. A servant can be dismissed without notice for impropriety of conduct, insobriety, dishonesty, or disobedience, but cannot be dismissed for a threat of disobedience made to a fellow-servant and not put into execution. When a master or mistress is applied to for the character of a servant dismissed by them, they are bound to give a perfectly truthful character, without extenuation or exaggeration, stating nothing that cannot be thoroughly substantiated in a court of law; therefore, if they are aware of any circumstance or

facts to the detriment of a servant which it would be difficult or disagreeable to prove, they can decline to give a character without stating their reason for so doing, but were they to suppress this knowledge it would be actionable on the ground of its being a false character. A master and mistress are not compelled by law to give servants characters, even though they may have received one with them, unless at the time of engaging them an agreement is made to do so.

CHAPTER IV.

ANSWERING THE DOOR, AND ANNOUNCING VISITORS.

OPENING the door to visitors and announcing visitors are light yet important duties in the every-day routine of a servant's work.

In a large establishment where a staff of men-servants are kept these duties are performed necessarily in the most efficient and orthodox manner, but in smaller establishments, where the footman has perhaps been recently promoted to the post of butler, and a new footman has also been engaged whose character with regard to honesty and sobriety is satisfactory, but whose capabilities have yet to be discovered, or when both butler and footman are new to their respective positions, and are more or less untried servants, or when a single-handed man-servant is new to his work, or a parlour-maid is new to hers, then it is that these duties, simple though they are, put the servant's training to the test, and the mistress to the blush.

There is no surer indication of the manner in which a household is conducted than is conveyed in this

“answering the door.” To keep a visitor standing on the doorstep of a house for five minutes or more argues that the attendance in that house is very lax, and that the mistress of it is to blame, and prepares one for the slovenly, untidy, half-sleepy appearance the servant will probably present when at last he opens the door, or for the bare arms, black face, and dirty apron of the female servant when she ventures to appear. One would imagine that the custom amongst overworked maids of all work of going out into the front area to obtain a view of the applicant for admission, on the chance of being able to hold communication with them from below, and to discover their business without the trouble of answering the door, was confined to that much-enduring class, were it not that footmen in gentlemen’s families residing in the heart of fashionable London are given to this impertinent mode of proceeding, perhaps excusable in a maid of all work, but inexcusable on the part of a footman. A woman left in charge of a house who puts her head out of the window or looks up the area is justified in thus reconnoitring before answering the door; she is on the defensive, and an ugly customer or suspicious looking person she would be wise to parley with from her vantage point above or below, namely, the window or the area. Such tactics on the part of a lone, lorn woman are to be recommended and commended, but they are applicable to no other occa-

sion. The untidy servant who is never in readiness to answer the door, oftener than not does so in the act of putting on his coat, or in one bearing evidence of recent contact with both dirt and grease, or the page boy comes forward in his working jacket and apron, or the women servants, knowing that their appearance is not altogether to their credit, stand well behind the door, and allow of its opening but a few inches, hoping thus to escape observation. This is another of the poor maid of all work's little stratagems, with an idea of remaining out of sight when not fit to be seen, as she would herself express it. But when resorted to by servants in families where several servants are kept, it reflects not only discredit upon themselves, but also upon their mistresses, for permitting so great a want of method and order to exist in their households. Whether the establishment is a large or a small one, the servants or servant whose duty it is to answer the door should be able, at once, to answer the question as to whether the mistress or master of the house is at home. This point was alluded to in a former work, "*Manners and Tone of Good Society.*" Servants who are not ready with this information cause no little annoyance to visitors calling at the house, and themselves appear but indifferently up in their duty, and the reverse of what is termed smart servants, meaning those well versed in their business.

When a footman has not been informed whether his mistress is at home to visitors or not, he either leaves them at the door, or ushers them into the drawing-room, on the chance of her being at home to them, and if not inclined or able to receive visitors, some little awkwardness is occasioned both in giving and receiving such message; the servant looks foolish, and the visitor looks and feels annoyed that the answer of "Not at home" was not at once given.

"Not at home" is the received formula in society to express a lady's inability or disinclination to receive visitors; some persons not understanding it in this light, take it to mean a direct untruth, and will not allow their servants to make use of it, but it is in reality the recognized mode of insuring privacy without entering into explanations as to the why and the wherefore. For instance, if a mistress of a house were but slightly indisposed or overtired, and she were to be denied to visitors on the plea of not being well enough to see them, she would doubtless have callers the next day to inquire after her health, if the report does not gain currency amongst her friends that she is seriously ill.

Too much engaged to see visitors is also not a polite answer to give to a caller, but when a lady is occupied with domestic matters, going into her household accounts, examining the wardrobes of her children, or giving directions about her own, a servant has no

alternative but to say that his mistress is engaged, if the formula of "not at home" is objected to. In all cases when the answer of "not at home" is returned, whether the mistress of the house is really out, or simply "not at home" to visitors, a well-mannered servant enters into no particulars as to when she went out, where she has gone, and when she may be expected to return, but restricts himself to this formula, and receives the cards left, or the message, if any, the one in silence, and the other with "yes, ma'am."

The mistress of a house usually informs the butler whether she intends being at home to visitors both in the morning and in the afternoon. "If any one calls this morning, Smith, I am not at home"; or, "I am not at home to any one this afternoon;" or, "You can say I am not at home this afternoon if any one calls;" or if she wished to see visitors she would probably say "I am at home to any one who calls." But ladies who make a practice of being at home to all callers, having their time very much at their own disposal, allow it to be understood that they are at home to every one, unless an order is given to the contrary. When a mistress of a house is not down herself to give the order, she sends it through her maid. The butler is expected to inform the footman of his mistress's intention. When a mistress of a house is too ill to see visitors, and she wishes the fact of her illness to be known to her friends, she then allows it to be

said that she is "too ill to see any one," or, "not well enough to see any one."

In grand establishments where a groom of the chambers, a butler, and three or four footmen are kept, one of the footmen opens the door, the other three stand in the hall, and the groom of the chambers precedes the visitors to the drawing-room, and announces them to his mistress. In this class of establishment the footmen wear full-dress livery, knee breeches, silk stockings, and powdered hair. The groom of the chambers and the butler are not liveried servants, and wear black dress coats and white ties.

When an establishment consists of a butler and two footmen, it is the butler's duty to answer the door in the morning, while the footmen are engaged in pantry work, which, in some houses, is very heavy at this time of the day.

Where a butler and one footman are kept it is again the butler's duty to answer the door in the morning, while the footman is engaged in pantry work.

Where a single-handed man-servant is kept, the lady's-maid not unfrequently undertakes to answer the door in the morning to admit of the man-servant getting through his work before luncheon. Where a page only is kept the same plan is generally followed.

Where a parlour-maid is kept, the same arrangement is made, that of the lady's-maid answering the

door in the morning that the parlour-maid may also get through her pantry and other work. Where no lady's-maid is kept, then the mistress of a house arranges, when engaging her servants, that the cook is to answer the door from ten to twelve, to enable the parlour-maid to get through the heaviest part of her work. This plan is equally followed in those small households where no lady's-maid is kept, and where the house-maid is engaged to be parlour-maid as well as house-maid. If a mistress of a house, when engaging her servants, is not careful in attending to this point, she will find that a servant cannot perform his or her work in a satisfactory manner if constantly called away from it when in the midst of it; neither can they present a creditable appearance, if compelled to hasten from the pantry to the front hall, and that it is advisable to divide the morning work, apportioning to those servants the duty of answering the door who have the most leisure at that time. Servants, if allowed to arrange this matter between themselves, would probably oblige each other to-day, and refuse all assistance to-morrow.

Some ladies have an objection to the door being answered by a maid-servant, when they keep a manservant, and expect him to get through his work by eleven or half-past, but it is only in small households where this arrangement can be carried out. In ordinary sized households twelve o'clock is the usual hour

when a single-handed man-servant or parlour-maid may be expected to resume this duty, and before that hour people principally call at a house on business; they call to take orders and measurements, they bring home the articles that have been ordered, they bring things on approbation, or the collector calls for accounts, great and small, for Queen's taxes and Parish rates, water and gas rates. Charity calls are also made in the morning, and, with family calls, the office of opening the door in the morning in a house of any standing is no sinecure, and requires providing for with some little forethought. By orders is not meant orders that belong to the kitchen department, the baker, the butcher, the fishmonger, the greengrocer, &c.; these callers are necessarily answered by the cook at the area-door, or back-door, as the case may be; but those calling for orders at the front door of a house, generally have business direct with the master or mistress of it. Parcels and small packages are not left at the area-door, but are taken to the front door. Only things appertaining to the kitchen are taken there.

In the afternoon, from three to six, where a groom of the chambers, a butler, and three or four footmen are kept, the one who is termed the ladies' footman is the one who "goes out with the carriage," as only on the occasion of a drawing-room or a state entertainment are two footmen in attendance with the

carriage ; either of the other footmen answer the door ; but the groom of the chambers and the butler remain in the hall during the hours for calling.

Where a butler and two footmen are kept, one footman—the ladies' footman—goes out with the carriage, and the second footman and the butler answer the door ; where only one footman is kept, it is the butler's duty to answer the door when the footman is out with the carriage. Where a single-handed man-servant is kept, he goes out with the carriage, and the lady's-maid or house-maid answers the door accordingly as the mistress of the house has arranged ; the same arrangement is made where a page is kept, his duty of answering the door—when he is out with the carriage—is performed by the lady's-maid or house-maid. When one man-servant or page is kept, if sent on messages by their mistresses, the same arrangement holds good, but considerate mistresses avoid as far as possible interrupting their one man-servant or page at his morning work ; inconsiderate ones, on the contrary, are in the habit of sending their one servant on long rounds to deliver notes or messages, not remembering that by so doing they disarrange the order of his work, and cause him to be behindhand the whole of the day, or to perform his work in a hurried and incomplete manner.

In answering the door to visitors, on the bell being rung, the footman opens the hall-door wide ; he does

not hold the handle, or the door itself, in his hand, but opens it to its fullest extent, and stands in the centre of the doorway. If the visitor is driving, her footman would inquire of him if his mistress were at home, and would say, "Is Mrs. A. at home?" He would not say, "Lady B. is come to see Mrs. A.," or make any communications of a like confidential character; if a visitor has not a footman with her, and many ladies who patronize hired broughams and victorias are often obliged to drive out unattended by a man-servant, the footman answering the door goes at once to the carriage, and the lady herself asks if Mrs. A. is at home. Ladies driving without a man-servant to act as footman, either desire the coachman to leave his box and ring the bell and mount to it again as quickly as may be, or the coachman hails a passing boy and politely asks him to ring that bell, indicating with his whip the bell in question; he makes the request with a certain amount of persuasion in his voice; street boys are, as he well knows, very independent, and much given to "chaff"; and were one to follow the course of a driver of a hired brougham, coachman by courtesy, one might observe that boys with baskets are always selected for the office of bell-ringer in preference to boys without baskets, and one would hear him say, "Will you oblige me by ringing that bell?" or, "Jist you ring that bell, there's a good lad! Pull it hard, please." Ladies with more sense,

and less dignity, when they cannot afford to keep a man-servant, get out of the carriage and ring the door-bell for themselves, preferring this independence of action to street boys being pressed into their service.

Whether the visitor is driving attended or unattended by a footman, if the lady of the house is not at home, cards are given to the footman or servant answering the door; if she is at home, the servant of the lady calling opens the carriage-door for her, or if she has no servant with her, the one answering the door performs this office.

When the footman has informed the servant, or the visitor herself, that his mistress is at home, the butler, who is standing in the hall, comes forward to usher her to the drawing-room, and walks before her a few steps in advance either upstairs to the drawing-room door, or across the hall, or down the corridor, if the drawing-room is on the ground-floor. At the door of the drawing-room the servant asks, "What name, if you please, ma'am?" and upon the name being told him, he opens the drawing-room door wide, and announces Mrs. A. If his mistress is sitting in the back drawing-room or boudoir, and is not near enough to hear the announcement, he goes forward and repeats the name of the visitor to her, leaving the visitor to seat herself in the front drawing-room. If, on the contrary, the mistress of a house generally sits in the back drawing-room, the servant, being

aware of this, announces visitors at the door of that room; if the mistress of a house is not in the drawing-room, the servant does not announce the name of the visitor, but ushers her into the drawing-room, and informs her that he will let his mistress know that she is there. Where a groom of the chambers is kept, it is his duty to announce visitors instead of the butler; and where there is only a single-handed manservant, page, or parlour-maid kept, it is their duty to answer the door and announce the visitors in manner above described. If the visitor is walking, she or he is received in a similar manner by the servants of a house. Were a gentleman and lady to arrive at a house simultaneously, the lady would be announced before the gentleman; the servant must not be permitted to couple the names of visitors and announce them as Mr. Brown and Mrs. Smith. When he is announcing a husband and wife, he says, Mr. and Mrs. Brown; or a brother and sister, Mr. and Miss Smith; or a mother and daughter, Mrs. and Miss Jones. If two ladies not bearing the same name pay a call together, their names are coupled thus—Mrs. Smith and Miss Brown. If two ladies arrive simultaneously, their names are not coupled; the servant says, announcing them at the same moment, Mrs. Smith, Mrs. Brown. Neither would the names of two gentlemen be coupled, unless they arrived in company, but they would be announced

at the same moment thus—Captain Jones, Captain Smith.

It would be in extremely bad taste were a servant to leave one visitor waiting in the hall while he announces the other. Were the door-bell to ring when a single-handed man-servant, page, or parlour-maid was about to usher a visitor to the drawing-room, they must in no case leave the visitor on or at the foot of the stairs while returning to open the door, but must usher her into the drawing-room at once, and return with all speed to answer the door. In announcing any English or foreign prince or princess, their distinctive titles are employed, thus, His and Her Royal Highness the Prince and Princess of —, His and Her Imperial Highness the Prince and Princess of —, His and Her Serene Highness the Prince and Princess of —, His and Her Serene Highness the Grand Duke and Duchess of —.

In announcing other persons of rank, the full title is not used of marquis and marchioness, earl and countess, viscount and viscountess, baron and baroness, and the words lord and lady are substituted in each case. In announcing a duke or duchess, the words His or Her Grace are not used, and a servant says, The Duke and Duchess of Monmouth. The sons and daughters of dukes and marquises are announced by their title—christian and surnames thus—as Lord John or Lady Mary —.

The daughters of earls are also announced as Lady Mary Blank, but the youngest sons of earls and the sons and daughters of viscounts and barons are not announced by the title of Honourable, as it is a courtesy title never used in announcing visitors. The Honourable Mr., Mrs., or Miss Blank are announced as Mr., Mrs., or Miss Blank.

Baronets are announced as Sir George or Sir John Blank, but the word Bart. is, it is needless to say, not used when announcing baronets.

It is a vulgar error to style the wives of baronets Lady John or Lady George, according to the christian names of their husbands; they are announced as they are addressed, Lady Blank or Lady Dash. The same remark applies to knights and their wives. They also are addressed and announced as Sir John or Sir George Brown or Jones, and their wives as Lady Brown or Lady Jones. It would be equally vulgar to announce the wife of an admiral, general, colonel, major, or captain, as Mrs. General Smith, or Mrs. Captain Brown, &c. With regard to showing visitors out, as soon as the drawing-room bell is rung on a visitor rising to depart, (see "Manners and Tone of Good Society,") the servants or servant are in readiness in the hall to show the visitor out. If the visitor is driving, a footman or man-servant beckons to the coachman to drive up, and when he sees her descending the stairs he calls out "Coming out" as a signal

that her footman is to open the carriage door. In the country when the drawing-room bell is rung before the departure of a visitor, it is answered by the butler, and the order is given for the visitor's carriage to be brought round. The butler gives this order to the footman, who transmits it to the coachman, who is probably being regaled with beer in the servants' hall while his mistress is refreshing herself with tea in the drawing-room. When the horses are put-to and the carriage is in readiness, the butler announces the fact to the visitor, and says "Your carriage is up, please ma'am," or "Your ladyship's carriage is up."

The mode of announcing guests at all entertainments is similar to that already described. Dinner guests are conducted by the footman, who opens the door to them to the cloak-room. The butler or groom of the chambers awaits them at the foot of the staircase or in the corridor, and ushers them to the drawing-room, asking them their names at the door. When a cloak-room is not provided for gentlemen as well as ladies, extra accommodation is provided in the hall, or corridor.

At Dances, Balls, Private Theatricals, At Homes, and large Five o'clock Teas, guests are first ushered to the cloak-room, and are then asked by the butler, who waits in the hall for the purpose, if they will first go to the tea-room; the formula in use for these occasions is, "Will you take tea, ma'am?" If the guests

desire refreshments in the shape of tea, coffee, &c., they are shown to the tea-room, and on leaving the tea-room they are ushered to the drawing-room or ball-room, and duly announced in the manner before described.

As the carriages are ordered at a certain hour, the servants of the guests are in waiting in the hall at the exact hour at which carriages have been ordered, so as to be in readiness to call them up. The linkman on duty outside the door calls out the name of the owner of each carriage, which is repeated by the footman in the hall, that the guests may hear their carriages announced, and if they are not in readiness to leave at the moment a carriage is announced, it is sent on to make way for the next. When the guests are in readiness to leave, the butler, in answer to "Mrs. Blank's carriage," calls out "Mrs. Blank coming out."

When calls are made for business purposes, the footman or man-servant who answers the door does not leave the person who calls to see his master or mistress standing on the doorstep while he ascertains if his master or mistress will see them, but asks them to take a seat in the hall. If a servant were in doubt, as he not unfrequently is, as to whether the call is a business or friendly one, it would be correct for him to say, "I beg your pardon, ma'am, but do you wish to see my mistress on business?" And if

the answer were in the affirmative, he would then say, "I will take up your card, if you please." In which case, he would take the card to his mistress on a salver, or he would send it to her by her maid if she were not in the drawing-room. If he took the card to her himself, he would say, "A person has called to see you, please, ma'am, and is waiting in the hall;" or he would say, "A lady wishes to know if you will see her for five minutes, and has sent up her card, if you please, ma'am."

It is necessary that servants in town should exercise a certain amount of discretion as to whom they admit into the presence of their master or mistress. Persons having legitimate business at a house generally evince no reluctance at stating the nature of it to the servant in attendance, while those persons who are shy at making it known are persons to be guarded against.

Well-trained servants do not gossip at the hall-door with every idle messenger inclined to do so, but after giving them whatever answer there may be, do not further detain them.

CHAPTER V.

WAITING AT BREAKFAST AND THE ARRANGEMENT OF THE BREAKFAST TABLE.

IN large establishments breakfast is served in the breakfast-room, and in smaller establishments, whenever it is possible to set apart a room for this meal, it is an advantage in many ways ; in the first place, the room is free from the odours of dinner and wine of the previous evening, as the lateness of the dinner hour necessitates the closing the windows and doors during the whole of the night, and the exclusion of fresh air until between seven and eight the next morning. A dining-room with a close, dinnerish sort of smell about it is not so provocative of a good appetite as is the fresh air of a room that has not been used for eating purposes for some twenty-four hours or so. For further information respecting the arrangement of breakfast-room, see work entitled, "The Cost of Entertainments."

Apart from the comfort which the heads of families derive from the possession of a breakfast-room, it

is no little convenience to servants themselves in enabling them to perform their duties in an orderly and methodical manner. When there are guests staying in the house, and where the family "go out a great deal," and consequently come down at different hours to breakfast, ranging from nine to twelve, where there is no breakfast-room these late and uncertain breakfast hours render the clearing away the breakfast-table and laying the table for luncheon rather a hurried performance.

Where a butler and two footmen are kept, it is the footmen's duty to set the breakfast-table and take in breakfast; where one footman is kept it is his duty to do this, but when the work is heavy the butler performs this duty, the butler in both cases overlooking the general arrangements. Where a single-handed man-servant or parlour-maid is kept, it is his or her duty to lay the breakfast-table.

The fashionable breakfast-tables are long tables; large round tables are sometimes used but not often; but in the case of a large party of guests being in the house two or three small round tables would be placed in the breakfast-room in addition to or instead of one long table.

In laying the table a fine damask table-cloth is laid over a baize or cloth cover; a plate, two small knives and two small forks are placed for each person, the serviette is folded mitre shape and stands on the

plate, small glass cream-jugs and sugar-basins for the use of two persons are placed the length of the table, and in some houses a glass plate containing a pat of butter is placed before each person above the breakfast plate at the left-hand side; in others open round glass dishes containing small pats of butter are placed down the centre of the table, two or three according to the number of persons at breakfast; another and more general mode is for the footman to hand round the butter dishes in their turn; salt-cellars are also placed down the table, and an occasional breakfast carlton. When tea and coffee are poured out by the mistress of the house, and it is the rule for her to do this, the cups and saucers are placed in rows on the table-cloth at the top of the table, with a slop-basin, silver cream-jug, sugar-basin, and teapot, a place being left for the coffee-pot and for the urn. The only eatables placed upon the breakfast-table are dishes of rolls and fancy bread, and plates of thin bread and butter, glass dishes of preserves, and honey in the comb, fruit, clotted cream, toast racks with dry toast, a stand of eggs, and muffin dishes containing muffins or buttered toast; these are the only dishes which have covers; the others are round open dishes and not small glass jars; urn or teapot stands worked in beads or Berlin wool are bad style on a breakfast-table, the stands are either of silver, electro-plate or china; a loaf of bread is placed upon a trencher on the side-

board. The sideboard is covered with a cloth and rows of knives, forks, and table-spoons, one or two dozen plates are placed upon it, also the cold viands, tongue, ham, game-pies, potted meat, and the like; the hot viands are placed upon a side table, such as eggs and bacon, dressed fish, kidneys, cutlets, broiled chicken, savoury omelette, roast partridges. These things are served in silver dishes with hot water, or spirit lamp, beneath.

The usual breakfast hour is either nine, half-past nine, or ten. Family prayers usually take place a quarter of an hour before the breakfast hour; the gong for prayers is sounded by the footman. After prayers the servants bring in breakfast; the butler carries the urn, and the footman the tray containing the hot dishes; the footman then sounds the gong for breakfast and the butler announces to his master that breakfast is served. The master and mistress of a house wait breakfast neither for guests nor for the members of the family, but take their places at once at table; the servants stand in the breakfast-room until the master and mistress are seated, when having seen that they are comfortably seated, they commence waiting at table. The butler stands beside his mistress at the top of the table, and hands the cups that she has filled, on a salver, to those seated at table. While the butler is inquiring of each person whether they will have tea or coffee saying, "Tea or coffee, sir?"

and handing them whichever they prefer, the footman hands, first the dry toast and rolls, which are taken off the table for this purpose; the silver toast-rack is placed upon a plate when handed, the butter is then taken off the table and handed round, as is the egg-stand, which is also handed on a plate. In some houses the eggs are enfolded in a serviette for the purpose of keeping them hot; when this is done an empty egg-cup is placed beside each breakfast-plate. It is usual for the butler to ask each person what they will have, naming the hot and cold things that are provided for breakfast, and it is the butler's province to serve the dish selected by placing a portion on a plate, which is then handed by the footman (as has been before said, everything is handed); and everything placed upon or taken from the table by the servants in attendance is placed and removed from the left side of each person. When each person at table has been served with what they require the servants withdraw from the room and the gentlemen help themselves to anything further they may need. A late arrival at the breakfast-table would do the same unless fresh toast or another hot dish were brought in for his or her benefit, when the servant bringing in the fresh relay would serve the late comer as he had done the other members of the party.

In some large houses, in the case of a large party of visitors being present, it is customary for the butler

to pour out the tea and coffee at a side-table, and it is then handed by the footman to the guests.

When guests are not present, and the family are breakfasting alone, the presence of the servants after the breakfast has been brought in is often dispensed with; indeed, oftener than not, it being a purely optional matter whether the servants remain in attendance during the whole of breakfast or not.

Where only one servant is kept—whether manservant or parlour-maid, he or she does not remain in the breakfast-room after breakfast has been brought in, the family waiting upon themselves. The mistress of the house pours out the tea and coffee and hands it to those at table, probably adding cream and sugar to it to save trouble, as in the family circle the small glass cream jugs and sugar basins are not in everyday use, but the table is laid in the same way in all other respects. Tea-trays are never used at breakfast, whether of silver or *papier-mâché*, the tea-cups and saucers, and *et ceteras* being placed upon the table-cloth. The morning letters are generally placed upon a table in the breakfast-room, from whence visitors select their own letters. In some houses the butler hands each person their letters on a salver. It is either the footmen's or the footman's duty to take away the breakfast and all appertaining to it; the viands are carried into the kitchen, the china into the housekeeper's room, or still-room, and the plate into the pantry, the

preserves and fruit are taken to the housekeeper's room.

With regard to the attire worn by servants at breakfast, the butler wears the regulation black suit, the footmen their indoor livery, the single-handed man-servant, not being in livery, also wears a black suit; the parlourmaid wears a print dress, white apron, and white cap.

Hunt breakfasts are generally served in the large hall or dining-room. Sitting-down hunt breakfasts are served in the manner above described, with this difference, that wine, spirits, and liqueurs are provided, and that the tea and coffee are served by the butler from the sideboard, instead of by the mistress of the house at the top of the table.

CHAPTER VI.

WAITING AT LUNCHEON AND THE ARRANGEMENTS OF THE LUNCHEON-TABLE.

LUNCHEON, as has been said in a former work,* is an inconsequent meal, yet, paradoxical as it may appear, it is an event of no little importance in the domestic arrangements of each day, although in some households it is served in a more ceremonious manner than in others. With some people luncheon is in reality the children's dinner, when dishes suitable for children only are provided and when the mistress of the house makes her luncheon on this wholesome fare, and where it is not the rule but the exception to invite friends to luncheon. In other houses the younger children dine with their nurse in the nursery, while only the elder children dine at luncheon with the heads of the family. But it is in houses where there are no young children, generally speaking, that luncheon is regarded in the light of an agreeable social repast, to

* "Manners and Tone of Good Society."

which friends are regularly invited or are expected to drop in without an especial invitation, it being an understood thing that their doing so would be agreeable.

Two o'clock is the fashionable luncheon hour, both in town and country; half-past one is not so fashionable an hour, but is sometimes found more convenient, and when luncheon is served at one o'clock, it may be taken to mean that it is the children's dinner hour. When the servants dine at one o'clock, the luncheon-table is generally laid by half-past twelve. It is the footmen's duty to do this, where a footman or footmen are kept; the butler decants the wine and overlooks the general arrangements. The luncheon-table is covered with a fine damask table-cloth, beneath which is a baize or cloth cover. It is needless to say that table-mats, or slips, as they are vulgarly termed, are as inadmissible at luncheon as at dinner or breakfast.

The cover for each person consists of two large knives and two large forks, a glass for sherry and one for claret. Soup is so seldom given, that the luncheon cover does not include a table-spoon for soup; the same remark applies to fish, although dressed fish and *mayonnaises* of fish are favourite luncheon dishes (see "Cost of Entertainments"). A fish-knife and fork are not required, a large dinner-fork being sufficient for the purpose.

Serviettes are very generally used at luncheon, and are a great convenience when provided, but yet not to use them does not argue a want of knowledge of how things are done; as many fashionable families think it unnecessary to use them at this meal. When they are used, they are folded as at dinner, and the bread placed within them, and are placed on the table between the knives and forks of each cover. When serviettes are not used, the thick square piece of bread is placed at the left hand of each cover. Salt-cellars and small water carafes are placed the length of the table. Menu-cards are not used at luncheon.

Luncheon is sometimes served *à la Russe* and sometimes not; both styles are equally fashionable, although, perhaps, luncheon *à la Russe* is ultra so. When luncheon is served *à la Russe*, no dishes are placed upon the table, save dishes of fruit and vases of flowers. The extent of this display is optional; some people content themselves with grasses or ferns, others with single flowers in low specimen glasses, roses, &c. A very general practice is to serve luncheon partially *à la Russe*, in which case the lighter viands are placed upon the table, while joints are served from the side-table. Again, when luncheon is served *à la Russe*, or partially *à la Russe*, the decanters of wine are not placed upon the table, but when luncheon is helped from the table by the master and mistress themselves, then sherry and claret are placed

upon the table ; but even in this case the wine is first handed by the butler to the guests.

When luncheon is not served *à la Russe* all confectionery or cold sweets in the way of jellies, creams, pastry, or fancy sweets, are placed down the centre of the table, with a lunch-cake and dishes of fruit. The hot *entrées*, or cold *entrées* (see the work before alluded to), are placed before the mistress at the top of the table and before the master of the house at the bottom of the table, which dishes are helped by them, after they themselves have ascertained which dish a guest is inclined to partake of.

Cold joints, cold chicken, cold game-pie, cold lamb and cold beef, and things of a substantial character, are usually served from the side-table by the butler, to avoid encroaching too much upon the attention of the master of the house, although he not unfrequently carves the hot or cold joint after having helped the *entrées* ; it is immaterial which plan is followed.

The vegetables are never placed upon the table at any time during luncheon, but are always handed by the footman to the guests, and are served in silver or plated dishes, with or without compartments ; as at dinner, a table-spoon, or a table-spoon and fork, as required, are placed in each dish or compartment of a dish before it is handed.

The side-board is covered with a white cloth, and contains rows of knives and forks, dessert-spoons and

table-spoons, for use when required, extra wine-glasses and tumblers are also placed on the side-board, also the cruet-stand, which is never placed on the luncheon table; decanters of wine and a claret-jug of claret occupy a place on the side-board. The dinner-waggon, which is covered with a white cloth, usually holds the silver bread-basket of bread, the Stilton cheese on a cheese-dish, the cheese having a serviette fastened around it, or a dish of cut cheese, pats of butter are placed in one compartment of the china dish for cheese or on a separate dish, and are in readiness on the dinner-waggon.

A good supply of cold plates are also placed on the dinner-waggon, plates for dessert when dessert is given, but a little fruit is more often given at luncheon than is ceremonious dessert. Powdered sugar is not placed upon the luncheon-table, but is handed to the guests on a waiter when required.

The butler announces luncheon to his mistress in the drawing-room, which he does in the manner described in a former work,* the correct formula being, "Luncheon is served," the butler does not vary this sentence for the sake of variety; having made the announcement, he returns to the hall, where himself and the footmen await the coming of the family. When the company are seated at table, if luncheon is served *à la Russe*, the first *entrée* is

* "Manners and Tone of Good Society."

handed by the footman, commencing with the lady seated at the right hand of the master of the house, from thence continuing round the table; an *entrée* is often followed by vegetables and by a salad. Before handing an *entrée* a footman places a hot plate before each person; when salad is handed a salad-plate is offered at the same time; after the first *entrée* has been handed, the butler offers the wine—sherry or claret—and pours out the one selected, as at dinner. If there is not a second *entrée* he carves the hot joint, or chicken, or whatever may be provided; the footman takes away the plates that have been used before handing the chicken or joint. In doing so he gives each person his or her choice, and says “Chicken or lamb, sir?” wine is then again handed—sherry or claret. When champagne is given at luncheon it is handed immediately after the first dish has been served, and claret or sherry are not then offered, but are given if asked for, in place of champagne, which would not be handed more than twice during luncheon.

The sweets are handed round as at dinner in their turn, a fresh plate with a dessert-spoon and small fork upon it, is placed before every person previous to handing each sweet; cheese is sometimes handed after the sweets, and sometimes grapes or pears.

After everything has been duly handed, and everyone has been helped to what they require, the servants leave the dining-room.

When luncheon is not served *à la Russe*, and the master and mistress of the house help the viands on the table before them; if dressed fish or *mayonnaise* of salmon is given, it is naturally the first dish that is helped; it is either handed round as an *entrée*, or is helped by the master or mistress of the house; when handed round as an *entrée*, a dinner-plate is placed before each person previous to its being handed, but when helped by one of the heads of the house a small help is handed to each person in succession, who have said that they wish to partake of that particular dish. The servant takes the plates singly from the left hand of his master or mistress.

Again, when chicken, beef, or lamb, is helped by the master or mistress from either end of the table, they themselves inquire of those at table which they prefer, the mistress says, perhaps, "Will you have some chicken?" or the master of the house says, "May I give you some beef?" and a small help of either is handed by the servant or servants in attendance.

When luncheon is not served *à la Russe*, and the host and hostess carve the joints themselves, it is the rule to help the ladies before the gentlemen, and the master or mistress says distinctly to the servant at the moment of his taking the plate from the table, "For Mrs. A."

When a servant hands an *entrée* or sweet, he does

X not hand it to ladies before gentlemen, but in the order in which the guests are seated, commencing with the lady seated at the right hand of the master of the house. When only the members of a family are present at luncheon, the mistress of the house is the first to be helped.

The mistress of the house helps the substantial sweets, such as fruit-tarts, puddings, sweet-omelette, &c. ; but the lighter sweets, jellies, creams, or pastry, are taken off the table by the servants or servant, and handed to those at table, and are then replaced.

When the servants are not engaged in waiting at table, the footman stands behind his mistress's chair and the butler behind that of his master, in readiness to remove the plates and to offer fresh dishes. The plates are removed as soon as a servant observes that they are done with.

When places are laid at table for children, the cover consists of a small knife and fork and dessert-spoon, a small tumbler or silver mug: it is not usual to put wine glasses or serviettes for their use. It is customary for the mistress of the house to help the children at luncheon from those dishes placed before her. Young children seldom dine at luncheon when it is served *à la Russe*, but when they do so they are helped by the butler, as are the other persons at table. When guests are present at luncheon, they are helped before the children.

Where a single-handed man-servant or parlour-maid is kept, luncheon cannot be served *à la Russe* as a matter of course, but the waiting at table is conducted on the same method as when two or three men-servants are kept, but a man-servant or parlour-maid would not say, when announcing luncheon, "Luncheon is served;" as in a small establishment, where only one servant is kept to wait at table, such an announcement would sound pretentious. The usual formula in these households is, "Luncheon is on the table, ma'am," or "Luncheon is ready, ma'am."

When luncheon is over, the master of the house rings the bell before leaving the dining-room, and upon the servants' return the butler's first duty is to put away the wine, and the footman's to clear the table. Where only one servant is kept, whether man-servant or parlour-maid, the master or mistress generally puts away the wine in the cellaret before leaving the dining-room.

CHAPTER VII.

THE MANNER OF PREPARING AFTERNOON TEA.

AFTERNOON tea is not in fashionable circles regarded as a meal; it is merely a light refreshment, to break what would otherwise be a six hours' abstinence between a two o'clock luncheon, and an eight o'clock dinner. Afternoon tea is popular as a social institution, independent of its nutritive qualities, and its reviving influence.

Tea is served, or brought into the drawing-room either at four, half-past four or five o'clock, but not later than five. Afternoon tea is not served in the dining-room, except at an "At Home," or large five o'clock tea.

Where a butler, or two footmen are kept, it is the footmen's duty to carry the tea into the drawing-room; but where a butler and one footman are kept, the butler assists the footman in so doing. One footman takes the silver salver or tea-tray into the housekeeper's room, with the silver tea-pot, and tea-kettle, sugar-basin, cream-jug, and tea-

spoons. The housekeeper, lady's-maid, or cook, or whoever may be acting as housekeeper, makes the tea, fills the hot-water-kettle with boiling water, fills the sugar-basin and cream-jug, and places the tea-cups on the tray, with tea-spoons, a plate of thin bread and butter, or cake, if not both. One of the footmen, before taking in the tea, places a low table in front of his mistress, or of the seat usually occupied by her when pouring out tea, or he sees that the table near to her chair is clear of articles, that he may at once place the tray upon it. The table is not covered with a white cloth; but if it chanced to be covered with a smart drawing-room table-cover, it would not be removed; but the tables used for tea are chiefly small round tables, covered in velvet, or embroidery, and trimmed with lace, or are square wicker-work tables; tea is not served on large tables, neither are chairs placed in order around the small tea-table, but remain in their usual position in the drawing-room. Neither plates, doyleys, or serviettes are used at afternoon tea.

Cups of tea are not handed, when the mistress of the house pours out the tea; but the servant places the tea-tray upon the table, and arranges the cups and saucers in order. If there is not sufficient room on the tea-tray or tea-table for the plate of cake, it is placed upon a small table close at hand. If the hot-water-kettle is a large-sized one, it is brought in

by the under-butler as soon as the tea-tray has been placed on the table. The hot-water-kettles in use at afternoon tea are the hanging silver kettles on stands, or silver or china kettles, about the size of a tea-pot, which do not require a stand. Tea-pot stands, or tea-cosies, are not used, and are considered bad style.

The footman does not return to take away the tea-tray until the drawing-room bell is rung for him to do so, or until his mistress has left the drawing-room; but he enters the drawing-room for the purpose of placing a table in readiness for tea. He would not inform his mistress as to the reason of his entering the room, but would perform his duty in silence; neither would he knock at the drawing-room door before opening it. It would be in very bad style were a servant to do so. It is proper and correct that servants should knock at bed-room and dressing-room doors before entering the rooms; but at drawing-rooms, dining-rooms, boudoirs, and library-doors, it would not be so.

The tea-tray is carried from the drawing-room to the housekeeper's room, where the china is left, and the plate is then taken to the pantry.

Where the mistress of a house does not care to give herself the trouble of pouring out the tea for an indefinite number of callers, the tea-tray would be prepared in the manner before mentioned; but in

this case cups of tea, according to the number of persons in the drawing-room, are poured out by the housekeeper, and the tea-pot and hot-water-kettle are not taken into the drawing-room, the footman hands the tray first to his mistress, if no guests are present; but when guests are present, tea is first handed to the lady of highest rank present, and to the married ladies before the unmarried ladies. He then takes away the salver or tray, with its contents. He does not leave it in the drawing-room, or put it down while he is there. The tea is either brought in at the usual hour for having tea, or, if required earlier, the mistress of the house rings the bell, and orders it to be brought in. She does not mention how many cups of tea are required, as if she were giving an order at an hotel, but merely says, "Bring some tea, please;" or, "You may bring in the tea;" or, "Let us have tea at once, please;" or, "I rang for tea;" or, "We will have tea now."

It is the servant's duty to notice how many persons are in the drawing-room, and how many cups of tea are consequently required. It would be very remiss and careless were he to bring in cups short of the number, and it is always advisable to bring in an extra cup of tea in case another visitor should arrive in the meantime. At small five o'clock teas, when the number of the guests does not warrant tea being served in dining-rooms, and the size of the drawing

rooms determine this matter, the tea is served in the back drawing-room. If the guests numbered from twenty to thirty, and the drawing-room were of an average size, it would be almost unsciable to divide the guests by having tea in the dining-room, but if guests much exceeded this number, it would then be served there. At these small drawing-room teas a good-sized square table is placed in a convenient corner of the back drawing-room.

A white damask table-cloth is spread on the table, and as many cups and saucers are placed upon the table as there are guests expected. The cups include tea-cups and coffee-cups, but more tea-cups than coffee-cups are usually required. The cups are placed in rows. The tea-cups are placed at one end or side of the table, and the coffee-cups at the opposite end or side. The urn occupies the centre of the table, two small tea-pots and two small coffee-pots are placed in the centre of the rows of cups. A silver jug of cream, and a basin to correspond of loaf sugar, a basin of crystallized sugar, and a jug of milk for the coffee. Slop-basins are not used on these occasions, neither are plates, doyleys, serviettes, or small knives. The sole eatables provided are thin bread and butter, biscuits, coffee-biscuits, macaroons, and pound-cake; sponge-cakes are rather in favour at children's teas, but not much fancied at drawing-room teas. When tea is served in this fashion, in the drawing-room, the

ladies of the house, or some intimate friend of its mistress, pour out the tea with the assistance of some of the gentlemen present. The servants do not remain in the drawing-room after they have brought in the tea, and when anything extra is required in the way of additional cups, fresh tea, more bread and butter, &c., the mistress of the house would ring and give the necessary orders. The tea-table would be prepared in the drawing-room half an hour before the hour at which the guests had been invited. The tea and coffee would not be brought in until the hour named in the invitation, say four or five, either hour being considered equally fashionable.

The tea-table is not cleared, or the things removed, until after the departure of the guests, when the footman, man-servant, or parlour-maid would perform that duty, and rearrange the drawing-rooms.

It is the footman's duty to prepare the table for tea, and to bring in the tea and coffee; the butler carries in the urn; he also announces the guests as they arrive. (See Chapter "Announcing Visitors.")

At afternoon "At Homes," or large Five o'clock Teas, tea is served in the dining-room; a buffet is formed of the dining-table, which is placed at the upper end or the side of the room, if the doing so affords greater space; thus the buffet extends the length of the room or the width of it; the buffet is covered with a white damask table-cloth; the centre

of it is occupied with plated urns containing tea and coffee, or silver tea-pots and coffee-pots, and an urn for hot water, dishes of fancy biscuits, cake, thin bread and butter, fruit, &c. (see work entitled "The Cost of Entertainments"), are also placed the length of the buffet. Decanters of sherry and jugs of claret and champagne cup are placed at distances in front of these, a space being left clear at the outer edge for the tea-cups when used. The cups and saucers are placed in rows behind the urns, and relays of the same on a small table or butler's tray stand close at hand; wine-glasses are placed near the decanters, that gentlemen may help themselves to wine. When claret-cup or champagne-cup are given, small thin tumblers are placed near the glass jugs. Jugs of cream and milk, and basins of sugar, are placed on the buffet at intervals. Small plates, doyleys, and serviettes, are never used at this class of tea, unless strawberries and cream are given, when they are handed on a plate, with a dessert-spoon and small fork on each side of it, ready for use. When ices are given at afternoon teas, they are handed on a small glass plate, with an ice-spoon on the side of the plate; tall ice-glasses are not good style, and the most fashionable way of serving ices is in small paper cups placed on the ice-plates.

The tea is always poured out on these occasions by the lady's-maids and upper female servants, but never

by the men-servants. These women servants stand behind the buffet, and pour out the tea and coffee, and hand it across the buffet when asked for. The only remark offered by the servants in attendance is, "Tea or coffee, ma'am?" not "Will you take tea or coffee, ma'am?" or "Shall I give you some tea, ma'am?" A well-mannered servant merely says in a respectful tone of voice, "Tea or coffee, ma'am?" When guests ask for tea or coffee, they generally say, "Tea, please," or "Coffee, please," or "Will you give this lady some tea?" or "This lady will have some coffee." If there were a crowd of guests around the buffet, the servant to whom the request was made would answer, "Yes, sir," to show that she had heard it and was attending to it. But if there was no doubt that she had heard the order, and which of the guests had given it, she would hand the tea or coffee across the buffet without remark. When ices are asked for, in answer to the words, "An ice, please," she would say, "Strawberry or lemon, sir?" See work entitled "The Cost of Entertainments." If only one ice has been provided, the answer would be "Yes, sir." To repeat the words of an order, unless a doubt exists as to its having been heard correctly, is ill-mannered on the part of a servant. The ices are not under the charge of the servants who pour out the tea, but under that of the still-room maid or cook, and are served from a side-table at the back of the buffet,

and are handed to the servants at the buffet when asked for. Piles of ice plates, paper cups, and spoons are in readiness on the side-table for immediate use. The guests help themselves to cake and biscuits or anything they may require from the buffet; but the ice wafers are placed on the ice-plates when the ices are served in paper cups, otherwise a dish of wafers is handed to the lady by the gentleman who has asked for the ice for her, or she takes it herself. The men-servants are constantly engaged in taking away the glasses that have been used, and the tea-cups and saucers. The former are taken to the pantry to be washed, and the latter to the housekeeper's room or still-room. A sufficient quantity of glass and china is always provided, so as to avoid a shadow of inconvenience from the want of either. The decanters of wine and the jugs of claret and other cups are replenished by the butler, who replaces empty decanters and jugs with full ones. When the dishes of cake, &c., show signs of their being exhausted, the footman replaces them with fresh dishes, which he procures from the housekeeper's room. Dessert dishes and glass dishes are used for this purpose. Where only one man-servant is kept, and small "At Homes" are given, one of the women servants attends to this duty, as the man-servant would be engaged in opening the door to the visitors on their arrival, and for them on their departure, and in

announcing them in the drawing-room. See Chapter "Announcing Visitors."

Seats are not placed in the dining-room for the guests, and the room is cleared as far as possible of all movable furniture to allow all available space.

The women-servants on these occasions do not wear print dresses, but dresses of dark materials, white aprons, and white caps; the butler wears the usual black cloth suit; and the footmen wear indoor livery. The single-handed man-servant wears the regulation black suit. The tea-room arrangements at balls, dances, at-homes, amateur theatricals, are carried out precisely in the same manner as the foregoing, both as regards the waiting at table and the way in which the tables are arranged. At lawn-tennis parties and garden-parties, tea is served in a similar manner, although it is sometimes served in a marquee, or tent, or even on tables on the lawn under the shady trees. Fruit is also a great feature on these occasions, when pines, melons, peaches, or grapes are given; dessert-plates are then provided, and are taken from piles of plates at the end of the buffet, and handed with a dessert-knife and fork when pine or melon is eaten. A separate table is also placed near the tea-table with refreshments for the gentlemen in the way of soda-water, brandy, wine, and cups. Although the gentlemen help themselves to wine and cups, the attendance of the butler and footman is required at this table to

open the soda-water, and to replenish the decanters and jugs or cups, and remove the wine-glasses, tumblers, and soda-water-glasses that have been used, and keep the table well supplied with glasses.

CHAPTER VIII.

WAITING AT DINNER AND THE ARRANGEMENTS OF THE DINNER-TABLE.

THE arrangements of the dinner-table, and waiting at dinner, are among the most important of domestic duties, and are points which soonest betray want of experience or want of training on the part of a servant, whether butler, footman, or parlour-maid.

A servant who has lived in smart, fashionable houses, or in what is usually styled "good families," thoroughly understands how these things are done, and requires neither training nor teaching from his mistress; but these efficient servants generally aspire to enter families higher in rank and position, or keeping larger establishments, than those in which they last lived. The question of wages increases the difficulty in obtaining a really well-trained servant. One who knows his business is not ignorant of his value, and claims to be at the head of the tariff, asking wages for his services which many mistresses of households with moderate incomes are not justified in

giving, and who consequently have to engage servants who have not lived in such "good families," and who have not acquired the style or manner of doing things common in those houses; but a useful, intelligent servant, though he may not have lived in "great houses," or yet in little "smart houses," can easily be taught to drop or to discontinue any obsolete or vulgar fashion that he may have picked up on his way through the world, in reference to waiting at table, or in reference to any of his duties, either as butler, footman, or single-handed man-servant. A mistress of a house who can teach a servant the proper way of doing things, whether the knowledge is derived from this work, or whether from personal experience, can without much trouble train an ordinary or even an ignorant servant to become a most competent one. Again, ladies not unfrequently find that servants who have lived in large establishments contract a habit of disparaging the arrangements of those establishments conducted on a smaller scale. This often engenders a spirit of discontent in the servants of a household where dissatisfaction with things as they are has not hitherto appeared; besides which, servants who consider themselves to be very high-class domestics, have a way of taking the management of affairs into their own hands, not always palatable to their mistresses, such management being invariably attended by a considerable increase in the household expenditure. They

order things on their own responsibility; they change the tradespeople on the same principle. When a butler holding these views is at the head of an establishment, the mistress of it stands greatly in awe of him, and hardly ventures to invite a guest to dinner without given him full notice of her intention. Thus a well-trained servant coming from a large establishment has his disadvantages as well as his advantages, the former too often outweighing the latter.

The dinner-table arrangements and waiting at table are the same whether the party consists of four or twenty, the difference consisting in the scale on which the arrangements are carried out, while the method of waiting is regulated according to the number and strength of the household.

Where a butler and two footmen are kept, it is the duty of the two footmen to lay the table, the butler bestowing an approving glance when the work is complete. Where a butler and one footman are kept it is the footman's duty to lay the table, and the butler's duty to see that all is correctly done. Where one man-servant only is kept the duties devolve upon him, or where a parlour-maid is kept, upon her; but in this case the mistress of the house overlooks the arrangements to see that all is as it should be, and that her directions have been duly carried out.

Round tables, although they have a cosy home-like appearance, are not used in fashionable houses,

long telescope tables being the only ones in use, into which two, three, or four leaves can be inserted, according to the number of guests; too long a table has an unsociable appearance, and the length of the table is proportioned to the number of the guests. The dinner-table is always covered with a thick baize cloth, not to preserve the polish of its surface, but to improve the set of the table-cloth, which should be without wrinkle or crease. Fine white damask table-cloths are the correct style of cloth, and nothing has as yet superseded these, or is likely to do so; though fantastic and would-be artistic ladies of a certain class affect to describe oddities, or novelties, as they are pleased to term them, such as black velvet striped with crimson and yellow satin, or white muslin trimmed with pink bows, which they have an idea would look very picturesque, whereas the heart of man is wedded to the traditional snowy damask table-cloth.

A clean table-cloth is required for each evening, and it is the footman's or parlour-maid's duty to see that it is properly aired, as a damp limp cloth is a thing to be avoided; the same remark applies equally to the serviettes, which should also be carefully aired, and fresh ones provided for each meal.

The most fashionable dinner-hour in town, is from eight to half-past, in the country it varies from half-past seven to eight; there are people who cling to

the old-fashioned hour of seven, while, with professional people, the favourite hour is half-past six.

On occasion of a dinner-party, the cloth would be laid somewhat early in the afternoon, as the arranging the flowers frequently occupies considerable time; this is sometimes done by the florist who supplies the flowers, and sometimes by the mistress of the house or her daughters, or failing these, by the butler.

In the country the head-gardener usually assists his mistress in decorating the dinner-table.

In houses where family-plate is forthcoming in the shape of centre-pieces, epergnes, and silver-candelabra, they form the principal of the table decorations, interspersed and supported by flowers and fruit, the dessert being arranged by the housekeeper. When there are no silver centre-pieces, epergnes, cups, or silver-gilt vases, graceful and pretty centre-pieces of glass are used, filled with flowers, moss, and grasses; low specimen glasses for single roses or flowers placed on either side of the table, or flat glass troughs filled with flowers are also placed the length of the table, in addition to the floral arrangements down the centre of the table; but these latter should never be pyramids in height, the fashion being to have them as low as possible.

It is a pretty fashion to place trails of ivy, ferns, virginian creeper, or other kinds of foliage on the table-cloth, interspersed with single cut flowers.

A handsome show of fruit, consisting of grapes, strawberries, a pine, a melon, peaches, &c., is placed on the table as an attraction in itself amongst the flowers, to be admired previous to being eaten; but in many houses it is thought preferable to ornament the table with flowers only, and not to place the dessert upon it until after dinner, as in town, fruit that has been gathered for many hours, whether it comes direct from the hot-houses of the owner situated in some distant county, or whether it comes from the adjacent fruiterer, or from Covent Garden Market, cannot fail to exhale a very powerful odour, which does not add zest to the enjoyment of the epicure, or increase a delicate or a fastidious appetite; and as many London dinner-guests possess this class of appetite, if they are not actually epicures in the fullest sense of the word, it is possible that to them the combined odour of a variety of fruit is positively unpleasant; in the country freshly-gathered fruit has no such effect, and either plan of having the dessert on or off the table during dinner is equally fashionable, if not equally agreeable to the guests.

In the choice of flowers for table decorations great experience is required, as many flowers, brilliant and bright by daylight, have a contrary effect at night, and do not light up, but appear dull and heavy, and table decorations which are arranged by daylight

have a very disappointing and tame appearance at night, in spite of the labour, care, and expense bestowed upon them. People with any pretensions to fashion or style generally dine *à la Russe*, as it is a more luxurious and pleasant mode of dining; but this style cannot be carried out where only one servant waits at table, as it necessitates at least two servants being in attendance to wait upon the master and mistress of a house when dining alone. When the waiting at table is done by one servant, whether manservant or parlour-maid, a sort of compromise between the old-fashioned and the new is affected, the host helps the soup, the fish, the joint, and the birds, and the hostess helps the tart or pudding, or whatever it may be, but the side dishes and the vegetables are handed by the servant. In laying the table for a dinner-party, the usual cover for each person comprises two large dinner-knives and a small silver fish-knife, two large dinner-forks and a small silver fish-fork; these are placed on the right and left-hand side of the space to be occupied by the plate, a table-spoon for soup is also placed on the right-hand side, bowl upwards. The serviette, with the roll enfolded in it, is placed in this space, rather at the edge of the table than at the centre of the space. Fantastical ways of folding serviettes are not in the best taste, such as birds, rabbits, fans, twists, and true lovers'-knots, for instance, the most approved style being to fold them

either in the shape of a mitre or in the shape of a slipper.

Where two footmen are kept, it is their duty to fold the serviettes, but where a butler and one footman are kept it is then the butler's duty to do this.

It is always considered necessary to have small French rolls at a dinner-party. A glass for sherry, a glass for hock or claret (whichever is given), and a glass for champagne, are placed at the right-hand side; a tumbler is not used at a dinner-party unless a guest does not drink wine, when a tumbler would be asked for of a servant in attendance. Very thin wine-glasses are used for sherry or hock and claret; sometimes they are engraved, sometimes they have a monogram or crest, or they are quite plain; but in any case thick glass is never used. The glasses for hock are often very pretty, pale rose-coloured glass being the most fashionable. Champagne glasses, when engraved, correspond in pattern to the other glasses. As to the style of champagne glass in use, the cup-shaped, open glass is the one most in favour. Some people use champagne tumblers—short, thin, narrow glasses—but they are not generally preferred; the narrow, slender, vase-shaped champagne glasses are quite out of date, and are a thing of the past.

The claret-glass forms part of the dinner cover, and a clean claret-glass is again placed on the table after dinner at dessert, as many guests prefer drinking

light claret throughout dinner in lieu of any other wine. The speciality of a claret-glass is that it should be thin and large.

Small engraved carafes, or water-bottles, holding about half a pint of water, are placed on each side of the table, one carafe to each couple. The space occupied by the flowers and fruit and other decorations on some dinner-tables does not admit of this number of water-bottles, in which case one carafe is placed for the use of four persons.

The same arrangement is carried out with respect to the salt-cellars, which are either of silver or fine glass, one salt-cellar doing duty for each couple.

Quaint menu-holders, generally of china, are placed the length of the table, one to each couple. The menu-cards, which are slipped into these menu-holders, are always written out by the mistress of the house or by the *chef*. When menu-holders are not used, the menu-cards are more elaborate, and are placed against a vase of flowers facing each couple; or when the dinner-party is a small, unpretentious one, one or two menu-cards are sufficient.

The sideboard is the next thing to which attention should be directed, as it is the appendage to the dinner table. This also has a cloth placed upon it, a sideboard cloth made to fit the sideboard and not to fall over the front or ends. On the occasion of a dinner party the sideboard is adorned with family

plate, in the way of salvers, cups, or a handsome lamp; here are laid out in order and in rows, a row of large forks, a row of large knives, a row of small forks and small knives, a row of table-spoons, a row of ladles for the different sauce-boats, a row of dessert-spoons, rows of claret and sherry glasses; a few tumblers, in case of their being required, are also placed on the sideboard. It is from the side table that dinner *à la Russe* is served, therefore the soup ladles, the fish slice and fork, and the carving knives and forks, are placed in readiness for use. On the sideboard is placed the wine decanted for use, as decanters of sherry are never placed on the table during dinner, although they are placed opposite the host at dessert. From three to four decanters of sherry, the same of claret, and a jug of after-dinner claret. Sparkling wines, hock, and champagne, are not decanted, but are kept in ice pails and opened as required. When champagne cup or claret cup are drunk in the summer instead of champagne, they are mixed in large glass jugs and are also stood on the sideboard. Port is so little drunk that one decanter of this wine is almost sufficient. The dinner is served from a side table placed close to the sideboard; this also is covered with a sideboard cloth and not with a cloth falling around it as if it were a supplementary dinner table, but preserves the character of a smaller sideboard intended for serving purposes only. The

dinner waggon is an addition to the sideboard, the shelves are covered with serviettes; on one of these shelves the dessert is placed when it is not allowed on the table until the moment for serving it. On another shelf are arranged the dessert plates for immediate placing on the table when required. When ices form part of the dessert an opaque glass ice plate is placed on the dessert plate and the d'oyley and the finger-glass on the ice plate in addition to a gold ice spoon, and a silver dessert knife and fork, or gold, as the case may be. Finger glasses are only put on the table with the dessert, they are not used during dinner, as they are not required until the fruit is eaten. The best style of d'oyley in use is the white d'oyley with fringe—comic d'oyleys, pen and ink sketches, and lace d'oyleys are sometimes used.

The dinner waggon also holds the salad bowl and salad plates, with salad fork and spoon, the silver bread basket, in which a small serviette is folded, and upon this are laid short thick pieces of bread or rolls, but lace or crewel worked bread-cloths are not used. A china dish with three compartments, holding cheese cut in large dice, and small pats of butter, is placed on the dinner waggon to be served in its proper turn.

The most approved mode of lighting a dining-room is by means of wax candles placed in candelabras or branches, each candle being covered with a small paper shade, green or pink; there is no lighting

which is so pleasant as is this method, and about twenty wax candles would well light a dinner table arranged for a party of sixteen. Some people use a large handsome lamp, or two lamps, as the size of the table demands, also shaded with coloured shades. Others light their dining-rooms with gas sunlights or gaseliers, but lighting by gas is not considered to be the most fashionable mode of lighting dining-rooms.

With respect to plate, the most fancied, because it is the more rare, is antique silver plate, notably of the Queen Anne period; but perfect sets of old silver are in some cases only formed by years of patient collecting. When modern plate is used the favourite style is, perhaps, the King's pattern.

Whether antique or modern plate is used, the handles of the dinner knives are usually of silver; when this cannot be indulged in, ivory handled knives take their place. The side dishes or *entrée* dishes which are handed round by the servants are of silver, and often of old silver, not old enough to be considered antique, but old enough not to be termed modern. The vegetable dishes are also of silver, the modern ones being much in favour which have two compartments. The sauce-boats are also of silver, as are the small waiters, as is the cruet stand, which although never put on the dinner table, finds its proper place upon the sideboard.

As a well furnished plate chest is not a possession

that every one can boast of, and as silver dishes and silver salvers run into money, very good plated articles are used in place of silver *faute de mieux*. When dinner is served *à la Russe*, and silver *entrée* and vegetable dishes are used, the only portion of the dinner service which is of china are the soup plates and dinner plates used in the different courses, and the dishes on which the joints, &c., are served; while in some great houses the dinner plates are of silver or gold—silver for ordinary use, and gold for larger entertainments; but many prefer eating off a china plate to one of precious metal, even if able to afford such a luxury. With regard to china dinner services, the fashion of to-day is old blue china, or modern blue and white Dresden china; a set of the former, however, cannot be purchased, but on very rare occasions when some collector parts with his treasures, otherwise, like sets of old silver, they are collected piece by piece.

In laying the dinner-table for a family dinner in a household of moderate means, where a footman and butler are kept, or where a man-servant or parlour-maid is kept, the cover would consist of two large knives, three large forks, a table-spoon for soup, a glass for sherry, a glass for claret, and a tumbler; tumblers for the gentlemen when they drink ale or light claret, or for ladies, who often drink claret and water or sherry and water, but tumblers would not be placed on the table unless they were generally used by

the family. Where silver fish-knives and forks are not in every-day use, the fish is eaten with a large silver fork. In some houses soup and fish are given on alternate nights, in others, fish every other night and soup every night; this arrangement being a matter of economy and inclination. (See "The Cost of Entertainments").

Thick square pieces of bread are placed in folds of the serviette instead of rolls. Salt cellars and carafes are placed on the table in the same proportion as when laying a table for a dinner-party, that is to say, one of each for the use of two or four persons. Some centre-pieces to hold flowers always occupy the centre of the table at every-day family dinners, but to place the dessert on the table where a butler and footman are kept is optional, but when only a man-servant or a parlour-maid is kept, then, as dinner cannot be served *à la Russe*, the dessert is not put on the table until dinner is over, as in this case the master of the house helps the soup and fish and carves the joints and birds, and as it would be impossible for one servant to carve and serve the dinner from the side-table, even if competent to do so, in addition to waiting at table, therefore the soup-ladle and the fish-slice and fork and the carving-knife and fork are placed at the bottom of the table for the use of the master of the house.

It is considered very bad style to use table-mats, and a parlour-maid should never be permitted to put

them on the table; the gravy-spoon is placed at the right hand side of the master of the house, beside the soup-ladle. A servant should not put table-spoons at each corner of the table, their place is on the side-board until required for use, neither should the cruet-stand be placed in the centre of the table, nor single cruets in company with the table-spoons at each corner, but they should be handed by the servant when wanted.

Dessert-spoons and small forks are not placed upon the table until the moment for using them arrives; and a parlour-maid should not be permitted to place the dessert-spoon and small fork crossways on the table in front of each cover. X

Decanters of wine are not placed on the table until dessert, when they are placed in front of the master of the house. The salt-cellars should be replenished every day with fine table-salt, and the cruets carefully attended to, fresh mustard being made every day, etc. X

In laying the sideboard and dinner-waggon, the same method is carried out as when preparing for a dinner-party, the sideboard is covered with a cloth and the knives, forks, and spoons are laid out in rows ready for use, in addition to two decanters of sherry and a claret-jug of claret; the extra sauces, the sifted white sugar, the cruet-stand and other et-ceteras being also placed on the sideboard; the dinner-waggon contains the dessert and dessert-plates, and dessert-knives

and forks, the silver bread-basket and the butter and cheese ; when the cheese is not cut into small pieces and handed round, but is helped by the master of the house, it is served in a China cheese-dish, a serviette being folded and pinned around the cheese.

A lamp or transparent candles are used for lighting the dinner-table, or gas, as the case may be.

In houses where large establishments are kept and where economy is no object, and where there are two or three footmen and a butler, the method of laying the table and of waiting at dinner does not differ from the arrangements made for an ordinary dinner-party, the only difference being that the sideboard would not be laden with so much family plate and the gold service would not be used, but champagne would be drunk at dinner and the menu would be as *recherché* if not quite so comprehensive (see the work before alluded to) ; pines and grapes and peaches would be eaten for dessert, and finger-glasses would be used in consequence, but ices and liqueurs are seldom given on such occasions.

In waiting at table the average attendance required is one servant to three persons ; thus three servants are required to wait on nine people, and so on in proportion, an additional servant to every three additional guests ; when a butler and one footman only are kept, extra servants are hired according to the number of guests invited ; the traditional greengrocer from round

the corner or a waiter from a confectioner's, are not the best class of waiters to employ for the purpose, or from whom good waiting is to be expected; servants out of place, personally known to the butler, or persons who have formerly been gentlemen's servants, are most to be depended upon. In the country this need is supplied by each guest or married couple bringing a footman with them, who, as a rule, is expected to wait at dinner, so that in some country house dinner-parties the attendance averages, perhaps, one servant to two persons.

Previous to the announcement of dinner (see "Manners and Tone"), the footman places the soup tureens and soup-plates on the side-table; as soon as the guests are seated the footman closes the door, and the butler commences to help the soup, previous to which the footmen make the tour of the table—one footman on either side—to see that the chairs of the guests are sufficiently close to the table for comfort and convenience, the chairs being placed in readiness, but with sufficient space left for the guests to take their seats. Heavy dining-room chairs are sometimes difficult for a lady to move as near to the table as requisite, therefore a little assistance from the footman is required, which he renders by holding the back of the chair, and gently pushing it forward. By having the chairs evenly placed more space is gained, which expedites the waiting; and if any particular chair

stands a little further from the table for the convenience of its occupant, a careful servant notices the position of the chair, while a careless one does not, and probably blunders against it. When oysters are given, they precede the soup, in which case three to six would be placed in their shells on a plate before each guest in readiness, and not handed round as a course would be. To hand a large dish of oysters reposing on a serviette to each guest in succession is worse than bad style; it is awkward and inconvenient for the guests to help themselves from the dish. Slices of thin brown bread and butter are handed to each guest by one servant, while another hands lemon and pepper—a salver containing the pepper-cruet being held in one hand, and a plate containing lemons cut into half-quarters in the other hand.

The order of waiting at table is, in the case of there being two or more footmen or men-servants in attendance, to commence handing throughout the dinner simultaneously to the ladies seated on the right-hand and on the left-hand side of the host or master of the house, and from thence to each guest in succession in the order in which they are seated, ladies and gentlemen alternately. It is not the practice to serve ladies before gentlemen when there are a number of guests present; the doing so would occasion no little confusion and loss of time. When double *entrées* are not given, the *entrées* are handed in the first instance to

the lady seated at the right-hand side of the master of the house, and then to the lady at his left hand, and from thence to each guest in the order in which they are seated. The old-fashioned method of handing the dishes to ladies before handing them to the gentlemen at a dinner-party is now all but obsolete, as it occasions endless confusion and considerable delay.

When oysters commence the dinner, the soup is not brought into the dining-room until the guests are served with what is required to be eaten with oysters; and in the meantime the butler offers the wine usually drunk with the oysters, hock or chablis, which he brings to the right-hand side of each guest, saying, "Hock, ma'am?" or "Chablis, sir?" according to the wine given.

When two soups are given, the butler puts about half a ladleful of soup into each plate, the footman or man-servant takes a plate in each hand, and offers it at the left-hand of each guest, nothing being offered to the guests at their right-hand side during dinner, save the wine by the butler, whose office it is to pour out the wine, it never being offered by any other servant present. In serving two soups the servant would say, "Clear or white soup, ma'am?" and "Mock-turtle or Palestine, ma'am?" (See "Cost of Entertainments.")

When each guest is helped to soup, the butler hands round the sherry, commencing with the lady seated at the right-hand side of the master of the house.

It requires a certain amount of experience to pour out wine briskly and neatly, neither under-filling nor over-filling the glasses; a nervous servant is apt to let drops of wine fall upon the table-cloth after having filled a glass.

The soup-plates are removed before the fish is handed round, and placed in a plate-basket, to be carried out of the room.

When two sorts of fish are given, it is offered and handed to the guests in the same manner as is the soup, the butler serving it from the side-table. The sauce-ladles are taken from the sideboard, and put in the fish sauce-boats, before being handed to the guests; cucumber is handed when salmon is given. It is not considered fashionable to eat potatoes with fish or with *entrées*.

In some large houses a lift conveys the dishes from the kitchen to the dining-room, thus obviating the necessity of constantly opening and shutting the dining-room door. In other houses the kitchens are situated at some distance from the dining-room, which demands that everything should be additionally hot—the dinner, the dishes, and the plates. Cold fish or cold soup on a cold plate is very unpalatable, and the most *recherché* dinner is a dinner spoilt if not served hot.

It is the under-butler's, footman's, man-servant's, or parlour-maid's duty to put down the plates to warm before dinner, and to take the silver dishes to

the cook to be heated by her with hot water when dishing up the dinner. The different courses, and the accompanying sauces, vegetables, and plates, are carried into the dining-room by the footman on butler's trays, and then placed upon the tray stand.

When the guests are duly helped to soup, the butler rings the dining-room bell to intimate that fish is to be dished up; this he does also after each *entrée* and every course, that no time may be lost between the courses, long waits being considered to be very bad style, and a proof of incompetency on the part of the cook.

A hot dinner plate is placed before each guest when the fish plate is removed, before handing each *entrée*. When the *entrée* consists of cutlets, sweetbreads, &c., a table-spoon and large fork are placed in the dish; the dish should not be held too high or too low, but firmly and evenly, the servant standing at the guest's left hand; if the dish is loosely held, the guest finds a difficulty in helping himself from it. When the *entrée* consists of patties or *rissoles*, a table-spoon is placed in the dish only. In handing plates or side-dishes the servant has a thumb napkin in his hand, with which he hands the plate or holds the dish.

When the first *entrée* has been served, the butler opens the champagne at the sideboard in a noiseless manner, and wraps a serviette around the bottle, and offers it to the guests in the same order in which he

had previously handed round the hock and sherry or claret, saying, while doing so, "Sweet or dry, ma'am?" if two sorts of champagne are given; if only one sort is given, he simply says, "Champagne, ma'am?"

After the *entrées* the joint is served. The plates which have been used are removed and put in a plate basket, which has also a small compartment to hold the bones or pieces left on the plates, and which are, as it were, shot in before putting the plates in the basket. The joint is carved by the butler, the servants handing the plates to the guests in the order in which they are seated; the potatoes and vegetables are handed by another servant, while another hands the sauces — mint-sauce with lamb, currant jelly with venison and mutton, and horse-radish sauce with beef. Salad always accompanies the joint. It is the butler's duty to make the salad, which he does about half-an-hour before the dinner hour. It is prepared in a large salad bowl, and a wooden spoon and fork are placed in the bowl when it is about to be handed, which is done immediately after the vegetables have gone the round of the table. Salad plates are handed with the bowl of salad, and are placed at the left-hand side of the dinner plates; salad plates are not placed on the table until the salad is handed, and only before those who intend eating it. The servant who hands the salad hands a plate at the same time.

At small dinners two *entrées*, followed by one joint,

form the "first course." At large dinners three to four *entrées* are given, and probably two or three *relevés* such as venison, mutton, and roast or boiled chickens. When a choice of viands is offered to the guests, thus, "Venison or mutton, sir?" would be said by the servant handing a plate of either.*

An experienced carver regulates the helps when only one joint is given, so that the larger helps can be handed to the gentlemen; but when there is more than one joint in the *relevés* the helps are equal, and small helps, rather than large ones, are sent round.

In carving poultry and game, legs of birds are not considered fashionable helps, and are only resorted to as a last resource of the carver. In the second course, when such birds are given as quails, golden plovers, snipes, Bordeaux pigeons, &c., the carver puts a whole bird upon each plate; but when larger birds are served, they are either cut in half, or the breast and wing, or slices from the breast only, are the style of help given. A choice of game is offered in the second course. After it has been handed round, the servants hand the requisite sauces and dressed vegetables (see "Cost of Entertainments"). The butler takes round the champagne after each course has been served, and replenishes the glasses unremittingly during dinner. He stands behind his master's chair

* See work before alluded to.

until his services are again required at the side-table, and does not leave the dining-room during the whole of the dinner.

Cheese-savouries, such as cheese-fondus, &c., are served after the sweets. The extra knives and forks that are required during dinner are taken from the side-board. When a knife and fork is required for an *entrée*, they are placed upon a clean hot plate and put before each guest. When required for anything carved from the side-table, whether joints, poultry, or game, they are laid upon the tablecloth in their proper place, the knife at the right hand and the fork at the left of each person.

When a fruit-tart is one of the sweets given, it is helped by the butler from the side-table. All other sweets are handed round in their turn; such as cabinet-pudding, ice-pudding, jellies, pastry, &c., previous to which each guest is supplied with a plate, on which is placed a dessert-spoon and fork.

After the sweets and savouries have been eaten, a plate with a small knife and fork is placed before each person: after which cheesestraws and cheese, and butter are handed.

The table is then cleared of plates, glasses, carafes, salt-cellars, knives and forks, and all appertaining to dinner, and the crumbs are carefully brushed off the table from the left-hand side of each person with a silver crumb-scoop or crumb-brush on to a silver waiter.

Where it is not the custom to have the dessert on the table during dinner for reasons previously referred to, it is placed on the table as soon as the cloth is cleared ; the cloth itself is never removed for dessert.

A dessert-plate with a finger-glass, arranged as already mentioned, is placed before each person, and the wine-glasses, one for sherry and one for claret, are placed at the right-hand side of the plate.

When ices are given, they are handed to the guests before dessert. Ices are always followed by liqueurs, which are handed by the butler in small liqueur-glasses on a silver waiter. The ice-plates are then removed and the dessert is taken off the table and handed to the guests, each dish in its turn. The dishes are then replaced on the table. The grape-scissors are placed on the dish containing grapes, for the use of the guests when helping themselves to grapes. A pine would be cut by the butler into thick slices, and placed upon a dessert-dish with a fork and spoon, and handed round. While dessert is being handed to the guests, the butler follows with the claret and sherry, of which he offers the choice. When he has made the round of the table, he places two full decanters of sherry and a claret jug of claret before the master of the house, and thus having completed the duty of waiting at table, he leaves the dining-room, followed by the other servants.

It is an understood thing that whilst waiting at

table no noise or clatter of any kind should be heard, and that everything should be taken up, put down, brought in and taken away in a perfectly noiseless manner. The movements of the servants themselves should be quiet and brisk, without undue haste or vulgar fussiness. If more wine is wanted by the gentlemen when the ladies have left the dining-room, the master of the house rings the bell, which is answered by the butler, when he is told which wine is required.

When the gentlemen are ready for coffee, the master of the house rings the dining-room bell as an intimation that coffee is to be brought in, which is done by the butler, who brings in the coffee on a silver salver, poured out in cups according to the number of gentlemen present; the salver also holds a basin of crystallized sugar and a jug of hot milk. In some houses the salver is handed round to each guest, in others it is placed upon the table, the guests helping themselves.

In households where a butler and footman are kept, the method of waiting at table, and the arrangements of the table, if less elaborate, are the same in every other respect, with this difference, that the master of the house invariably carves the joint and the birds from his place at the bottom of the table, and this practice is often followed even when a dinner-party is given; sometimes he helps the soup and fish, also,

at others, it is left for the butler to do this from the side-table. The side dishes, or *entrées*, vegetables, and sweets are handed in the manner and order already described, and the waiting at dinner is similar in every way, the butler offers the wine, sherry or claret, as hock and champagne are not usually drunk in the home circle.

Where only one man-servant or a parlour-maid is kept, the mistress of the house usually helps the soup from her place at the top of the table, and the fish is helped by the master of the house from his place at the bottom of the table; he not unfrequently helps the soup also. The servant stands at the left hand side of the master of the house, and takes the plates round, whether containing soup or fish, as they are served. When no guests are present, the mistress of the house is the first to be helped, and the daughters before the sons, but when guests *are* present they are served in the order in which they are seated, always commencing with the lady at the host's right hand.

It is not good style to place the fish upon a folded serviette when sending it up to table, it should be served upon a China fish-strainer placed in the dish. The *entrées* are handed round by the servant in attendance. The vegetables eaten with the joint are handed round as required; dishes of vegetables are never placed upon the table, but are placed upon the butler's tray and taken off and replaced in turn. An attentive

servant notices when any one at table requires a second help of vegetables or sauces, and hands them forthwith.

Before removing the joint, he brings a silver or plated knife-tray, in which he places the gravy-spoon and carving-knife and fork, it being awkward to remove a large dish from the table when the spoon, knife and fork are left upon it. Sherry is offered after soup, and light dinner claret after the first *entrée*, unless sherry is drunk throughout the dinner. When draught ale is drunk at dinner, the servant offers a waiter, the tumbler is then placed upon it, and the ale is poured out briskly and then slowly from a jug, giving it a fine head the while; ale that is not thus poured out has a flat, unpalatable appearance. Bottled ale is opened at the side-board, and is poured out carefully and slowly at the edge of the glass, so that the glass may be full of ale and not of froth, and is then placed upon a waiter and handed. A careless servant allows the beer to run down the sides of the glass, filling it with froth instead of beer.

In the second course the master of the house carves the chicken or game which is placed before him on the table, and the plates containing the various helps are then handed.

When a sweet or savoury admits of it, it is handed round, or the mistress of the house helps it from her place at the top of the table in

the same manner. When handed as before mentioned, a clean plate, with dessert-spoon and fork, is placed before each person previous to doing so. The master of the house generally helps the cheese himself, butter, dry toast and celery being handed round. After cheese the table is cleared of everything appertaining to dinner, the table-cloth is then carefully brushed free from crumbs, as already mentioned, the servant making the round of the table with tray and brush for this purpose, and standing while doing so at the left hand of each person.

The dessert-plates and the dessert are then placed upon the table, with the decanters of wine (sherry and claret); and where only one servant is kept to wait at table the master of the house, oftener than not, helps his wife and daughters to wine, while the sons help themselves and the ladies to dessert.

In small households such as these, coffee is seldom taken to the gentlemen in the dining-room after dinner, save on the occasion of a dinner-party, and the gentlemen usually have coffee with the ladies in the drawing-room. (See Chapter entitled "Butler's Duties.")

When the master of the house leaves the dining-room, whether guests are dining with him or not, he rings the dining-room bell to intimate that the servants may "take away."

Where a butler and two footmen are kept, or a

butler and one footman, the servants enter the room together; the butler locks up the wine in the cellaret, the dessert is taken to the still-room or to the housekeeper's room, and the glass and plate are taken into the pantry. (See Chapter, "Footmen's Duties.") The plate that has decorated the sideboard is carefully put away by the butler in the plate-closet. (See "Butler's Duties.")

Where only a man-servant or parlour-maid is kept, the master of the house usually puts away the wine before leaving the dining-room, or if there were no master of the house, the mistress would herself do so before leaving the dining-room. The dessert is taken into the housekeeper's room, there to be put away by the person officiating as housekeeper, whether it be the cook or the lady's-maid who acts in that capacity.

Where a butler and two footmen are kept, or a butler and one footman, it is the butler's duty to overlook the dinner-table arrangements, and to see that everything is in readiness that can possibly be required during dinner; but where only what is termed a single-handed man-servant or a parlour-maid is kept, everything depends upon their thoughtfulness, and the method they bring to bear upon their duties.

Some few mistresses make a point of looking into the dining-room before dressing for dinner, to see that everything likely to be wanted is ready for use; but the many have neither time nor inclination to over-

look things in this careful way, and even if they had the leisure, it is doubtful if their memories would be more reliable than those of their servants, and would fail to note the absence of any particular thing until the moment of its being required.

Inefficient servants, whether men or maids, have a habit of running in and out of the dining-room during the whole of dinner in search of something that should have been in readiness in the dining-room. There is, perhaps, not sufficient bread in reserve, or thin, dry half-slices of bread are offered on a plate in place of short, thick pieces of bread in a basket. Things brought to table in a hurry often show signs of want of care. An insufficient number of knives, forks, spoons, or glasses for use during dinner necessitates their being procured from the pantry instead of being taken from the sideboard, which makes all the difference to the comfort of those at table. In the same way the powdered sugar is forgotten, and when brought, the basin is discovered to be only half-full; or the butter has been "forgotten," if the cheese has not, or *vice versâ*; or cucumber should have been handed with the fish or the lamb, but it was "forgotten" at the proper time; or there is no soda-water in the house, and the beer has run out; and other *contretemps* of a like nature occur. Thus, much devolves upon the single-handed man-servant or parlour-maid; and not only is general activity and a

thorough knowledge of their duties required of them, but intelligence and forethought must be by no means lacking in the performance of these duties.

Noiseless movements on the part of those waiting at table, as has already been said, cannot be too much insisted upon, and nothing is so great an indication of the want of training in a servant as a bustling, loud, and over-hurried manner of rushing about the room.

In placing anything on or taking anything off a table, a servant should never reach across a person seated at table for that purpose, however hurried they may be or however near at hand the article may appear; but should quietly walk to the left side of each person when about to place or to remove anything from the table.

CHAPTER IX.

WAITING AT BALL-SUPPERS, AND THE ARRANGEMENT OF THE SUPPER-TABLES.

THE character of ball-suppers is variable as regards the extent or comprehensiveness of the *menu*, but invariable as regards the method and style of the table arrangements, and the waiting at table.

Some few givers of entertainments are lavish in their expenditure, and make a ball-supper a thing to be talked about. The *nouveaux riches* are the class of entertainers who more particularly affect these Sardana-palus feasts. (See the work entitled "The Cost of Entertainments.") The ordinary ball-supper is carried out in the same manner as is the "at home" supper. "Sitting-down" suppers are the order of things on both occasions, standing-up suppers being but little given unless space is of paramount importance. Supper is usually served in the dining-room unless there is a billiard-room of larger dimensions, or unless there is a temporary supper-room erected for the purpose. When the dining-room is used as a supper-room, tea

and light refreshments are served in the library or morning-room. A long table occupies the centre of the dining-room, and round tables are placed in the recesses formed by the windows, and in the most convenient corners of the room. The long table is covered with a white table-cloth reaching to the ground on either side. A short cloth has an unfinished appearance at supper as at every other meal. A space of twenty inches is allotted for each cover. The cover consists of three large forks, two large knives, and a table-spoon for soup, a pretty china dinner-plate, and a serviette folded as for dinner containing a roll, a glass for sherry, and a glass for champagne. (For the correct style of glass, see Chapter, "Waiting at Dinner," &c.). These covers occupy the table on both sides, and the top and bottom of the table. The centre-pieces of silver, candelabras, the flowers, the fruit, the cold viands, and the sweets occupy the centre of the table. (See the work before alluded to.) The small round tables accommodate either four or six persons; four is, however, the most fashionable number. Neither flowers, fruit, nor cold viands are placed on these small tables, which merely contain four or six covers, *carafes*, and salt-cellars, one for the use of two persons.

At the best arranged suppers, menu-cards are placed on the tables in menu-holders. One or two menu-

cards on each small table, and the same in proportion on the long table. At many ball-suppers menu-cards are dispensed with, either with the idea that it would be pretentious to use them, or with a view to saving expense; but if any variety exists in the delicacies provided, it is as well that the guests should have the benefit of the knowledge, as the intelligence of servants hired for the night only is not to be too much depended upon, while gentlemen themselves in a crowded supper-room, are not the most skilful discoverers of dainties, and are prone to return to their fair partners with a plate of anything, the first thing that they have been able to secure, with the remark, "I have brought you this—I don't know if you like chicken, but it was the first thing I saw;" and even when one of the servants in attendance is asked as to the contents of the supper-table, he seldom remembers anything but cold chicken, tongue, pheasant, and game pie, leaving the hot cutlets, the patties, the mayonnaises, &c., out of the question. The most fashionable dishes given at ball-suppers are minutely described in the work entitled "The Cost of Entertainments." It would therefore be superfluous to give further details respecting them here.

The sideboard arrangements require to be of an extensive nature for the smooth working of a ball-supper.

For a given number of guests the amount of glass,

china, plate, &c., required, would be larger at a ball-supper, than at an "at home" supper, although the style of supper might be identical. All information on this head—as to the quantities required in every department, with statistics of expense ranging from the most lavish to the most economical manner of doing things, gleaned from a wide and practical experience of the subject—is to be found in the little work already so often referred to in these pages, "The Cost of Entertainments, and their Fashionable Mode of Arrangement."

The sideboard is covered with a proper sideboard-cloth, and is ornamented with as much plate as the plate-chest can furnish, or to the extent that the giver of an entertainment may think proper to hire of ornamental plate for the occasion. Dozens of large and small silver forks, large table-knives, table-spoons, and dessert-spoons, are placed upon it in readiness for use, dozens of cold plates, dozens of champagne-glasses, and small tumblers, &c., in addition to decanters of sherry. Dozens of champagne are set in pails of ice beneath the sideboard, and are opened as required. Dozens of serviettes are also provided for immediate use, and are folded by one of the servants in attendance as required for setting fresh covers.

The supper-tables are usually laid in the afternoon. The master of the house usually dines at his club, or

elsewhere, on the evening of a ball; and the mistress of the house either dines early in the day, or in some smaller room of the house, so as not to retard the operations in the supper-room, and in the tea-room.

Twelve o'clock is the general hour for serving supper in the country; but in London one o'clock is the more fashionable hour.

It is the butler's duty to announce supper. He does not make the announcement as when announcing dinner, but informs his master and mistress that supper is served: discovering the whereabouts of the master of the house, he says, "Supper is served, sir;" and makes a similar communication to the mistress of the house. He then returns to the supper-room.

The fashionable plan is to commence supper with soup: more frequently two soups are given. Before the announcement of supper is made, the souptureens are brought in by the footmen, and are served from a side-table. Small soup-cups are more used than are soup-plates. Soup is handed to the guests in the order in which they are seated, all the servants and waiters in attendance being employed in serving them with soup; the choice of soups is given them, as at dinner.

At some ball-suppers small covered cups of soup are placed in the centre of each cover; but this is

only occasionally done, when attendants are few in number and but one soup is given. As soon as each person has partaken of soup, the soup-cup or soup-plate is instantly removed. Hot *entrées* are now frequently given at ball-suppers; but they are not so generally given as is soup; but when they are included in the *menu*, they follow after the soup, and are handed, as the soup is handed, to each guest in succession; they are not placed upon the long table, as are the cold viands, but are taken from a side-table, served in silver *entrée* dishes. Vegetables are not given as a matter of course, unless they form part of the *entrées*, or are served as an *entrée*. The cold viands are not handed in this manner, but a help of any dish which guests may select is brought to them, if the dish in question is not within convenient reach of any couple.

In a crowded supper-room, a couple who have taken their places at a small table find a difficulty in ascertaining what there is to eat, unless they can consult a menu-card. When seated at the long table, a gentleman can help a lady and himself to any dish on the table that they may prefer; or he could desire a servant or waiter to bring him any especial dish, if a small one, or a help of any especial dish, if a large one; a small dish might mean lobster-salad, or cold cutlets, or plover's-eggs, with aspic-jelly, &c., from which a gentleman would help himself; and a

large dish would mean boned-turkey with truffles, cold salmon with cucumber, boar's-head with pistachio-nuts, &c., from which a help would be served.

Those seated at the small round tables, are served in the same manner, a small dish is brought to them from the long table, from which to help themselves, or a help from a large dish is handed to them.

Great intelligence and quickness is necessary on the part of servants waiting at a ball-supper, that they may observe which of the guests are in want of their services, whether as regards handing the viands, champagne, or sweets. Champagne is opened by the butler and those assisting him, and is handed to the guests in the order in which they are seated; and the glasses are replenished in the same order, the empty glasses, and those that are half-empty.

Those seated at the small tables are helped to champagne in the same order; but if a servant was desired by one of the guests seated at a small table to leave the bottle of champagne, that he might help himself and his friends at the same table, he would do as desired.

A serviette is always carried by a servant when handing wine or when waiting at table.

When seltzer water is required, it is asked for, but is not offered otherwise.

The number of guests which can be accommodated in a supper-room at one and the same time, naturally

depends upon the size of the room itself; from 80 to 120 are very average numbers. Immediately a place is vacated at either of the tables, a servant at once removes the glasses, plates, &c., and replaces them with clean ones; the dishes are also replaced by fresh ones in their turn, so that the supper-table may be constantly supplied, and that dishes may not present a dilapidated and half-empty appearance. Supper is served unremittingly for at least two hours and a half, and the supper-room remains open to the guests until the close of the ball or dance. After half-past three but a limited supply of provisions is expected to be found on the tables, although champagne is freely provided throughout the evening. The supper-room is not cleared until the last guest has left the house; the eatables are then taken into the kitchen, the fruit to the housekeeper's room, and the glass and plate to the pantry; the wine in the charge of the butler is put away by him.

At "At Homes" the supper is over much earlier, lasting little more than an hour; it is served at the same hour, and announced in the same manner as a ball-supper, but guests do not "go in to supper" at "At Homes" more than once during the evening, and seldom return to the drawing-rooms after supper, save for a few moments. The average number of servants required to wait at ball-suppers and "At Home" suppers, would be one servant to six or eight persons,

computed not with regard to the number of guests invited, but according to the number of guests that can be accommodated in the dining-room at the same time.

It is customary to provide a supper, consisting of cold meat and beer, for the band, and to supply them with a limited amount of wine or beer during the evening, especially if the band is a military one, composed of wind instruments.

The men-servants and waiters are also supplied with supper, under the supervision of the butler.

CHAPTER X.

SERVANTS' MEALS.

PUNCTUALITY with regard to meals in the servants' hall is as imperative as with regard to those in the dining-room. In large establishments this regularity is in force, as a matter of course, but in smaller households a laxness in this particular not unfrequently exists; and this, although attributed to the cook, might, in many cases, be laid to the charge of the mistress of the house, who fails to insist that strict punctuality should be maintained. Without early rising, there can be little or no punctuality in a household. In large establishments early rising is compulsory, but in smaller households, where there is more work to be done in proportion to the number of servants kept, this early rising is too often optional, and is not sufficiently considered by mistresses in general.

Eight o'clock in summer, and half-past eight in winter, is the usual breakfast hour both in the housekeeper's room and in the servants' hall. In large establishments the upper servants breakfast in the steward's room instead of in the housekeeper's room. When meals take place in the steward's room the

steward's boy, as he is called, lays the table; when in the housekeeper's room the still-room maid does so; when in the servants' hall the servants'-hall boy, or scullery-maid.

The upper servants include the house-steward, the groom of the chambers, the butler, the housekeeper, the cook, the valet, the lady's-maid, and the nurse. It is, however, chiefly in noblemen's houses and the houses of the very wealthy that a house-steward is kept, and that the upper servants have their meals in the steward's room, breakfast, tea, and supper, &c.; in ordinary establishments these meals take place in the housekeeper's room. In small households consisting of three women-servants only, there is, generally speaking, no housekeeper's room or servants' hall, in which case the servants have their meals in the kitchen.

Whether in the steward's-room or housekeeper's-room, it is the housekeeper's duty to pour out the tea. The cups and saucers are placed on a large tea-tray, with slop-basin, sugar-basin, milk-jug, teapot and coffee-pot. A knife and fork and plate are placed for each person; the cruet stand is set on the centre of the table, and a salt-cellar at each corner. Cold meat is given for breakfast, such as ham, meat pie, cold roast or boiled pork. When eggs are plentiful, they are given, and very frequently fried bacon. Whatever meat is given is placed opposite the butler

and carved by him. In some houses rolls are given for breakfast, but when not, a loaf of bread, dry toast, and butter in a butter-dish, are placed on the table.

In the servants' hall breakfast is arranged in a similar manner. The head housemaid or kitchen-maid pours out the tea or coffee, and the under butler or footman carves the cold meat—bacon and eggs being seldom given in the servants' hall; sometimes the grooms prefer beer instead of tea or coffee for breakfast.

Breakfast in the kitchen is conducted on the same principle: the cook pours out the tea and carves the cold meat.

The breakfast-things are cleared away by those whose duty it is to lay breakfast; that is to say, by the steward's-room boy, the still-room maid, the servants'-hall boy, and in the kitchen by the cook. It is also the duty of these under servants to prepare lunch at eleven o'clock in the different rooms. In large houses cold meat and beer are given for lunch; in smaller households, bread and cheese and beer.

One o'clock is the usual hour for the servants' dinner. The upper and under servants dine at the same table in the servants' hall—in some ducal establishments there is a separate table or dinner for the upper servants in the steward's room; but these are exceptional houses, as a separate table entails greater expense and trouble. The general rule is for the upper and under servants to sit down to

table together in the servants' hall, the upper servants being the first to enter, and for the upper servants to have the sweets and bread and cheese in the housekeeper's room. The dinner-table is laid by the servants'-hall boy; it is covered with a white table-cloth, a knife and fork and tumbler are placed for each person, and a table-spoon and salt-cellar at each corner; a cruet stand in the middle of the table. The hot meat and vegetables are placed upon the table; and, where there are two joints provided, they are carved by the butler and housekeeper. The bread and jugs of beer are not placed on the table, but are helped by the footman as required.

The still-room maid lays the table in the housekeeper's room, where the upper servants adjourn to finish their dinner. The table is covered with a white table-cloth; a knife and fork, dessert-spoon, and tumbler are placed for each person. The pudding or tart, or both, are brought into the housekeeper's room by the still-room maid when the servants are seated at table, and are placed opposite the housekeeper. The still-room maid hands the plates round to those seated at table, and then returns to finish her own dinner: the bell is rung for her to bring in the cheese as soon as the sweet has been eaten.

Some ladies leave the arrangement of the servants' dinner entirely to the discretion of the cook, and do not even inquire what the servants are to have for

dinner; but in smaller households, or even in large households, where ladies are their own housekeepers, and where economy is practised, and where prodigality is discountenanced, ladies order the servants' dinner at the same time that they order their own dinner. Again, in large households both the upper and under servants are allowed puddings every day for dinner as a matter of course, and in small households it is also the rule to allow puddings for dinner, while in others, puddings are only allowed once or twice a week, under the mistaken idea that they add considerably to the expenses of housekeeping. Other mistresses of households adopt a medium course, and give Yorkshire pudding, suet pudding, batter pudding, with hot joints, and sweet puddings with cold joints. This is the most economical plan, but servants as a rule dislike a cold dinner, and when it can be arranged it is preferable to provide a hot dinner for them.

In large households a hot dinner for the servants is a matter of course, but in small households, where there is a great deal to do in the way of cooking for the family, the cook not unfrequently gives the servants a cold dinner to save trouble; but considerate mistresses arrange with the cook what they wish the servants to have for dinner, and the dinner is submitted on a slate for their approval, according to the contents of the larder, in the same manner that the

family dinner is submitted to them, and a mistress makes any alterations or suggestions she may think proper. For variety and economy in the matter of servants' dinners, see Chapter entitled "Servants' Dinners."

With regard to beer, the usual allowance per day is—for men-servants—for lunch a pint, for dinner a pint, and for supper a pint; and for the women-servants—for lunch half-a-pint, for dinner a pint, and for supper half-a-pint. It is a very general rule in households to allow the servants beer-money instead of beer, from motives of economy; it is considered that it causes less waste, and that it is less indiscriminately given away, and that there is less incentive to idlers to hang about the house in expectation of a pint of beer. In town this is a sensible plan to follow, but in the country, where beer is home-brewed by the butler, it is seldom followed, and is inhospitable and over close, as all who come to the house necessarily come from some distance; besides which, the cost of the home-brewed small-beer thus consumed is but trifling.

But this plan of allowing servants beer-money in the place of beer has disadvantages, if it has advantages. If men-servants are not especially well-principled, sober, and steady, they not unfrequently spend their beer-money in spirits at the nearest public-house, or they idle away their time by constantly going out to get

“ a pint of beer.” Women-servants, on the contrary, invariably dispense with beer altogether, whereas they would probably be stronger if they did not deprive themselves of it—on the other hand, teetotallers, or total abstainers, maintain that beer is unnecessary, and that to drink it is more a habit than a need; this is too vast a question to be entered upon here, but the fact remains that if beer is necessary to hard-working young women, they are unwise to divert the money that is allowed for it into another channel. Some few mistresses, from motives of strict economy, put their servants on board wages, even when the family is at home. For men-servants 14s. to 16s. is the usual allowance, and for women-servants 12s. to 14s. per week. When this arrangement is made, the meals take place at the same hours as when ordered by the mistress of the house. The servants in these cases club together, and the cook caters for them; but if there is a saving in this plan, and there certainly is when the family live principally upon game, and poultry, and *entrées*, rather than upon joints of beef and mutton, it is not one that is very popular with either mistresses or servants, it renders servants in a way independent of their masters and mistresses; they lose the feeling of being members of one household and dependent upon the kindness and consideration of its master and mistress, whereas this bond should be strengthened rather

than weakened if faithful service is wished for and expected.

The usual hour for tea in large and small establishments, is from four to five; the upper servants have tea in either the steward's room or the housekeeper's room, and the tea-table is laid respectively by either the steward's-room boy or the still-room maid; in the servants' hall the tea-table is laid by the servants'-hall boy, and in the kitchen it is laid by the cook. The tea-tray containing the cups and saucers, teapot, &c., is placed at the top of the table, on the table-cover, a white table-cloth not being used for tea in either of these apartments; a small knife and plate are placed for each person, and bread, butter, dry toast, and plum-cake are placed on the table. The housekeeper pours out the tea in the steward's room and in the housekeeper's room, the upper housemaid or head kitchenmaid makes tea for the under servants in the servants' hall, in the kitchen the cook pours out the tea.

In many houses each servant has an allowance of tea and sugar, which is given out once a week or once a month, the average being one pound of tea per month and four pounds of loaf sugar per month; in other houses an allowance of tea and sugar is not made, but the quantity used is regulated by the housekeeper or cook, who keeps it within these limits.

The usual hour for supper is half-past eight or nine. In large establishments hot suppers are allowed in the steward's room and housekeeper's room; and the *entrées* and sweets that have been served in the dining-room are generally sent into the housekeeper's room for supper, while other mistresses only allow the joints to be eaten, and require the *entrées* and sweets to be kept to form part of their own luncheon on the following day. The supper-table is laid by the steward's-room boy or still-room maid; two knives and forks, a dessert spoon, a tumbler and wine-glass, are placed for each person.

In a few large establishments wine is allowed in the housekeeper's room and steward's room, averaging three or four bottles per week. The housekeeper, groom of the chambers, butler, or house-steward help or carve at supper. The still-room maid waits at table in the housekeeper's room, and the steward's-room boy waits in the steward's room; but it is only in the houses of the very wealthy where a house-steward is kept, and where there is consequently a steward's room and steward's-room boy. It is far more usual for the upper servants to have their meals in the housekeeper's room. The servant's-hall supper consists of cold meat, hot vegetables, and bread and cheese; the table is laid by the servant's-hall boy, or, where a boy is not kept, by the scullery-maid; two knives, a fork, and a tumbler are placed for each

person ; the under butler or head footman and head housemaid carve, or help at table. In the kitchen the supper-table is laid by the cook, who also carves. In these small establishments cold meat and bread and cheese are allowed for supper ; and in some very economical families meat for supper is not given, and only bread and cheese provided ; and it is an understood thing that what is left from the dining-room dinner is not to be eaten in the kitchen, but to be kept for breakfast and luncheon.

A bell is rung for breakfast, dinner, and supper, but it is not rung for tea. Half an hour is allowed for breakfast, the same for tea and supper ; an hour for dinner. Considerate masters and mistresses endeavour, as far as possible, not to ring for their servants during the hours allotted for meals.

CHAPTER XI.

THE DUTIES OF A HEAD-NURSE AND THE DUTIES OF A NURSERY-MAID.

THE duties of a nurse, although comparatively light, are yet weighted with heavy responsibility, the office of nurse being one in which great trust is reposed, and much confidence placed. To secure a nurse in whom all requisite qualities for the situation are united, is a matter of no little difficulty; good qualities are too often negatived by serious defects of character, and although the moral points in the character of a nurse may be excellent, and the knowledge of the duties of her position complete, yet these advantages are more frequently counterbalanced by some serious fault, such as undue impulsiveness in the management of children; impulsiveness which springs probably from an undisciplined mind, which is the attribute of the class to which they belong, rather than the exception. A hasty temper, over which but little or no restraint has been exercised; from which springs the ill-judged punishing, and ill-

timed spoiling which are distinguishing characteristics of many head-nurses of the day. A love of gossiping with their fellow-servants in the presence of the children themselves; their vulgarisms of speech, and the topics discussed by them totally unfitted for the ears of children; are but a few of the numerous failings of those who might otherwise be justly considered good nurses. The diction of a nurse is also of serious importance to the children under her care; if she is an uneducated woman, she mispronounces and miscalls almost every word she utters, and the children, with all the quickness of childhood, contract habits of speech which are subsequently difficult to overcome. Others, again, display a great disregard for the letter H, or perhaps a misplaced affection for it; and although it may amuse the members of the family when she talks of Master 'Eney's beautiful blue heyes, it is not perhaps quite so amusing when Master Henry himself informs his mamma's visitor that he has "'urt his 'ead" and "pinched his 'and." In contrast to this Cockney dialect so often met with in nurses, is the broad dialect of the labouring classes, from which classes nurses are most frequently taken; they enter families as nursery-maids, and their uneducated dialect is not supposed to signify, but in the course of years, when they are promoted to the post of head-nurses, it signifies materially. Mothers are too often induced to overlook this serious defect on the part of a nurse, on

account of her other many excellent qualities, believing, moreover, that a governess, when the children are old enough to require one, will very easily eradicate any uncouthness of speech contracted by them in the nursery. How fallacious is this impression, those who have in childhood been under the care of an uneducated nurse bear unpleasing testimony. Children are prone to copy and to take impressions from those with whom their infantine days are spent; and as it is their nurse with whom these days are passed, they derive all their impressions from her, if they are not living photographs of her; her violence of temper is reproduced in them with startling fidelity, any act of duplicity or underhand manœuvring is noted, remembered, and acted upon, on the first occasion, and untruthfulness in children, if traced to its origin, would often be found to have originated in an untruthful nurse. It is so with all the moral qualities, every bad quality in the nurse is reproduced in children with painful accuracy. The nursery is oftener than not the children's world; their mother is to them the beautiful lady whom they see ten minutes during the day, and whose visits to the nursery are of the briefest; when this is so, the influence of the nurse is supreme over the minds of her charges; and even when mothers pass much of their time with their children, having them frequently with them, and endeavouring to counteract the nurse's influence,

yet from the position the nurse holds towards them, and from the nature of her duties, it naturally follows that her example and authority are paramount with them. Thus the character and the daily life of the nurse are instinct with teaching, in comparison with which the precepts and instruction of parents weigh but slightly in the balance.

The manner and bearing of nurses towards children has also its effect upon them; children become brusque, abrupt in their speech, in proportion as the nurse is or is not so in these things. Vulgarisms of speech taught by a nurse can, by constant care, be counteracted and corrected by a governess or mother; but a broad country dialect, once acquired, clings to a child, and gives a very disagreeable twang to the voice, which no after-instruction can remedy.

Mothers awake to the responsibility attached to the choice of a nurse, bear these drawbacks and disadvantages well in mind, when selecting one for their children; while less experienced mothers make every allowance for shortcomings in the matter of speech and want of education in one recommended for her general trustworthiness—imagining that, as the children are so young, constant contact with an uneducated person leaves no lasting impression or ill effects upon their characters.

More enlightened mothers, anxious for the early training of their children, unable to meet with a

nurse who comes up in any degree to their standard of excellence, have recourse to the expedient of engaging young-lady nurses or widow ladies, to act in this capacity, and find the immense advantage of following this plan with respect to the training of their children.

When young-lady nurses are selected, they are taken from large families of daughters, well brought-up girls, accustomed to assist their mothers in the management of their brothers and sisters, and thus experienced in the ways of childhood.

The position these young-lady nurses hold in the household is that of nursery-governesses; they have breakfast and tea in the nursery, they dine down at the family luncheon, and supper is sent to them in the nursery.

They perform all the duties of a nurse, taking charge of an infant from a month old; the maternal instinct which is inherent in every woman is not by any means the prerogative of uneducated classes, quite the contrary; and all hygienic and sanitary principles which can be introduced and carried out in the nursery are far better understood and put into practice by intelligent and educated women, than by obstinate uneducated ones, in whom prejudice too often usurps the place of common sense.

Children placed in the charge of a well-brought-up, well-mannered, high-principled young woman, are not

exposed to the coarse and rough jests which are too often indulged in by nurses and nursery-maids with the opposite sex in the presence of the children, and which have the most pernicious effect upon their young minds, rendering them over precocious, and versed in vulgar street-chaff; whereas, in the care of a lady-nurse, they are kept from such deteriorating influences.

The duties of a nurse are the same, whether they are performed by an uneducated or educated person; the rough work of the nursery is done by the nursery-maid.

When the nurse has the charge of more than one child, the nursery-maid assists her in washing and dressing the elder children; when there is only one child in her care, she has no assistance from a nursery-maid or housemaid, as in such a case the under-housemaid waits upon the nursery, a nursery-maid not being considered necessary.

A nurse is not supposed to rise later than seven, at half-past seven the infant or child has its bath, and is then dressed; eight o'clock is the breakfast hour, which is prepared by the nursery or housemaid.

At half-past nine in summer, and eleven in winter, the children are taken out; if there are two children or more, the nursery-maid accompanies the nurse in the walk.

At twelve o'clock the young children are made to

lie down for at least an hour; one o'clock is the nursery dinner-hour, but in the case of a lady-nurse, she dines with the family at their luncheon.

At half-past two the children are again taken out, weather permitting, for an hour or an hour and a half; at half-past four the nurse is probably desired to bring the children to the drawing-room, and there to leave them with their mother, for from twenty minutes to half an hour.

Sometimes the children are brought down after instead of before tea, five o'clock being the hour for nursery-tea; but as half-past five is near to the hour of young children's bed-time, they are rather inclined to be cross and sleepy if taken to the drawing-room after they have had their tea.

Six o'clock is the usual hour for children to retire to rest. The evening bath is prepared by the nursery-maid, as is the morning bath.

Supper is brought to the nurse in the nursery at half-past eight or nine o'clock. In some households she has dinner and supper with the other servants, while in others she has all her meals in the nursery, which are brought to her by the nursery-maid or under-housemaid. Mistresses find that the latter is the better plan to follow.

A nurse is expected to cut out and make the children's ordinary under-clothing; some nurses are not capable of doing even this with any degree of

satisfaction to their mistresses, and are only equal to keeping the children's garments in repair, and making the plainest under-clothing.

Children's dresses, pinafores, and petticoats, are now made in so elaborate a style, that a nurse had need to be a clever dressmaker to attempt to make frocks for the children, and this accomplishment is not expected of them.

After supper a nurse's time is her own as regards needlework, although she is required to remain in the day-nursery within call if wanted. A nurse is allowed to attend church once every Sunday, and to go out one evening in each week, and in every month or six weeks she is allowed one whole day or half day, according to the arrangement made between herself and mistress at the time of engaging her. Although going out without leave is not permitted in well-regulated households, yet should the nurse venture upon doing so, it is looked upon as a graver offence on her part than on that of any other servant by reason of the responsibility of the position she holds.

On the other hand, mistresses are more considerate and more indulgent to their nurses than to any other servant in their establishments, in many instances humouring them and spoiling them, with the idea of attaching them to the children under their charge. The result of this system is that the nurse presumes upon the weakness of her mistress and becomes tyran-

nical and overbearing, and impatient of control and interference; and the mistress, finding that her well-meant suggestions for her children's comfort are received ungraciously, or when carried out are made to appear blunders or errors of judgment on her part, succumbs at length to the tyranny of her excellent nurse.

There are, of course, nurses to be met with who are neither tyrannical nor overbearing, and who are conscientious and trustworthy in every respect, attached to their mistresses and to the children; but these good creatures belong as a rule to the class of nurse already referred to—the warm-hearted, impulsive, undisciplined, uneducated ones.

Occasionally a mistress of a family is fortunate enough to meet with a nurse who is exempt from the drawbacks enumerated, and who is all that a nurse should be; but these exceptional women are difficult to meet with, and the majority of nurses belong to the order before described rather than to this superior and exceptional type of nurse.

The Nursery-maid's Duties.—The nursery-maid's duties are of a very practical and subordinate character. She has but to execute the orders of the nurse, and to do all that is required of her in a thorough manner. She is expected to rise at six o'clock, to sweep and dust the day nursery, clean the grate, and light the fire; to light the fire in the night nursery

when one is required ; to bring up the water for the children's baths ; to assist the nurse in washing and dressing the children ; to lay the nursery breakfast-table ; and afterwards to clear away and wash up the breakfast things ; to make the beds and empty the baths ; to sweep and clean the night nursery ; to accompany the children out walking in the morning, or to be ready to sit down to needlework for the children if she remains at home ; to assist in undressing the children, and to put their walking things away ; to set the nursery dinner-table, and to bring up and clear away the nursery dinner, including that of the nurse and her own ; to go out with the children in the afternoon, if required, or to do needlework if not required to go out ; to play with and amuse the children before tea ; to prepare the nursery tea for the children, nurse, and herself, and to wash up and put away the tea-things ; to prepare the children's evening baths and to assist in undressing, washing, and putting them to bed ; to assist the nurse in preparing the children's things for wear the next morning ; to bring up the supper for the nurse and herself, after which meal her time is at her own disposal for the remainder of the evening.

CHAPTER XII.

THE DUTIES OF A COOK.

THE duties of a cook depend greatly upon the scale of establishment to which she belongs. In the case of a professed cook, the elementary portion of the cooking, the plain cooking, and all that relates to cleaning and scouring in kitchen, scullery, larder, and passages, and all cooking utensils, is done by the kitchen and scullery maids, and only the cooking proper is the duty of this class of cook. All ingredients are prepared for her use, and the kitchen-maids wait upon her and act under her orders.

A man cook takes even a higher position, and undertakes still less of the plain cooking of the house than does a woman cook.

A first-class cook is not expected to be down until a few minutes before eight, in time for breakfast in the steward's room or housekeeper's room. If she is housekeeper as well as cook, she makes and pours out the tea for the upper servants (see Chapter, "Servants' Meals"). After her own breakfast, she attends

to and superintends the breakfast for the family, and the management of the breakfast is left in her hands, to provide what she judges best according to her knowledge of the style of breakfast that the family prefer (see Chapter, "Breakfast"). She makes out a *menu* for the day's dinner and for the day's luncheon on a slate according to the contents of the larder, and with due regard to variety. In some households the servants'-hall dinner is also written on a slate ; in others it is left to the management of the cook.

Some mistresses have the slate brought to them by a footman at about eleven o'clock, and make any alteration they may think proper, and return it by him to the cook. Other mistresses have the slate brought to them by the cook, in place of having it sent up, and consult with him or her respecting any change in the *menu* for the day. This is the most practical mode of proceeding, as, if the mistress has any suggestions to make in this direction, she can urge them upon the cook, or if she has a remark to offer, or a fault to find with the cook's mode of serving any particular dish, the opportunity is given for so doing.

Some ladies stand very much in awe of their cooks, knowing that those who consider themselves to be thoroughly experienced will not brook fault-finding, or interference with their manner of cooking, and

give notice to leave on the smallest pretext. Thus, when ladies obtain a really good cook, they deal with her delicately, and are inclined to let her have her own way with regard to serving the dinner.

Other ladies, again, who keep a professed cook, consider that all responsibility is thus taken off their hands, and do not trouble themselves to see the cook respecting the arrangements for the day, but leave them entirely to her discretion, scarcely doing more than to glance at the *menu* submitted to them. But, however high the capabilities of a cook may be, the relations between her and her mistress are on a much more satisfactory footing if she confers with her each morning, instead of merely approving the *menu*.

In town, the cook gives the necessary orders to the tradespeople who serve the house. If she is house-keeper and cook she gives out the stores required; she then prepares the soup for the following day, as soup is seldom made the day it is required to be eaten; the pastry, the jellies, the creams, the *entrées* are all made by her during the morning, and any dishes of this nature that are to be served at luncheon are also made by her. After her own dinner, she dishes up the luncheon. The servants'-hall dinner is cooked by the kitchen-maid. (See "Kitchen-maid's Duties").

The afternoon is very much at the cook's disposal, except on the occasion of a dinner-party, or when

guests are staying in the house, when there is naturally more work to be done. Five to nine is always a very busy time with the cook; dishing up a large dinner is an arduous duty, the greatest order and regularity being maintained in the kitchen the while, perfect silence is enjoined save when an order is given concerning the work in hand. It would be an advantage if, in small establishments, this rule of silence were as absolute, as where gossiping in the kitchen is encouraged by the cook, hindrance and consequent delay in the work is the natural result.

When the dinner has been duly served the cook's duties for the day are over, and the remainder of the kitchen work is performed by the kitchen-maids.

In households where three are kept in the kitchen, cook, kitchen-maid, and scullery-maid, the cook is less of an *artiste*, and more of the general cooking falls to her share, she having but one kitchen-maid to assist her; and where but one kitchen-maid is kept she does not undertake as much of the cooking as where two are kept; the head kitchen-maid in large establishments being practically a second cook.

In households where only two are kept in the kitchen, viz., cook and kitchen-maid, the cook unites the duties of head kitchen-maid to those of cook, while the kitchen-maid performs those of kitchen-maid and scullery-maid. This is a very large class of household, and here the mistress personally super-

intends things. Instead of the *menu* being prepared for her inspection, she herself inspects the contents of the larder attended by the cook; she makes her own suggestions as to what she will have for dinner and luncheon, and for the servants'-hall dinner, and writes down her orders for the cook to carry out. Cooks in this class of households are expected to be down by seven o'clock, and although they have not to light fires, or perform any cleaning and scouring of kitchen and basement, they are required to see that the kitchen-maid performs her duty in a thorough manner. If the cook acts as housekeeper also, she makes and pours out the tea in the housekeeper's-room, and gives out the stores; she gives the necessary orders for the day to the trades-people who send round for them, she cooks the luncheon and the servants' dinner, she cooks the family dinner, and she takes charge of all that is left from the dining-room dinner.

It is an understood thing that the cook has certain perquisites connected with her place, amongst others the dripping from the roast joints, of which, in large establishments, there is a considerable quantity. Economical mistresses would be glad if this large waste could be brought into use in the kitchen for frying and other purposes; but cooks absolutely refuse to comply with this wish, on the ground that it is their lawful perquisite, and that they could not use it in

their cooking if it were not so. Against this argument, it may be mentioned that a first-class French cook at a West End Club, renowned for its *cuisine*, makes a practice of clarifying all the dripping (by means of cold water, &c.) made from the joints roasted, using it for pastry and frying whitebait, and all kinds of fish, potato-chips, &c., and prefers it in the one case to butter, and in the other to lard. The saving in these two items amounts to a considerable sum. The same plan is also followed with a like success in an establishment of a nobleman residing in one of the squares of Belgravia, in whose household numerous other economies are practised. Noblemen with small means and gentlemen with small means—and there are a few of the former as there are many of the latter—are under the necessity of practising economy in every department of their households; and in these days of general retrenchment, when the mistress of a house curtails all household expenses in her power; to “keep down” the household bills, is one of the first points of attack, and the kitchen offers a large field for such operations.

If a mistress is desirous of obtaining the co-operation of a cook in reducing expense in the kitchen, a little present made to her will, in almost all cases, render her very amenable to any plan of this kind her mistress may propose; and there are many such points where a saving of expense can be arrived at

without any falling off in the comfort of house-keeping. See the work before alluded to.

In small households where only a cook is kept, with a scullery-maid, or a girl in the scullery, under her to do the rough work, her duties are many and heavy if the family is a large one, and if there is a great deal of cooking; but if the family is a small one, the contrary is the case. No responsibility as regards ordering or arranging for the meals of the house rests with her: though, if she is conscientious and careful of the interests of the family, she can materially assist her mistress in suggesting dishes, with a view to using the cold meat, &c., or in making suggestions for the servants' dinner, in accordance with the contents of the larder. A mistress of a house expects to find the kitchen and all connected with it in perfect order by the time she is ready to order dinner; and a cook who unites method with cleanliness—two points of paramount importance in a cook—always keeps the kitchen in thorough order.

A plain cook in a small household where no kitchen or scullery-maid is kept, and where the work of the house is done by a housemaid, who also acts as parlour-maid, has other duties to perform unconnected with the kitchen department. Her business is, then, to sweep and dust the dining-room, clean the grate, and light the fire; to sweep and clean the front hall and the front door-step in addition to the work of

the kitchen. This class of cook is expected to be down at six in the summer and half-past six in the winter, and she lights the kitchen fire and gets through her work upstairs before putting her kitchen in order; she then lays the kitchen breakfast. After her own breakfast she cooks the breakfast for the family, she assists the housemaid to make her mistress's bed, and she answers the door up to half-past twelve.

Plain cooking makes but very little work in comparison with professed cooking. Copper stew-pans, sauté pans, a hot stove, a charcoal fire, a hot plate, a gas stove, are not in every-day use; and, oftener than not, the cook has a kitchener instead of a range to cook at; while the dinner generally consists of fish, a joint and vegetables, a pudding or tart; and the luncheon is either a joint, vegetables and plain pudding, or cold meat, salad and potatoes.

There are, of course, exceptions to be met with in this class of cook, and exceptions to this routine of plain living in small households of this description, and mistresses occasionally meet with what is termed a plain cook who has a talent for cooking, and who is superior to others of her class in this respect. Ladies in search of a moderately good cook, and not willing to pay the high wages asked by a professed cook, generally find that a young woman who has been head kitchen-maid under a good cook, is far preferable to one who has been plain cook in a small family. A

kitchen-maid has assisted in the best style of cooking, and has served her apprenticeship in a good school, she has had a great deal of practice in the first, second, and third principles of cooking, she knows how things ought to be done, and how they should taste, and how they should look. She is not so extravagant in her notions and ideas as is a professed cook, she is not so impatient of interference from her mistress, and is inclined to fall in with the ways of the house.

There is, however, no little class and caste to be found amongst cooks and kitchen-maids, and one who has been kitchen-maid in a large establishment does not care to take a situation in a small family where there is no one under her in the kitchen, and still less where she is expected to assist in the housework. Thus plain cooks in small families are rarely those who have learnt the art of cooking in large households, but are in a great measure self-taught, and have often as much to unlearn as to learn. Housekeeping arrangements in small households differ materially, thus influencing the work of the kitchen more or less. In some households the family have a hot joint for luncheon, with vegetables, this answers for luncheon in the dining-room, for the children's dinner, and for the servants' dinner, therefore only one mid-day meal has to be cooked, but it is served differently according to the rules of the house. It is either sent up into the dining-room where the children dine at the family

luncheon, and is then sent down for the servants' dinner; or the children's dinner is helped from the dining-room, slices of meat being placed upon a dish, and dishes of vegetables sent with it to the nursery or school-room, or the cook carves the joint in the kitchen, and sends up a dish of meat to the dining-room and one to the nursery. But this plan is only followed when but one or two members of the family are at home to luncheon. Again, there are households where there is a separate dinner for the servants. Perhaps hot meat one day and cold meat another day, quite distinct from what is ordered for the dining-room, which luncheon consists of little dishes, *rechauffés* from the previous night's dinner, or little inexpensive dishes which are not *rechauffés*. This last method, although more economical, makes more work for the cook, and more scullery-work also to be done.

The early part of the afternoon is required by her for this scullery-work. She has then to prepare the dining-room dinner, which, in this description of household, is served either at half-past six or seven. Where there is a house-maid kept as well as a parlour-maid, she assists the cook in dishing-up the dinner, but where the house-maid acts as parlour-maid a cook dishes-up without assistance. A plain cook has the scullery-work to do after the dinner is sent up, and to lay the supper-table for the servants'

supper in the kitchen, and afterwards to clear it away. If the cook were to put off washing the dishes, plates, and cooking utensils until the following morning, it would not only be untidy and unmethodical, but it would be throwing a burden of too much work upon the following morning. It is also her duty to see that the doors and windows of the basement are fastened securely, that the kitchen fire has burnt low, and that the gas in the kitchen and passages is turned off before retiring for the night, from ten to half-past ten being the usual hour for so doing in households of this description.

CHAPTER XIII.

THE HOUSEKEEPER'S DUTIES.

THE duties of a housekeeper are, in the majority of establishments, united to those of a cook or lady's-maid, but in large establishments the office of housekeeper is a distinct one.

In households where the domestics number from five-and-twenty to thirty, the office of housekeeper is no sinecure, more especially in the country, when the heads of establishments entertain largely, and when the house is, during the winter months, more or less full of guests:—country house parties include not only guests but probably a large number of servants, who have to be accommodated and catered for.

In this class of establishment the sole management of the female servants rests with the housekeeper; it is her duty to engage and to dismiss them, with the exception of the nurse, lady's-maid, and cook, whom the mistress of a house herself engages.

The management of the storeroom is in the hands of a housekeeper; she orders in the stores and gives

them out as required; the house linen is in her charge, and it is her business to attend to it—to keep it in repair, and supply new when required; the china-closet is under her charge, and the stillroom department is superintended by her; she superintends the arrangements of the bedrooms, and both those for visitors and servants come under her daily supervision, and, subject to the approval of her mistress, she decides the rooms they are to occupy.

She requires to have methodical habits, to be firm and impartial in her dealings with the under servants, although strictly exacting respecting the due performance of their duties, as she in all respects represents her mistress, and is invested with her authority.

The daily round of a housekeeper's duties may be said to commence with her appearance in the housekeeper's room at half-past seven in the morning, when she proceeds to overlook the arrangements of the stillroom, to see that the china is given out for breakfast, together with the table-linen (see "Stillroom Maid's Duties"). At eight o'clock she pours out the tea and presides over the housekeeper's-room breakfast, after which she again looks to the still-room arrangements for the family breakfast. She then gives out the stores for the day, and assists the stillroom maid to wash up the china in use, and puts the preserves away that have been on the breakfast-table; she then makes the round of the bedrooms, and sees that

soap, candles, writing-paper, and inkstands have been attended to, and that the drawers and wardrobes have been properly dusted and papered ; that the chintzes, muslin curtains, and covers are fresh, and that the rooms are thoroughly in order. At one o'clock she leads the way into the servants' hall, and takes her place at the head of the dinner-table, and carves one of the joints ; she then leads the way to the housekeeper's room, and takes the head of the table, and helps the sweets or cheese. In the afternoon she arranges the dessert for the dinner, and makes the tea for the drawing-room five o'clock tea, and she also makes tea and coffee sent in after dinner. She sees that the dessert is put away when brought from the dining-room.

She makes the preserves and bottles the fruit ; she is referred to respecting all domestic arrangements ; she keeps the housekeeping accounts, and the greater part of the needlework required in the house is done by her, with or without assistance, according to the amount of work to be got through.

A very general plan, even in wealthy families, is for the cook to take the office of housekeeper, or even for the lady's-maid to do so ; but in these cases the authority invested in their hands is not nearly so great as that invested in the hands of a housekeeper proper, and they may always be looked upon as deputy housekeepers, as the engaging and dismissing of the

servants, and the ordering stores, and the active supervision of the household, still remains with the mistress; but in all other respects the duties are the same, although in some households the upper housemaid has the charge of the house and table-linen.

In the country the housekeeper materially helps her mistress in her charities to the poor, carries out her orders, and attends to their wants.

CHAPTER XIV.

THE BUTLER'S DUTIES.

THE office of butler is as ancient as it is responsible, and in all establishments, from the largest to the smallest, he is the head of his department, and is answerable for the property placed under his charge, and for the proper performance of the duties of those under him, viz., the footman or footmen.

The butler is supposed to have served his apprenticeship in domestic service, first as under-footman, then as head-footman or under-butler; he is, therefore, able to judge of the amount of work that a footman is equal to getting through, and how it should be done.

Some masters and mistresses object to engaging a married man as butler; they consider that a married man is likely to spend too much of his time at home, and to be consequently away from his master's house when most wanted; and, further, that the cares and expenses of a family probably militate against his

being as well dressed and as smart-looking a servant as an unmarried man would presumably be. They also fear that, having a wife and family to support, great temptation is placed in his way, temptation which some masters consider their servants should not be exposed to, in case of their being too weak to resist it. Great poverty might induce a father or husband to commit acts of dishonesty, and to become unfaithful to trust reposed in him, which a single man would not be tempted to commit; as, for instance, if the family of a butler were in great distress through the illness of his wife and children, or through other causes, having the charge of the family plate he might be tempted to raise money at a pawnbroker's upon any portion or article that was not in general use, or likely to be required before he was able to redeem it. This is by no means an imaginary temptation, but is one of frequent occurrence, as the police reports testify.

Again, the wine under a butler's charge is a temptation to a married man whose wife is ailing and very much in need of strengthening things. Half bottles of wine and whole bottles of wine are under such circumstances not unlikely to find their way to the butler's home; while he justifies himself for this lapse of trust by the specious reasoning that a bottle or two of wine can make no possible difference to a master whose cellars are so bountifully stocked, while

to his wife it makes all the difference in the matter of regaining health and strength.

This is but the weak side of human nature, and there are married butlers worthy of the trust reposed in them, perhaps because they are not so greatly tried as are others. Still, the generality of masters and mistresses disapprove of their butler's being married men for the before-mentioned reasons, while others, again, consider that a butler who is married is likely to be more steady in the household than one who is unmarried; and single ladies or widow ladies attach great importance to the fact that their butler is a married man, and rely upon his good character as a sufficient guarantee of his honesty.

If the butler takes a situation, representing himself as an unmarried man when he is in reality a married man, he is liable to be dismissed without notice, through having made misrepresentations respecting himself.

Insobriety is a very common failing amongst butlers, and one that cannot be too greatly guarded against on the part of masters and mistresses when making inquiries respecting the character of a butler, for it is but poor consolation to know that a butler may be dismissed at a moment's notice if guilty of this offence, as the inconvenience to which a master and mistress are subjected when they are unfortunate enough to engage a butler addicted to drink, is of a

serious nature ; therefore, when engaging a butler, a personal character from a reliable source is indispensable.

A butler in a large establishment, where perhaps three footmen are kept, has not as much actual pantry work to do as would devolve upon him in a household where only one footman is kept, but his duties are quite as arduous, although they take another direction.

The establishment being on a large scale, increases his responsibility, and the amount of company kept greatly increases the work of the pantry.

The plate chest is in the charge of the butler, and an inventory of its contents is given on its being made over to him, and he is responsible to his master for its safety. If any article is lost, or missing, or damaged while in his charge, his master holds him answerable for it, therefore it behoves a butler to be extremely careful as to whom he admits into his pantry when the plate is being cleaned, and also to exercise great caution when engaging extra help to assist at dinner parties and balls.

It is the butler's duty, every night before retiring to rest, to see that the plate in everyday use is carefully put away, and also to give it out in the morning to be cleaned. He also gives out plate used at dinner parties or balls, and sees that it is properly cleaned for use.

His next responsibility is the wine cellar. The cellar book is the check upon the butler as to the quantity of wine drunk in a given time. The master of every establishment keeps the keys of his wine cellars, and gives out so many dozen of wine for the consumption of the household, either once a week or once a month, according as he wishes to save himself trouble or to maintain a closer supervision over what is consumed. The butler's duty is to enter into the cellar book the amount of wine given out, and the number of bottles drunk per day, whether claret, champagne, sherry, or port.

On the occasion of a dinner party or a dance, a master of a house gives out so many dozens of wine, according to the number of guests invited (see "The Cost of Entertainments"). The wine thus given into a butler's charge is kept by him in a separate cellar, of which he keeps the key.

It is the butler's duty to decant the wine for daily use, both for luncheon and dinner, and to put away the decanters of wine after each meal. Bottling wine and brewing beer are two important duties performed by a butler in both large and small establishments, although brewing beer is exclusively confined to households in the country. A master of a house tastes, chooses, and buys his own wine, and does not depute his butler to do this for him.

Wine sent in for bottling undergoes the proper

process of fining before it is delivered, and a butler would not venture upon introducing any mixtures of his own concoction for the purpose of fining it, but would bottle it as soon as it was in a proper condition for the purpose, it having remained sufficiently long in the cellar to become clear. In bottling valuable wine he would not only rely upon his own judgment as to the condition of the wine, but would, if not thoroughly experienced in the matter, submit a sample to his master for his approval.

A butler is careful to have his bottles in readiness several days beforehand, and when engaged in bottling wine, he probably rises as early as four or five in the morning that his cellar work may not materially interfere with his duties of the day.

In bottling sherry, the wine that is drawn off after the cask has been tilted, is kept by the butler in his cellar for the use of the cook, and given out as required.

Country butlers greatly pride themselves upon the excellent beer they brew, but those who have to drink it are apt to consider it rather hard and a trifle sour; but as it is brewed for the consumption of the household, and seldom makes its appearance in the dining-room, those who are obliged to drink it, if they have an opinion as to its demerits, are not in a position to express it. The butler usually selects a week in which to brew, when his master and mistress

are away from home, that he may have sufficient time to devote to the occupation. But bottling wine and brewing beer are occasional rather than every day duties, and the every day duties of a butler consist of the following.

Where a valet is not kept, it is a butler's duty to valet his master (see chapter entitled "Duties of a Valet"), and when acting in capacity of a valet, he receives the left-off wardrobe of his master, which makes his situation a more lucrative one.

When two or three footmen are kept, a butler waits at breakfast, luncheon, tea, and dinner, and overlooks the arrangements of the table for each meal (see the various chapters bearing upon these subjects).

During the afternoon it is a butler's duty to remain in the front hall in readiness to announce visitors (see chapter, "Answering the Door, &c.").

It is the butler's duty throughout the day to see that everything is in its place and in order, in readiness for use in the drawing-room, morning-room, and library; the blinds up or down as the case may be, writing tables in due order, books rearranged, newspapers cut, aired, and folded for use, fires attended to by the footman, &c., &c.

In households where one footman is kept, a large portion of the pantry work falls to the share of the butler: he lays the breakfast table, waits at breakfast, and clears away the breakfast things; he assists in

X cleaning the plate and in attending to the lamps ; he waits at luncheon ; and when the footman has to go out with the carriage early in the afternoon, a butler clears away the luncheon and lays the dinner-table. While the footman is out with the carriage, the butler answers the door, attends to the fires in dining-room, drawing-rooms, and various sitting-rooms of the house, and in the autumn, winter, and early spring, he closes the shutters in the sitting-rooms before the footman's return, and prepares the five-o'clock tea in readiness for the return of his mistress.

The butler is usually allowed to go out in the morning from twelve to one, and again from half-past nine to eleven, in town establishments.

CHAPTER XV.

THE DUTIES OF A LADY'S-MAID.

THERE are various classes of ladies'-maids,—fine maids and humble maids, clever maids, and maids without any pretensions to cleverness; maids who are their mistress's "right hand" as it were, coadjutors in all that concerns the interest of the household; and maids who are mere automatons, who perform the duties required of them in a mechanical manner, and who are more alive to their own interest than to that of their mistress; maids who act as housekeeper, and maids who act as nurse, first-class maids and second class maids, experienced maids and inexperienced maids, smart maids and maids who are not smart; French maids and English maids.

A first-class maid is expected to be a thoroughly experienced one: to be a first-rate hair-dresser and dressmaker, experienced in dressing a lady, and a good and expeditious packer, mistress of everything that appertains to her office. This description of maid is usually engaged by ladies who go out a "great

deal," and who spend a considerable amount of money and time upon their dress.

These maids expect large perquisites in the matter of their mistresses' wardrobes, and therefore seldom take a situation in what is termed a quiet family, where the mistress goes out but little and has not the reputation of being a good dresser.

This class of maid is often a Frenchwoman, and is only in her element in a large establishment, and households arranged on an economical footing do not meet the views of this order of lady's-maid; when engaged by the mistress of such, their stay with her is of the briefest, and too often fraught with annoyances and disagreeables to the household in general.

A Parisian maid out of her orbit is not a treasure: in her orbit, as attendant to an extravagant, wealthy and fashionable mistress, she suits the post, and what is no less important, the post suits her; but in engaging a Parisian maid, ladies find it necessary to be additionally cautious in their enquiries as to character and to take little or nothing upon trust, or they may have occasion to regret such credulity.

Swiss maids, on the contrary, are valuable acquisitions to a household on whatever scale it is regulated; they are not too grand in their ideas to suit the smallest establishment, but are generally sufficiently competent to undertake the duties of maid to the mistress of a large establishment.

They are, as a rule, trustworthy and solid, and the reverse of flighty in their conduct; they attach themselves to their mistresses, and identify themselves with their interest; and although they may not possess the sparkling vivacity and style of the Parisian maid, they yet have sufficient taste and skill and light handedness to fulfil all their duties in a thoroughly satisfactory manner.

A useful class of maid is the one who acts as housekeeper as well as maid; she is a good dressmaker, good hair-dresser, and what is known as a good maid. She undertakes as much dressmaking as the maid who does not act as housekeeper, and the fact of her being a deputy housekeeper places her more *en rapport* with her mistress than is the case with the generality of maids.

Ladies who consider themselves their own housekeepers place great reliance upon and trust in a maid occupying this position in a household.

All those who have any pretensions to the title of lady's-maid are expected thoroughly to understand the business of dressmaking, and not to possess merely a superficial knowledge of it, and the same with regard to hair-dressing and getting up of fine linen.

The inexperienced, or humble maid, is but a novice in these essential points, and she asks comparatively low wages in consequence of this want of knowledge; but if unskilful when left to herself, she is at least ex-

pected to be a good workwoman, and to be able to carry out her mistress's instructions, and to work under her directions.

Young ladies' maids are generally of this order, though to this rule there are exceptions, as to every rule; and some ladies find it more advantageous to engage a first-class maid to wait upon their daughters, capable of accomplishing all the dressmaking that is required, in preference to engaging a young and inexperienced maid with but an elementary knowledge of her duties; but where part of a maid's duty is to walk out with a young lady, and to accompany her to the houses of friends, to wait for her and return home with her, she has little leisure for dressmaking, consequently one with but little experience in her duties answers the purpose of the situation.

Some ladies do not make a point of having much dressmaking done at home by their maid, and prefer having their dresses from a dressmaker, but to these ladies economy is presumably not an object.

Other ladies take, perhaps, a medium course, and have, on an average, two or three best dresses from a first-class dressmaker, and have their less expensive dresses made at home by their maid.

The duties of a maid may be said to consist of the following:—

To bring up the hot-water for her mistress in the morning and at various times of the day as required.

- To bring her an early cup of tea.
 - To prepare her things for dressing.
 - To assist her in dressing.
 - To put her room in order after dressing.
 - To put out her things for walking, riding, and driving, both in the morning and afternoon.
 - To assist her in taking off her out-door attire.
 - To put in readiness all that her mistress may require for dressing in the evening.
 - To assist her to dress for dinner.
 - To put everything in order in her mistress's room before leaving it.
 - To sit up for her, and to assist her to undress on her return, and to carefully put away her jewels and everything connected with her toilette.
 - To keep her mistress's wardrobe in thorough repair, and to do all the dressmaking and millinery required of her.
 - To wash the lace and fine linen of her mistress.
- These are the ostensible duties of a lady's-maid, but there are many minor matters that in small households come within her province, such as dusting the china ornaments in the drawing-room, attending to the flowers in the drawing-room or in any of the sitting-rooms in the house.
- When ladies keep a pet dog or dogs, it is the duty of a lady's-maid to attend to them; wash them, feed them, and take them out walking.

In small households where only one man-servant is kept, when he is out with the carriage in the afternoon, the lady's-maid undertakes to answer the door to visitors, and in still smaller households where the housemaid undertakes the parlour work, the lady's-maid answers the door until the luncheon hour; but whenever these exceptional arrangements are made, it is necessary to mention them at the time of engaging a lady's-maid, thus giving her the option of refusing to undertake a situation where these extra duties are required of her.

In some small households the nurse acts as lady's-maid to her mistress, in so far as rendering her assistance in dressing and keeping her wardrobe in order.

With regard to the perquisites of ladies'-maids, the apparel that a mistress has left off wearing is given to the lady's-maid and considered to be her perquisite, but some ladies make an exception to this rule with regard to their more expensive dresses, while others make an exception in favour of all their apparel, for divers reasons; one reason being an objection to seeing their maids wearing dresses that they themselves have recently worn, while other ladies prefer giving away their discarded dresses to poor relations for the use of their families. But when any arrangement of this nature is made, it is entered into at the time of engaging a lady's-maid, and higher wages are given in consequence.

On the death of a mistress, the lady's-maid in her service usually claims the wardrobe, with the exception of lace, fur, velvet, and satin, unless an arrangement has been made of the nature above alluded to.

The leisure accorded to ladies'-maids consists principally of the evening hours, from eight o'clock until bedtime ; but mistresses are, as a rule, very indulgent in allowing their maids to walk out in the afternoon if they desire to do so, and to attend church twice on Sunday, whole holidays being, as a rule, more or less inconvenient to grant.

CHAPTER XVI.

THE DUTIES OF KITCHEN-MAIDS, SCULLERY-MAIDS, AND STILLROOM-MAIDS.

THE duties of a kitchen-maid rather depend upon whether she is head kitchen-maid, under kitchen-maid, or sole kitchen-maid.

In large households two kitchen-maids and a scullery-maid are usually kept, in which case the head kitchen-maid is almost an under-cook: she does all the plain cooking of the establishment, for the schoolroom, nursery, servants' hall, and housekeepers' room, besides much of the elementary cooking for the dining-room. She makes the sauces for the various courses, and prepares the different dishes under the directions of the cook. The second kitchen-maid prepares the vegetables for the house, the game and the poultry; in some houses she does the dairy-work. She makes the bread if the head kitchen-maid has other work to do.

Where a stillroom-maid is not kept, the head kitchen-maid makes the cakes for luncheon, tea, and

dessert, and makes the rolls for breakfast. The second kitchen-maid keeps the kitchen clean, scours the tables and keeps things in order where a servants'-hall boy is not kept. The second kitchen-maid lays the servants' meals in the servants' hall (see chapter, "Servants' Meals").

Where only one kitchen-maid is kept, she does less cooking and more of the kitchen-work : she assists the cook in preparing all the ingredients for her use ; she makes the sauces ; she cooks the servants' dinner ; she bakes the bread ; she prepares the vegetables and cooks them ; she cleans the kitchen and lights the kitchen fire.

The scullery-maid's chief duty is to clean and scour the stewpans, saucepans, sauté-pans, frying-pans, and all the utensils of the kitchen ; to clean the scullery, servants' hall, larders, and kitchen passages ; and where only one kitchen-maid is kept, it is the scullery-maid's duty to lay the table in the servants' hall for the servants' meals. The scullery-maid usually dines in the kitchen with the kitchen-maid, and attends meanwhile to the cooking that is going on for the family luncheon, during the absence of the cook in the servants' hall. Kitchen-maids and scullery-maids are expected to rise at six o'clock in summer, and half-past six o'clock in winter.

In small households, where only two are kept in the kitchen, viz., a cook and a scullery-maid, the

scullery-maid performs many of the duties of a kitchen-maid ; she cleans the kitchen, lights the kitchen fire, prepares and cooks vegetables, assists the cook in the plain cooking, in addition to the scullery work, which is considerably lighter in small households than in large ones.

A vegetable maid is oftener kept in clubs than in private households, and her duty consists in preparing the vegetables for cooking.

In those establishments where large parties of visitors are constantly entertained, two stillroom-maids are often kept, and the stillroom work is shared between them.

Amongst the many duties of the stillroom-maid are the following : to lay the housekeeper's-room breakfast-table, to bring in the breakfast, to clear away and wash up the breakfast things. To prepare the various trays for the eight o'clock bedroom teas, a small tea-tray is covered with a serviette, a cup of tea with a small milk-jug and sugar-basin, and plate with slices of bread and butter, are placed upon it. The tea is either made by the housekeeper or by the stillroom-maid. She also makes the rolls for breakfast, and gives out the china for the dining-room breakfast, and subsequently washes and puts it away. She waits in the housekeeper's-room, lays the cloth for dinner, and clears the dinner-table. She prepares the dessert dishes in readiness for the dessert. She

gives out the china and cake for the drawing-room five o'clock tea. She prepares the housekeeper's-room tea, clears away the tea-things, washes and puts them away. She prepares the tray with the tea-cups and coffee-cups for the after-dinner tea and coffee. She lays the housekeeper's-room supper-table, waits at supper, and clears the supper-table. She is expected to rise at six o'clock to clean and sweep the housekeeper's-room and stillroom, to light the fires, and to assist the housekeeper in all that appertains to the housekeeper's-room duties.

CHAPTER XVII.

FOOTMEN'S DUTIES.

IN households where two or three footmen are kept, heads of families make a point of having tall footmen, and having men of equal height to avoid the incongruity of appearance that men-servants of unequal height would present. Where only one footman is kept, his height is immaterial, and smartness and neatness of appearance are alone required of him.

As has been before mentioned, two footmen are not unfrequently kept in lieu of a butler and one footman; and when this is the case, although the pantry work is equally divided, yet the head footman as he is termed, receives higher wages than the second footman, and has the charge of the plate and of the wine given out.

Where two or three footmen and a butler are kept the head footman, although in livery, is termed the under butler. He does not go out with the carriage; it is the duty of the second footman to do so; it is the

under butler's duty to remain in the front hall to answer the door to visitors during the afternoon. Where a butler and one footman are kept, it is the one footman's duty to go out with the carriage.

What is termed the lady's footman is usually the second footman where three are kept. In the division of work, where two or three footmen are kept, the third footman performs such duties as bringing in coals and wood, cleaning knives and boots, &c., and in the country pumping or drawing the water for daily use; while the under butler and second footman clean the plate, trim and clean the lamps, and where a still-room maid is not kept, they also wash the breakfast and tea services in use.

Their daily round of duties may be taken as follows:—To rise at half-past six in summer and seven in winter; to take coals to the sitting-room; to clean the boots; to trim the lamps; clean the plate; to lay the breakfast-table for the family; to carry in the breakfast; to wait at breakfast; to remove the breakfast things; to answer the door in the morning after twelve o'clock, to take out notes if required; to lay the luncheon-table; to take in the luncheon; to wait at table; to clear the table; to wash the silver and glass used at luncheon; to lay the dinner-table; to go out with the carriage in the afternoon; to answer the door to visitors; to close the shutters in the sitting-rooms; to attend to the fires therein throughout the

day and evening ; to prepare and assist in carrying in the five o'clock tea ; to clear the table after tea ; to wash and put away the china ; to wait at dinner (see Chapter entitled "Waiting at Dinner") ; to clear the dinner-table ; to assist in putting away the plate ; to wash the glass and silver used at dinner and dessert ; to prepare and assist in carrying in the coffee to the dining-room, and the tea and coffee into the drawing-room ; to be in attendance in the front hall when dinner guests are leaving the house, on the occasion of a dinner party ; to attend to the requirements of the gentlemen in the smoking-room ; to attend to the lighting of the house, generally, as soon as it is dusk, whether lighted with gas, lamps, or candles ; to clean, arrange, and have in readiness the flat silver candlesticks, before the dressing-room bell rings in winter, and by ten o'clock in summer ; to go out with the carriage when it is ordered in the evening ; to valet the young gentlemen of the family.

When only one footman is kept, the butler assists him in various of these duties ; but in every case the footman goes out with the carriage, afternoon and evening.

Footmen are usually allowed two suits of livery a year. Some heads of families give higher wages and allow their servants to find their own liveries ; but this latter plan does not work so satisfactorily as the former, and footmen who find their own liveries are

not, as a rule, so well dressed as those whose liveries are found for them.

Where two or three footmen are kept, the under butler and the second footman are expected to wait at breakfast. Where two footmen are kept, the under-butler only assists the butler in waiting at breakfast ; but where one footman is kept, he does not do so by reason of his having so much work to get through.

CHAPTER XVIII.

A TARIFF OF SERVANTS' WAGES.

THE tariff of wages paid to domestic servants fluctuates very considerably, and is influenced in a great measure by the position of a master and mistress, and by the experience of the servant. Higher wages are given in town than in the country, and experienced servants ask higher wages than do inexperienced ones, and by the same rule, wealthy families can afford to give high wages to secure well-trained servants, while those who are not so fortunate in the possession of this world's goods, give wages according to their means and receive the proportionate equivalent.

The scale of wages may be said to commence with the house-steward.

A house-steward receives £50 to £80 per annum, according to the responsibilities of his office.

A groom of the chambers receives from £40 to £50 per annum.

A butler receives from £50 to £80 per annum.

A valet receives from £30 to £50 per annum.

The wages of a man cook varies from £100 and

upwards; some men cooks receive as much as £150, besides perquisites.

Neither of these servants wear livery, and they find themselves in clothes.

An under-butler or head-footman receives from £28 to £32 per annum, and from two to three suits of livery per year.

The under-footmen receive from £14 to £20, and upwards.

A coachman receives from £25 to £60, and two suits of livery.

A second coachman receives from £20 to £35, and two suits of livery.

A groom receives, if a head-groom, from £18 to £25 per annum.

An under-groom £14 to £20 per annum, and two suits of livery are also allowed a-year.

A page receives from £7 to £12 per annum, and two suits of livery.

A steward's-room boy and servant's-hall boy receive from £6 to £8 per annum.

A house-keeper receives from £30 to £50 per annum.

A professed cook receives from £50 to £70 per annum.

A plain cook receives from £16 to £30 per annum.

A head kitchen-maid receives from £20 to £28 per annum.

A second kitchen-maid receives from £14 to £22 per annum.

In the case of only one kitchen-maid being kept, she receives from £18 to £24 per annum.

A scullery-maid receives from £12 to £18 per annum.

A still-room maid receives from £10 to £14 per annum.

An upper house-maid receives from £20 to £30 per annum.

A second house-maid receives from £14 to £20 per annum.

A third house-maid receives from £12 to £18 per annum.

A house-maid, where only one is kept, also receives from £12 to £18 per annum.

A lady's-maid receives from £20 to £35 per annum; a young lady's-maid receives from £14 to £25 per annum.

A head nurse receives from £20 to £25 per annum.

An under-nurse receives from £14 to £18 per annum.

A nursery-maid receives from £10 to £14 per annum.

A school-room maid receives from £10 to £14 per annum.

A head laundry-maid receives from £18 to £25 per annum.

A second laundry-maid receives from £16 to £20 per annum.

A third laundry-maid receives from £12 to £16 per annum.

Where only one laundry-maid is kept she receives from £18 to £25 per annum.

A dairy-maid receives from £14 to £20 per annum.

In some households, tea, sugar, beer, and washing are found; in others extra wages are allowed for these.

When tea and sugar are allowanced, the usual quantity allowed to each servant is, 1 lb. of tea per month, and 2 lbs. of loaf sugar, or money to this equivalent.

When beer money is given, it varies from 1s. 6d. to 2s. 6d. per week; in some households the under female servants are allowed but 1s. per week. For the quantity of beer allowed to each servant per day See Chapter on "Servants' Meals."

When money for washing is allowed it varies from 1s. to 2s. 6d. per week.

When families are out of town the servants left in the house are put on board wages, and some families allow their servants board wages during the whole year, as mentioned in Chapter on "Servants' Meals."

The board wages allowed to men servants are:—

For butlers, from 14s. to 16s. per week. Footmen, 13s. to 14s. per week; and to men-servants, out of

livery and in livery, in the same ratio. And to women servants, from 12s. to 14s. per week to the upper maid servants, and from 11s. to 13s. to the under servants.

Respecting the tariff of wages paid to out-door servants, when paid weekly,

Coachmen receive from 16s. to 25s. per week, lower wages being given in the country than in town. In addition to this they are allowed rooms over the stables, or a cottage, rent free, and a fire in the harness-room when required.

Grooms receive from 10s. to 18s. per week.

The liveries given to men servants depend upon how long a family remains in town, or the amount of company kept. Some families allow each man servant two livery suits and a working suit per year, while others allow three suits of livery and two working suits in two years. In each case the livery is the property of the master.

The other out-door servants comprise gardeners, game-keepers, and dairy-maids.

A head-gardener receives from £75 to £80 per annum and a house rent free.

The under-gardeners from £45 to £50 per annum.

Gardeners are either paid by the week or by the quarter.

Head game-keepers receive from 35s. to 40s. per week.

Under game-keepers from 15s. to 25s. per week.

Game-keepers are usually allowed a cottage rent free, in addition to their wages.

When a servant is engaged, he or she is entitled to have the cost of their journey paid by their master or mistress. If they are dismissed for no actual misconduct, they are also entitled to have their return-journey paid; but if a servant gives notice, he or she is not entitled to receive return-journey money. X

CHAPTER XIX.

THE DUTIES OF A HOUSE-STEWARD ; THE DUTIES OF
A GROOM OF THE CHAMBERS ; THE DUTIES OF A
VALET.

As has been said in an earlier chapter of this work, a house-steward is only considered necessary in households which are conducted on a very extensive scale, and where the outlay of money and the general expenses render housekeeping accounts of sufficient importance to demand the attention of a competent person. Sometimes the house-steward also undertakes the office of land-steward, in which case his duties take a wider range. The house-steward has a sitting-room for his use in the mansion, but the land-steward has a house allotted to him, and is a very different class of individual to the house-steward, who is, strictly speaking, a sort of head butler, exempt from menial duties. His duty is to engage the men and women-servants, with the exception of the personal attendants of the family, ladies' maids, nurses, and valet; to pay them their wages, and to dismiss them. To order everything that is necessary for the

wants of the household ; to pay the household bills ; to keep the household books ; and to see that order and regularity is maintained amongst the servants.

When the upper servants have their meals in the steward's room, the steward assists the housekeeper in carving. The house-steward is responsible to his master for the money that passes through his hands, and usually submits the household books for his approval once a month. The house-steward is not a livery-servant, and does not receive an allowance for his clothes.

THE GROOM OF THE CHAMBERS, like the house-steward, is a class of servant belonging to the households of the very wealthy. He is also a species of butler ; but one from whom menial work is expected. His principal duty is to announce visitors to his mistress ; and he may be looked upon as the custodian of the sitting-rooms, besides being on duty in the corridors, in case his services should be required to show any strange guests to their rooms, or to open or close doors. He remains in the front hall in the afternoon, in readiness to announce visitors, or to receive the cards left. He makes the round of the sitting-rooms three or four times during the day, to ascertain that everything is in order. He assists in waiting at breakfast, luncheon, and dinner. He stands outside the drawing-room or library door, to open it for the guests as they severally come down before dinner. He assists in carrying in the tea and coffee into the drawing-room after

dinner, and is in attendance in the hall when the family retire for the night, to light the bedroom candles.

Where there are large suites of reception-rooms in constant use, and where the family are in the habit of receiving a great deal of company, the office of a groom of the chambers is not a sinecure. It is customary for noblemen and very wealthy gentry to be waited upon by this description of upper servant.

A groom of the chambers does not wear livery, but receives an allowance for plain clothes in addition to his wages.

VALETS are generally kept by single gentlemen and by elderly gentlemen, and seldom by married men, unless by noblemen or persons of considerable wealth. Single men require the services of a valet, unless they keep a butler and footman, when the butler acts as valet. Elderly gentlemen often require the services of a valet in addition to those of the men-servants of their establishments, as constant personal attendance cannot satisfactorily be given by a butler who has other duties to perform.

Young men who pay rounds of visits to country houses cannot easily dispense with a valet. Sportsmen, and men given to hunting and shooting, find the services of one invaluable.

Amongst the duties of a valet are the following :— to brush his master's clothes ; to clean his top-boots, shooting, walking, and dress-boots ; to carry up the

water for his master's bath ; to put out his things for dressing ; to shave him, if necessary ; to assist him in dressing ; to pack and unpack his clothes when travelling ; to put out his master's things for dinner ; to carry up the hot water to his dressing-room.

To load for him when out shooting ; to stand behind his master's chair at dinner ; and more especially to wait upon his master and the lady taken down to dinner by him. When at home he is expected to wait at his master's breakfast, and at the family luncheon and dinner ; he attends to his master's wardrobe, and sees that everything is in repair and in order. A valet to an elderly gentleman, besides performing these duties, renders any services that the state of his master's health may require ; such as sitting up at night, carrying him up and down stairs during the day, when required to do so, or sleeping in his room at night, &c.

Where a courier is engaged to travel with a gentleman, his duty is also to valet him.

A valet is not a livery-servant ; he does not receive an allowance for clothes, and his master's left-off clothes are given to him.

CHAPTER XX.

HOUSEMAIDS' DUTIES.

THE duties of a housemaid depend in a great measure upon the scale of the household to which she belongs, and according to the number of housemaids kept—whether there are three housemaids or one housemaid, whether the duties are divided between three, or devolve upon one; and when they are divided between three—that is, between the upper and under-housemaids—the duties of the upper-housemaid are comparatively light as regards labour, but heavy as regards responsibility; the under-housemaids being under her supervision. An upper-housemaid's duty is to take charge of the house-linen; to keep it in repair, and give it out as required; to see that each bedroom is supplied with clean chintzes, curtains, sofa-covers, chair-covers, toilet-covers, &c.; to see that the drawers and wardrobes are dusted and papered, and that fresh candles are set up each evening, soap supplied, writing-tables attended to, &c. Her duty is also to dust the china ornaments in the drawing-rooms and other sitting-rooms, attend

to the arrangements of the rooms, and to attend to the flowers and plants. The sitting-room, chintzes, and chair-covers, are also under her charge, when a house-keeper is not kept. She assists in making the beds in the best bedrooms, and in dusting the rooms and keeping everything in repair in each room.

After the dinner-bell has rung, she makes the round of the best bedrooms and dressing-rooms, to see that everything is in order, and that the under-housemaids have severally performed their duties.

When two housemaids are kept, the work of the household is divided between the two housemaids; although the upper-housemaid has the charge of the linen, and does the lighter work of the house.

When one housemaid is kept, she does not always have the charge of the house-linen, as it is sometimes given out by the mistress of the house, and sometimes by the lady's-maid; but she is expected to make out the list of linen when sent to a laundry, if not washed at home, and to see that it is correctly returned.

The arrangements of households where one housemaid is kept, differ considerably with regard to the work portioned to them.

The usual duties of a housemaid consist of the following: to rise at six in summer, and half-past six in winter; before breakfast to sweep and dust the drawing-room, dining-room, front hall, and other sitting-

rooms; to clean the grates and light the fires; and where a lady's-maid or valet is not kept, she carries up the water for the baths for the family. After her own breakfast she makes the servants' beds, sweeps, dusts, and arranges the rooms, sweeps the front staircase and front hall. She makes the best beds, and sweeps and dusts the rooms, cleans the grates, and lights the fires; when fires are kept up in the bedrooms during the day, it is her duty to attend to them, and to light them morning and evening, or when required; she prepares the bedrooms for the night, turns down the beds, fills the jugs with water, closes the curtains, takes up a can of hot water for the use of each person.

After the family have gone down to dinner, she again makes the round of the bedrooms, and puts them in order; her last duty being to take up a can of hot water to each bedroom and dressing-room.

It is her duty to see, during the day, that each bedroom is supplied with soap, candles, clean towels, writing-paper, and all that is required for use.

In households where the housemaid acts as parlour-maid, the cook undertakes to sweep and dust the dining-room; to clean the grate and light the fire; to sweep and clean the front hall, and to clean the front doorsteps; and to assist in making the best beds.

Both sitting-rooms and bedrooms should be regularly swept and dusted each day; and the china fittings in bedrooms and dressing-rooms thoroughly

cleaned; ill-trained housemaids are apt to neglect this daily round of sweeping and cleaning the rooms in use, and to postpone it until the end of the week. This method of performing the house-work is not followed by good housemaids, or in well-regulated households.

An extra cleaning of each room once a month is necessary, independent of the attention and care that they require daily, when mirrors, pictures, windows, walls, &c., are cleaned, for which sufficient time cannot be allowed every morning.

A housemaid's duty is to keep the housemaid's cupboard in order, and to be dressed by four or half-past four in the afternoon.

When a housemaid acts as parlour-maid, she is required to be dressed before luncheon or the midday-dinner, and to wear a clean cap and apron when bringing in the family breakfast.

When a housemaid acts as parlour-maid, she answers the door in the afternoon, and lays the table for dinner, &c. (See "*Parlour-maid's Duties.*")

Where two or three housemaids are kept, the upper and second housemaid are expected to do the needlework of the house in the afternoon—from three to five.

In small families, where one housemaid is kept, she undertakes to do the needlework for the house in the afternoon; and in many cases she is engaged to act as maid to her mistress, as regards assisting her in dressing.

CHAPTER XXI.

THE DUTIES OF A PARLOUR-MAID.

A VERY large class of persons find it expedient to keep a parlour-maid rather than a man-servant; in watering places, suburban towns, and even in town itself, persons with good incomes, but who live rather quietly than not, prefer to be waited upon by a parlour-maid, as many other services are rendered by her besides the actual parlour-work. To widow ladies and single ladies a parlour-maid offers many advantages besides the question of economy; ladies who have not the support of a male relative in everyday life, find it less trouble to keep their household in order when it is composed of female servants only, as a man-servant is proverbially inclined to take advantage of his position when there is no master to keep him in check.

As regards economy, the wages of a parlour-maid are not so high as those of a man-servant, and there is a further saving in the matter of finding clothes, in addition to which the keep of a man-servant costs more than that of a female servant; and many prefer to be

waited upon by a neat, trim, parlour-maid, rather than by an untidy-looking, slovenly, ill-dressed, untrained man-servant, as the servants who take situations where low wages are given, too often answer this description.

As regards the most important of a parlour-maid's duties, which are the laying of the table for the meals of the family and waiting at table, these duties have been fully described in the several chapters under their respective heads, and in the chapter entitled "The Duties of a Single-handed Man-Servant." Answering the door and announcing visitors, which is the duty of the parlour-maid, is also explained in the chapter under that head. Her further duties consist in getting-up the fine linen of the ladies of the family, and in assisting her mistress to dress, performing the duties of a lady's-maid as far as dressing is concerned, and in keeping her mistress's bedroom in order, and all that relates to her wardrobe.

A parlour-maid wears a cotton gown, white apron and cap during the morning, and stuff gown with apron and cap in the afternoon; she is expected to do needlework for the house in the afternoon. She is usually allowed to go out one afternoon during the week, and to attend church every Sunday, and to have a holiday of a whole or half a day every month or six weeks.

CHAPTER XXII.

THE DUTIES OF A SINGLE-HANDED MAN-SERVANT AND PAGE-BOY.

THE single-handed man-servant performs the combined duties of butler and footman; the class of persons who keep this order of servant is a large one, as it comprises those possessing very moderate incomes, what others would term very small incomes; there are, of course, exceptional cases, where those possessing fairly good incomes, keeping but little company, and living what is termed very quietly, who could afford, were they so inclined, to keep two men-servants, yet prefer to keep but one man-servant out of livery.

A single-handed man-servant is not a liveried servant, although he is allowed two suits of clothes a year, or extra wages to find his own clothes. A single-handed man-servant is expected to be an experienced servant, and to have lived as footman under a good butler; but a trustworthy and well-trained servant of this class is not always easy to

meet with, as footmen who have lived in good families, usually look forward to ultimately taking situations as butlers, and, once having taken situations as single-handed servants, find a difficulty in obtaining situations as butlers, and the wages of a single-handed man-servant are not as high as are those of a butler; while the place is a far harder one, and requires no little method, industry, and briskness to perform the many duties required of him in a satisfactory manner.

His duties include the following: to rise early, so that before his breakfast he may have completed the rougher work of the day, such as getting in coals and wood, cleaning the knives and boots, etc.; his duty is to valet the gentlemen of the family, to brush their clothes, to carry them up and put them out for dressing, to carry up water for the gentlemen's baths, shaving-water, etc.; to lay the breakfast for the family; to be dressed to carry in the breakfast, although not expected to wait at that meal; to take away the breakfast things, to wash and replace in the pantry cupboard; to trim and clean the lamps; to clean the plate; to lay the luncheon, to wait at luncheon when required to do so, to clear away the luncheon, and wash the glass and silver used; to attend to the sitting-room fires; to be in readiness to answer the drawing-room bell; to answer the door in the afternoon, when not out with the carriage; to go

out with the carriage afternoon and evening when required ; to close the shutters in the sitting-rooms ; to keep the front hall in order ; to put coats, hats and umbrellas in their places ; to prepare and carry in the five o'clock tea, to clear it away, wash and replace the china, etc. ; to lay the table for dinner, to wait at dinner (see Chapter on that head), to clear the table, to wash the glass and silver and put everything in its place ; to carry the tea and coffee into the drawing-room, to clear it away, wash and replace the china, etc. ; to prepare the candles for the sitting-rooms, and to have the flat candlesticks in readiness in the hall ; to see that the doors and windows of the house are properly secured ; to draw the beer for the servants' lunch, dinner, and supper. The single-handed man-servant is not entrusted with the cellar-book, and very little wine, if any, is placed in his charge, the master or mistress preferring to take charge of it themselves ; he is not expected to bottle wine or to brew beer ; but he is often expected to make himself useful in the house when required ; to move and clean furniture ; to clean windows, mirrors, chandeliers, etc. When the single-handed man-servant is out with the carriage, or absent for any other reason, it is the duty of the lady's-maid or housemaid to answer the door.

In some few households a page is kept instead of a man-servant ; but it is not a general practice to do so,

and people who cannot afford to keep a man-servant, find that a parlour-maid is more useful and efficient than is a page and far less pretentious in appearance. In hotels and clubs a page is found useful to carry messages, notes, etc.; but in private families a page-boy is anything but a satisfactory servant. He generally enters into service at an age when boys are most troublesome and require keeping in order. If there are children in the family the page plays with them, instead of attending to his work; he is not strong enough or big enough to lift and carry large trays up and downstairs. Method in the performance of his work is not to be expected of him; he is impertinent to the women-servants if they venture upon exostulating with him, and is expensive by reason of his destructiveness, and is more addicted to habits of idleness than industry.

A page is only at his best in those families where a butler and footman are kept, as in large households a page is occasionally kept in addition to the men-servants, and where the work is comparatively heavy, when he assists the footman in many of his duties; but the single-handed page is rather an obsolete servant, and is principally to be found in those families where comfort is sacrificed to would-be gentility. When a page is kept in these small families his duties are those of a single-handed man-servant, with the exception of drawing the beer for

the servants, and seeing that the house is closed at night. A page is allowed two suits of livery a year and one working suit, and this livery is the property of the master and mistress, and a page is not entitled to claim it when leaving his situation.

CHAPTER XXIII.

THE DUTIES OF COACHMEN AND GROOMS.

THE duties of a coachman vary according to the position he occupies, that is to say, whether he is head coachman, second coachman with grooms under him, or whether he is coachman with one or two grooms under him, or coachman and groom in one.

Where two coachmen are kept, the stable department is on a large scale, and two carriages are often ordered at the same hour, when the head coachman drives a pair of horses and the second coachman drives one horse. The head coachman invariably drives a pair of horses in the barouche or other open carriage, and the second coachman the one-horse brougham.

The night work, such as driving the family to a ball, or driving to and from the railway-station, is the duty of the second coachman.

It is the duty of the head coachman to see that those under him perform their work in a thoroughly efficient manner, and that the horses are properly fed and groomed, the carriages and harness are thoroughly

cleaned, the stables and harness-room are in perfect order. Occasionally the second coachman's duty is to exercise the horses, and to assist in cleaning the carriages and the harness in use.

A head coachman's is an office of considerable trust. Whether he orders the hay, corn, straw, &c., or whether it is ordered by his master, he has the charge of it, and the expenses of the stables in other directions, which are considerable, are also under his management.

Where two coachmen and as many grooms are kept, the carriage is probably out three times a day; where one coachman and groom are kept, it is usual to have a carriage out twice only, a pair of horses in the afternoon, and a pair or single horse in the evening, or a pair in the morning and again in the afternoon. A horse for night work is frequently kept when the carriage is much required in the evening, and when the condition of the carriage horses is considered.

The coachman's duty is to assist the groom in cleaning the carriages and the harness, and in grooming the horses. Where one coachman is kept without a groom under him, he only expects to go out with the carriage once a day, either morning, afternoon, or evening, that is, if a pair of horses are kept and two carriages, and they are expected to look up to the mark; but if the coachman has only the charge of one horse and one carriage, brougham, waggonette,

or victoria, the carriage can be had out twice a day without overworking the coachman.

In some families coachmen have their meals in the house with the other servants, in others they have board wages allowed them, and rooms over the stables or a cottage rent free. A coachman submits his book of incidental expenses of the stables to his master either weekly, fortnightly, or monthly.

A groom's principal duty is to attend to the horses and to exercise them; the stables are expected to be ready for his master's inspection by nine or ten o'clock each morning, and to groom the horses throughout the day after they have been out, to clean the carriages and harness and feed the horses, &c.

A pad-groom is in attendance upon his master and mistress out riding, whether to covert or elsewhere, and has the charge of the saddle horses.

CHAPTER XXIV.

THE DUTIES OF DAIRY-MAIDS AND LAUNDRY-MAIDS.

A DAIRY-MAID is sometimes an outdoor servant, and sometimes an indoor servant; it depends in a great measure whether the dairy is a large or small one; if a large one, the dairy-maid usually lives at the home-farm, and churns the butter, and looks after the poultry—milking the cows being done by the stock-man.

The combined duties of attending to the poultry and to the work of the dairy are sometimes performed by two dairy-maids, and sometimes by one, according to the amount of poultry or number of cows kept.

Rearing chickens, ducks, turkeys, &c., is a business in itself; and oftener than not, the stock-man assists the dairy-maid in churning, when there is a considerable amount of butter to be made.

When the dairy-maid is an indoor servant, she is kitchen-maid as well as dairy-maid, and the dairy work is comparatively light; extra wages are given when these combined duties are undertaken by her.

A laundry-maid is also a semi-outdoor servant,

although she has her meals in the servant's hall, and lives in the house; but the laundry is usually a detached building.

Where two or three laundry-maids are kept, the upper laundry-maid attends to getting up the fine linen for the family, and the under laundry-maids to the house linen and servants' linen; but in small country establishments, where only one laundry-maid is kept, the under servants are expected to give a couple of hours of their time during the week, to assist in ironing their own cotton dresses. In other small establishments where resident laundry-maids are not kept, laundry-maids from the neighbouring village are hired by the week; but are boarded in the house with the other servants.

In towns the washing of the family in a household is put out, and is either paid for by the piece, dozen, or by contract.

CHAPTER XXV.

THE DUTIES OF GARDENERS AND GAMEKEEPERS.

A HEAD GARDENER in a large establishment is an individual of no little importance, and is usually a man possessing a considerable amount of practical knowledge and a fair education; there is generally a great deal of glass under his charge, hot-houses, green-houses, conservatories, &c. Some gardeners direct much of their attention and skill to forcing fruit, flowers, and vegetables, and are allowed by their masters to exhibit specimens of their skill in this direction; but as this forcing system, when carried out to any extent, is attended with no little expense, both as regards money and time, some masters object to its being indulged in; and again, many people think that moderate forcing, for their own table, of such vegetables as potatoes, French beans, peas, asparagus, in addition to cucumbers and mushrooms, &c., are all that is required, and dispense with such luxuries as strawberries, pines, and melons until they are fairly in season and not wholly out of season.

The number of gardeners kept, in addition to the

head gardener, is regulated by the size of the gardens and the extent of the operations carried on; but it is the head gardener's duty to apportion the work to each man employed in the gardens and to see that it is properly performed; he is rather an autocrat in his way, and is usually studied and conciliated by the feminine branches of the family. He objects, on principle, to his choicest blossoms being cut by his mistress or her daughters, or the finest bunches of grapes being gathered; when his green-houses and hot-houses are to be rifled, he prefers that it should be done by himself rather than by his mistress, and ladies who value their gardeners are inclined to humour this weakness.

The scale of gardeners vary as much as do the extent of the gardens themselves, from the gardens of a castle to those of a cottage or villa; from the head gardener, with twenty-five gardeners under him, to the one gardener, who is assisted in his labours by a boy, or is even unassisted by a boy, and who adds to his duty of gardener that of a groom, taking charge of pony and pony-carriage.

The duties of a gamekeeper hardly come within the province of the present work.

The wages a gamekeeper receives are mentioned in the tariff of servant's wages. The head gamekeeper occupies a cottage on the estate, and the second keeper is provided with a cottage also; the head

keeper attends to preserving game, rearing pheasants, and so on, and has the management of the manor, subject to his master's approval, and of the *battues*, or shooting parties; the under-keepers receive their instructions from him.

The fees usually given to gamekeepers have been mentioned in a former work.

CHAPTER XXVI.

CONCLUDING REMARKS.

THE treatment of servants by masters and mistresses greatly influences the services rendered; considerate masters and mistresses usually obtain good service from their domestics, and consideration is best shown by as far as possible not interrupting them in the performance of their duties, thus allowing of their being carried out with method and regularity.

Again, inexperienced mistresses make the mistake of being over confidential with their servants at one hour, and expecting them to be over deferential the next. They are confidential respecting their own affairs, which provokes a corresponding degree of confidence on the part of their servants; good mistresses take an interest in the welfare and well-being of their servants, and thus gain an influence over them for good; but this is a very different thing to encouraging them in idle gossip, as a servant once permitted to become a narrator too often draws the long bow, and fact is lost

in fiction. On the other hand, some masters and mistresses adopt an arbitrary and haughty demeanour towards their servants, to the exclusion of anything like a mutual interest, such as it is well should exist between masters and servants.

Servants should neither be treated in a too conciliatory manner nor in a too peremptory one, and a manner and bearing bordering on neither of these extremes is calculated to inspire the greatest amount of respect and obedience. A hesitating manner when giving an order of however trivial a nature, or an appeal to the judgment of a servant as to whether an order given is the best to give under the circumstances, renders it liable to be disregarded and set on one side altogether, or carelessly and indifferently executed—as servants as a rule are quick to take advantage of any weakness of character or purpose exhibited by their masters and mistresses.

THE END.

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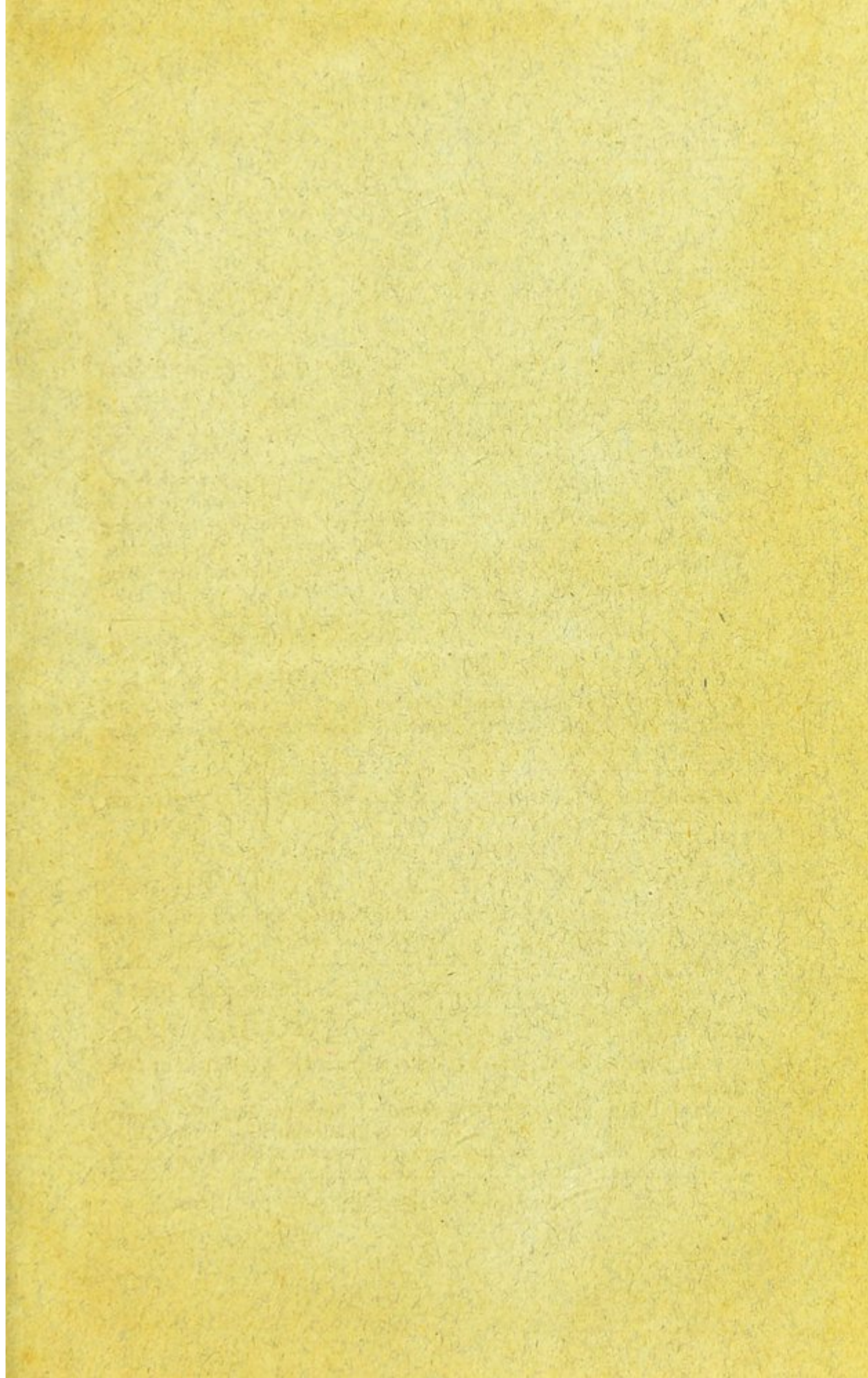
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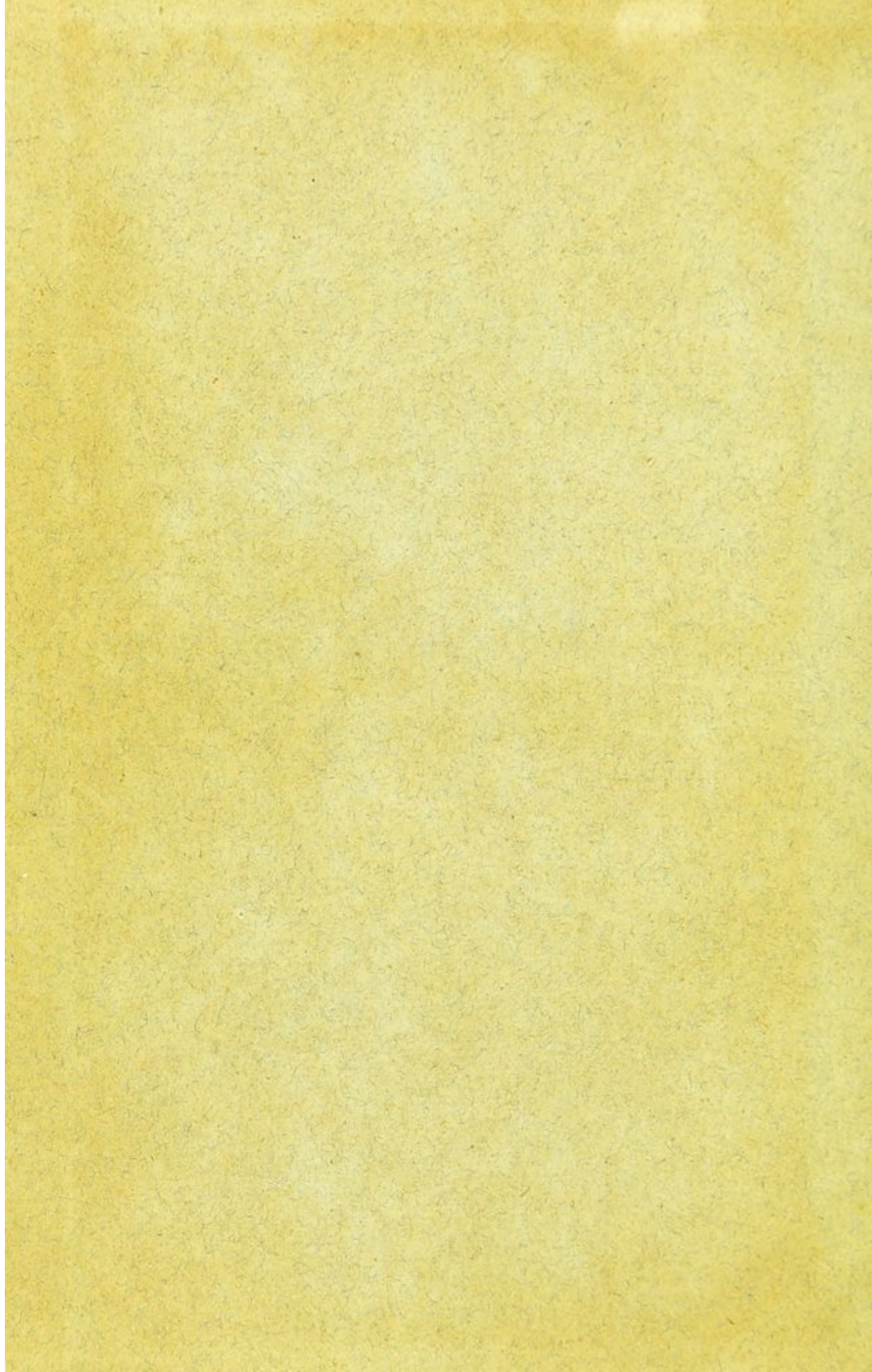
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