

**The servant's companion : comprising the most perfect, easy and expeditious methods of getting through their work; rules for setting out tables and sideboards; directions for conducting large and small parties: with an appendix, containing a great variety of useful recipes and tables.**

### **Contributors**

University of Leeds. Library

### **Publication/Creation**

Leeds : printed and sold by H. Spink, 1832.

### **Persistent URL**

<https://wellcomecollection.org/works/nzv2yv3m>

### **Provider**

Leeds University Archive

### **License and attribution**

This material has been provided by This material has been provided by The University of Leeds Library. The original may be consulted at The University of Leeds Library. where the originals may be consulted.

This work has been identified as being free of known restrictions under copyright law, including all related and neighbouring rights and is being made available under the Creative Commons, Public Domain Mark.

You can copy, modify, distribute and perform the work, even for commercial purposes, without asking permission.

**wellcome  
collection**

Wellcome Collection  
183 Euston Road  
London NW1 2BE UK  
T +44 (0)20 7611 8722  
E [library@wellcomecollection.org](mailto:library@wellcomecollection.org)  
<https://wellcomecollection.org>

THE  
SERVANT'S  
**COMPANION**

COMPRISING THE MOST PERFECT, EASY, AND  
**EXPEDITIOUS METHODS**

OF ARRANGING AND GETTING THROUGH THEIR WORK; RULES FOR  
SETTING OUT TABLES AND SIDE-BOARDS; DIRECTIONS FOR  
CONDUCTING LARGE AND SMALL PARTIES; WITH

**AN APPENDIX;**

CONTAINING VARIOUS USEFUL  
**RECIPES AND TABLES.**

---

NEW EDITION.—PRICE ONE SHILLING.

---

LEEDS :

PRINTED AND SOLD BY H. SPINK, 37, BRIGGATE.

1832.

## INTRODUCTION.



This Work is a complete manual for a domestic, and is written in a style clear to the meanest capacity. The instructions relative to every duty of a servant, are clear, complete, and satisfactory ; the value of the Work is much enhanced by numerous Receipts of a highly useful nature, which is expedient for a servant to know. The book will not only be found of great use as a guide to the inexperienced, but even the most skilful servants will find themselves considerably assisted by the accuracy of its directions.

## THE DOMESTIC MANUAL.



### EARLY RISING.

As early rising is essentially necessary, I will first begin by saying a few words on this subject.

By rising early, you not only invigorate both body and mind, but secure to yourself an opportunity of getting through the dirtiest part of your work before the family are out of bed; you will also be able to accomplish more work in one hour, before the family are up, than in two afterwards.

### CLEANING BOOTS AND SHOES.

For this purpose, good brushes and blacking are indispensably necessary. To scrape the dirt off the boot or shoe, use a wooden knife; or should you use a steel knife for this purpose, it must be exceedingly blunt, otherwise it will cut the leather; after the dirt is well scraped off, use your hard brush, with which take off all the dust, or the leather will never look bright; then stir up the blacking with a small painter's brush, put a little on the blacking brush, with which rub the boot or shoe all over, and while

damp, apply your polishing brush immediately, and you will produce a beautiful jet black. If you have trees, never clean boots or shoes without them.

Should you have topped boots to clean, while with the blacking you clean the under part, the top ought always to be covered a little way up, with a little paper or parchment, not only that you may keep them clean, but that you may have freedom to black to the edge of the tops. When boots or shoes are laid down to the fire to dry, they ought always to be kept at a proper distance, or the leather will harden.

For home compositions of blacking, see Appendix: although the recipe in the Appendix makes one of the most approved home-made blackings, yet, like all others of the same sort, it cannot be put in competition with those liquid blackings made by Day and Martin, Warren, and Turner.

#### TO CLEAN KNIVES AND FORKS.

To clean knives and forks, you must have a good smooth board, covered with leather; put on a small quantity of melted suet, with a piece of flannel, then rub two pieces of Bath brick against each other, all over the board, until no grease comes through; then stand about the centre of the board, take a knife in each hand, putting them flat on the leather, and scouring them by expanding

your arms to and from your body ; when one side of the knife is done, turn to the other. Take particular care not to press too hard on the blade, for if they are made of good steel, they are liable to snap ; if the board is without a leather, suet will not be required. Should the knives require an edge, take one in each hand, back to back, not allowing them to touch the board when you expand your arms ; but when drawing your hands together, bear a little heavy on the edge of your knife.

To clean forks, put some fine sea-sand, or brick-dust, into an old flower-pot, or small barrel, mixed with a little hay or moss, which you must keep always moderately damp ; by running the fork several times into this, you will soon take off the stains ; then take a thin bit of stick, or whalebone, wrapped in a piece of shamoy leather, with which polish the prongs, and the notches at the lower part of the knife blades.

Be particular, for your own benefit, when cleaning the backs of the knives, to have one part of the board appropriated for this purpose ; either fix an extra piece of leather, or old hat, at one end of the board ; by doing so, it will not only last longer, but will allow the knife to scour with more ease and freedom.

If knives and forks are not thoroughly clean, they will soon contract rusty marks which will spoil the appearance of them.

When the stains on the points are difficult to remove, take the knife in your left hand, then put the thumb of your right hand at the back of the knife, turning your two forefingers over its surface, pressing pretty hard; by this method you will remove any stains, excepting those contracted by rust.

Should the family be going to the country, there will then be a necessity of being doubly careful of these articles, as you cannot be always at hand to inspect them.

Before putting them up for any length of time, take a little flannel, dipped in sweet oil, with which rub the blades thinly over, taking care not to oil the handles; be likewise careful to put them in a dry place. If any with ivory handles get stained or yellow, the following mixture will remove it:—

Mix a little water with a few drops of spirits of salt, dip a small piece of flannel or soft sponge into it, with which rub the stain, and it will immediately disappear.

#### TRIMMING AND CLEANING LAMPS.

Clear burning lamps have a very strong tendency towards making the house look more cheerful and agreeable; so, on the other hand, dirty and dull lamps are a perfect nuisance.

To prevent the disagreeable smoke that arises from oil lamps, you must be very particular to keep them perfectly clean; for this purpose wash them thoroughly with

pearl ashes and boiling water, then give them a wipe with a little tow, putting them immediately to the fire until such time as they are quite dry; for should the least dampness remain they will not burn properly. There is likewise two or three small holes for the admission of air, which must be opened; before putting in the wick, have it dried before the fire.

Good oil is another article indispensably necessary, without which it will be in vain to get your lamps to burn well, let them be ever so clean.

Patent lamps must be taken to pieces before they can be cleaned; the same method is used for cleaning them. The outside of lamps should be cleaned with soap and water, any thing of a sandy nature being apt to take the lacker off the brass.

Frequent attention ought to be paid to that part which receives the droppings of the oil; for, if allowed to fill, it will stop the passage of the air, and put the lamp almost out: likewise the small catches for the support of the under part of the glasses, or chimnies, will require to be a sufficient height, otherwise they will also interrupt the current of air.

Patent lamps, that are used every night, ought to be emptied regular once a week, and fresh oil put into them; the oil that comes from them ought to be put into the common oil flask. In frosty or cold weather, the

lamps, before being lighted, must be put some time before the fire. Be cautious in raising the light gradually; should you do it suddenly, you will run a great risk of breaking the glass, particularly in cold or frosty weather.

Another piece of information which I had almost overlooked, and without attention to which, the foregoing directions would have been followed in vain—that is, keeping the oil and lamps in a perfectly dry situation.

To clean the glasses or chimnies, rub them with a damp sponge, and a little whitening, and finish them with a soft linen cloth.

By a proper attention to the preceding directions, I have every reason to believe, from actual experience, that your lamps will give you every desirable satisfaction.

#### CLEANING PLATE.

This being a particular branch of the footman's work, great care is necessary in composing the mixtures for this purpose, and having your plate brushes and leather perfectly clean, and free of grease.

Should the plate be greasy, it ought to be washed in very hot water, before using the powder; when washed, dry it well with a towel; wet a little of the powder, into which dip a piece of flannel, or you may use your hand, which is better, continuing to rub until such time as the powder wears off; the longer you rub, the plate will improve in brightness;

then use a brush, with which you take the powder out of the crevices, and from between the prongs of the forks; when this is done, finish with your best leather.

Those ornamental frosted pieces of plate, while cleaning, require great attention, as the rough and plain parts require different brushes; a hard brush should be used for the rough part, and a softer one for the plain; while cleaning the frosted parts with the hard brush, be cautious not to allow the same brush to touch the smooth parts, or else it will disfigure it with scratches.

Crests, or coats of arms, not being so deeply indented, a softer brush may be used to clean them; should the crevices, after such a course, not be cleaned according to your wish, rub them with a soft brush, damped with the powder, then finish with a harder one.

Rot-stone and sweet oil make the silver look beautiful, and, if properly used, is excellent for removing scratches. The rot-stone, previous to use, must be sifted through a piece of muslin. No person should attempt to clean plate with rot-stone and oil, without they have a considerable deal of spare time.

Should the cook wash the silver after dinner, do not allow her to use water quite boiling.

When you are cleaning candlesticks after being used, do not take the grease off the

candlestick with a knife, which is liable to make a deep incision ; for this purpose put a rag round your thumb, which cannot hurt it, wash the part with very hot water, and then polish with a little dry powder. If you have any japanned candlesticks in your care, never take the grease off with a knife, or water quite boiling. Always set your candles in the candlesticks in the fore-part of the day, so as to have them in readiness when wanted. To take the gutter off your candles, use a smooth edged knife ; if the wax candles get dirty, clean them with a little flannel, dipped in spirits of wine.

#### CLEANING FURNITURE.

For this purpose some families use bees' wax and turpentine, while others use linseed oil. Should you want the mahogany of a dark colour, oil must be used ; on the other hand, wax and turpentine is the best for keeping it light ; therefore, if you have light and dark mahogany, it will be necessary to use both.

On the tables that you have been in the habit of putting wax, you must not put oil, neither should you put wax on those that have been polished with oil.

Before using the oil, or wax, dust the table ; and if there be any white stains, take them out with a bit of soft smooth cork ; or should there be any ink or wine stains, put

a little salt of lemons on the part, and dip a bit of cloth in hot water, with which you must rub the part. Should a white mark still remain, you must rub it out with a bit of cork.

Should the tables require washing, rub them over with a sponge, dipped in warm beer, and dry them quickly with a towel.

When tables are thus ready for the polish, if you use oil, take a bit of flannel, dipped in the oil, with which you must rub the table all over; then apply another flannel cloth as quickly as possible; after that use a third, and lastly, finish with a fine linen cloth: it will be requisite to keep these cloths for this purpose. Wax may be used in the same manner, but not with the same cloths.

Tables that are continually used, if carefully kept, will not require to be polished oftener than once a-week, if oil is used; but will require to be frequently done, if wax is used.

#### BRUSHING THE CLOTHES.

Should they be dusty, you must first put them on a wooden horse, and beat out the dust with a small cane, taking care not to hit too hard, lest you should hole the cloth; when they are quite free of dust, lay the coat in full length on the table, with the collar of the coat toward the left hand, with the brush in the right; brush the back of the collar

first between the shoulders, and then the sleeves ; let the farthest lapel and arm be brushed first, and then the skirt, taking care to brush the cloth the way the nap lies, which is towards the skirt. When one side is done, do the other, then fold in the two sleeves towards the collar, folding over the lapels, and lastly the skirts ; in this manner put it in its proper place. This method of folding will be found very convenient, when there is not room enough for them in the wardrobe at full length ; but should there be space enough for them to lie at full length, they ought to be laid in that state, as the fewer the folds, they are the less likely to become creased ; when they are all brushed, lay them up in their proper places, covered over with a brown Holland cloth, so that the gentleman may have them conveniently at hand when wanted.

To take off greasy parts, rub the part with a sponge dipped in a little spirits of wine ; or lay a bit of thick brown paper on the part ; then put the point of a hot iron on the spot ; if the grease comes through the paper, shift it a little till you find it does not grease the paper ; if you have reason to think it is not then all out, rub a little spirits of wine on while the part is hot. You should be very cautious that the iron is not too hot : this you may ascertain by trying on a piece of paper ; if it turns brown, it is then too hot.

White coats must be cleaned with pipe-clay

and whitening mixed, put into a piece of white cloth ; put the coat on the table, with a little bran on it, then rub it over with the cloth which has the pipe-clay in it ; if there be any red on the coat, be cautious not to touch it with the mixture employed in cleaning the white, or else it will remove the colour ; should the coat be very smoky or dirty, you will find it necessary to clean it with a wet mixture ; for this purpose take a small quantity of whitening and pipe-clay pounded together, add to it a little blue stone, mix it with a little small beer or vinegar, take a brush dipped in the mixture, with which brush the cloth the way the nap goes when the coat becomes dry, and you must then beat and brush it.

Paint may be removed, by using immediately after it is done, a little spirits of wine ; spirits of turpentine may be used with the same effect, but in consequence of its smell, the other is preferable. Should you wish the buttons cleaned, you will require a small board with a slit in it, to admit them while cleaning.

#### HATS.

You must use a soft hat brush, a hard one tending very soon to make them look scuffed, as it takes the nap or fur off ; when the hats are wet, you may rub them over with a silk handkerchief, or the soft brush, which will

do as well ; when the hat becomes dry, brush it with the soft brush ; but if the fur should continue to stick on some parts of the hat, damp it with a sponge, and if it will not lay properly with the hat brush, use a hard one, which will very probably put it right.

#### CLEANING GLOVES.

Use soap and hot water, (be sure to use plenty of soap,) and if the gloves fit your hand, put them on it, and in this manner wash the dirt out of them ; then stretch them on wooden hands if you have them, and rub a mixture agreeable to the colour wanted all over, and between the fingers ; when this is done, hang them in a place where they may dry gradually ; before they are quite dry, rub them with your hands, as this will make them more pliable, and prevent tearing ; when they are quite dry, beat them with a cane, and brush them until they are perfectly clean ; afterwards lay them between a piece of paper and finish them with a hot smoothing iron ; leather being easily shrunk, see that the iron be not too hot. For composition for cleaning, see the Appendix.

#### GENTLEMEN'S DRESSING ROOMS.

As the setting out of gentlemen's dressing rooms is a very particular part of a footman's duty, I shall say a little on this subject.

When you go in the morning, before the gentleman gets up, put all his clothes, and the several articles belonging to his toilette, in proper and convenient places, so that if you do not wait upon him while he is dressing, they may be found at hand; empty the ewer into the basin, then lay the tooth brushes, hair brushes, &c. in readiness, also set the razor and strop together, with a piece of paper or rag to wipe the razor on; in short, let every thing be together, with as much uniformity and neatness as is consistent with convenience: should he shave with boiling water, be sure to have it in readiness; when the gentleman has done dressing, and left the room, take the first opportunity of setting it right, by putting every thing clean in its own place. When the hair brush and combs require washing, as they frequently do, wash them with soap and hot water, take a cloth and wipe them as dry as you can, then put them a little distance from the fire, with the bristles downwards, and when dry, put them in their proper places.

#### PANTRY, &c.

The pantry being the place where the butler and footman do the greatest part of their work, great care should be taken to keep it clean; such as knives and forks, boots and shoes, or any dirty part of your work, should not be cleaned in it; for it is evident the

dust that arises from these articles, will besmear every thing in the place; you should have two wooden bowls or tubs, one of which you must use for washing the breakfast and tea dishes, and the other for the glasses; you must likewise have a sufficiency of cloths for the glasses and tea things; never take the cloth with which you wipe the breakfast dishes, to dry the glasses, for if you do, they will be sure to look smeary, but use each cloth for its own proper purpose; when they become dirty, always have them dried before you put them aside.

When washing your breakfast and tea dishes, have your water nearly boiling, take your cloth in your left hand, then with your right, wash the cup or saucer, and wipe it as soon as you take it out of the water, with the cloth; do the same with the tea-spoons and silver forks; in cleaning the tea-pot, be very sure to dry the inside of it properly; if there is a crystal basin for the butter, first wash it with hot, and afterwards with cold water; but take particular care that the water be not too hot, or it will be liable to break or crack it.

#### TEA TRAYS.

Do not use boiling water to clean your trays, particularly if they are paper or japaned, as it will make the varnish crack or peel off, but rub them with a sponge or cloth, wetted with hot water; then wipe them

clean with a dry cloth; should they look smeary, dust a little flour on them, and then rub them with a dry cloth; if the paper tray gets marked, take a piece of woollen cloth, dipped in sweet oil, which will remove them; before laying aside your urn, be sure to dry the inside with a towel, likewise the outside, for if any wet be allowed to dry on, it will leave a mark.

#### WASHING GLASSES.

Take your glass tub, into which put a sufficient quantity of clean cold water; spread a cloth, upon which turn them over to drain, use two cloths to wipe them with, the dirtiest of which you will use first, then finish with the other; never allow the glasses to drain above five or ten minutes; and to prevent double trouble, see that your cloths be quite clean, and free of grease. In wiping them, let one end of the cloth be in the left hand, put the bottom of the glass in the left hand, and take the other part of the cloth in the right, and in that manner wipe until they are quite clean.

#### DECANTERS.

In cleaning decanters, do not use any thing of a scratching nature, such as sand, or egg shells; the best method of cleaning them is with thick brown paper cut into very small pieces, so as to go with ease into the decanters; cut a few pieces of soap very

small, then use some water rather more than milk warm, together with a little pearl ashes, by rincing this about in the decanters it will soon give them a fine polish; should the crust of the wine not remove by this means, you will require to use two small pieces of stick, with a bit of sponge at the end of them; one of the sticks must have a natural bend to rub the sides, and the other straight, for the bottoms.

When once you have got them properly cleaned, turn them down to drop in the rack, where you must allow them to remain until they are perfectly dry; for, should you lay them aside damp, they will become mildewed; if you have not a rack, turn them down in a jug, never put them on their necks, for then the least shake will overturn them. As stoppers sometimes stick in the necks, to prevent this, put a little paper round them; if they have wine in them when put by, you should have some good corks at hand, to put in instead of stoppers, this will keep the wine much better, and prevent the stopper sticking in.

#### BREAKFAST.

I will begin by supposing you have six persons to breakfast;—first lay the linen cloth on the table, then have six tea-cups and saucers; and should there be coffee, have the same number of coffee cups and saucers; also let there be a teapot, cream

jug, sugar basin, slop basin, sugar tongs, and a tea-spoon for each cup and saucer; likewise if they use eggs, have egg cups and spoons; and if there are two kinds of butter, have two butter knives; should they have fish and butcher's meat, you must give them carvers, and proper knives and forks to cut with; set a plate and knife and fork where each person sits; and place the cups and saucers as conveniently as you can for the person who makes the tea; let the teapot cream jug, and slop basin, be put behind the cups and saucers; the cream jug on the right hand, the slop basin on the left, and the teapot behind them; place the fish, or meat, at the foot of the table; and the butter and bread as uniform and convenient as you possibly can; if the meat is put on the side-table, which is frequently the case, you must spread a table cloth thereon, together with a carving knife and fork, and two plates, with breakfast knives and forks, not forgetting such as salt and mustard; be sure to have the heater and water for the urn in readiness, put the water in the urn, before you put in the heater; let the urn be pretty full, or the heater will spoil it. When you put the urn on the breakfast table, place it on the rug behind the teapot; if they use toast, and wish it dry, cut it thin and toast it some time before it is wanted; turn it up on its edge into the toast rack; but should they want it thick and moist, do not toast it until after you take up the urn,

when you must do it with a very quick fire ; never take any thing into the room in your hand, always take it on a waiter.

When you take away, put the chairs in their places, which will make the way free ; next remove the urn, then have a common tray to take away the rest. When the things are all removed, roll up the cloth with great care, so as not to rumple it ; and when you go down stairs, let it be the first thing you do to put it up in its original fold ; and when this is done put the eatables in their proper places, then wash the dishes. In most families the table linen is used oftener than once before washed ; therefore if you have different cloths for breakfast, lunch, and dinner, let the breakfast cloth be put into the press all night ; when this is done, let the lunch one be put in, and the dinner one next, and so on, by this method you will always have them neat, and in readiness.

#### LUNCH.

Put the cloth on the tray, with plates, knives and forks, tumblers and glasses ; if there be any kind of meat going up, take the salt, and mustard, with the carving knives and forks ; if hot and cold meat is used, have hot and cold plates ; if pudding, you must have a dessert spoon for each person ; the cheese plates are commonly used, as they take up less room

If the lunch is placed on a lunch tray, which opens and shuts with hinges, fasten up the ends before you take it up stairs,—put it on the table intended for it, then put down the sides of the tray, and properly adjust the things, so that they may be convenient. When the family has done with lunch, have the things immediately removed and washed, as some of them may be wanted for the dinner table.

#### DECANTING WINE.

Let your decanters be clean; have in the wine funnel a piece of cambric; and when you draw the cork, put the bottle between your knees, keeping it upright; the corkscrew must be quite through the centre of the cork, or else it will break. While drawing the cork, or decanting, take particular care not to disturb the dregs. In port wine there is always two-thirds of a wine glass of dregs, which must not be put into the decanter,—but in white wine there is not much settling. When you decant wine, you must pour it up slowly, and raise the bottle gradually. If there be company to dinner, and different wines wanted, to prevent mistakes, you should have a few written labels to place on the undrawn bottles.

#### LAYING THE CLOTH.

Before putting on the dinner cloth, let the table be well dusted, and the green cloth put

on ; be particular to have the bottom of the cloth towards the bottom of the table,—this you will easily know by the design woven in the cloth. If there be mats to put under the dishes, put them in their places ; if there are napkins, you can fold them up in various ways, but let them be done so as you may be able to put the rolls between the folds ; when you have laid your napkins round the table, then lay the knives and forks for each person, at a proper distance from each other, the knife to the right hand, and the fork to the left, not allowing the handles to come within half an inch of the edge of the table ; put the carving knives and forks at the top and bottom of the table, outside of the others, and the same way in the length ; then you may put the gravy spoons, either cross ways, or at the side of the carving knife ; when this is done, put a table-spoon for each person, inside the knife ; let a table-spoon be put on each side of the salt cellars,—let the nearest to the carving knife be put with the handle towards it, the other the contrary way ; if there is soup and fish, place the fish knife at the head of the table, with the handle at the point of the carving knife, cross way.

#### SIDE-BOARD.

In setting out your side-board you must study uniformity, ornament, and convenience. The ale, wine, and other glasses, used for

the dessert, and all the glasses used at dinner, must be placed on the side-board; if you have any blue hock glasses, you should, for ornament, intermix a few of them with the others, which will add greatly to its splendour.

If you have a lamp for the side-board, place it in the centre close to the back. Those glasses for the dessert should be placed behind the rest, as they will be the last that are wanted. There are various ways of placing your glasses in an ornamental manner; but I think a triangular form, or, to give a clear idea of what I mean, first place four, next to them three, then two, and lastly one; this I consider to be one of the neatest ways of placing them. In the space between the glasses place the crystal water jug, cruet stand, and sugar glass, let them go down the centre, and the decanters and stands, for the dessert, at the side of them; put the waiters near the edge in front; set the wine glasses to the right, and the ale glasses to the left of the board. The water and beer, plate-basket, and knife-tray, must be placed under the side-board; in the knife-tray for the dirty knives and spoons, there ought to be a division to separate the silver spoons and forks, as this will prevent them from being scratched; for should they be placed in the same tray, they will be sure to get scratched.

## SIDE-TABLE.

On the side-table, all the plates are put that are used at dinner, also the vegetables and cold meat, silver spoons, knives, and forks : these various articles must likewise be placed to suit convenience and neatness ; observing the rule, to have those things which are first wanted, nearest to you. Let the d'oyeus be put into the dessert plates, with a dessert knife, fork, and spoon to each. If the finger glasses go on when the cloth is removed, put one on each plate, not quite half full of water ; then let the knife and spoon be put on the right side, and the fork on the left of the finger glass. On the plates, if you have room, spread a few of your knives, forks, and spoons, as neatly and as splendidly as possible.

## DINNER.

If one part of a servant's duty calls for more attention than another, it is waiting at table. It is a branch wherein he can show more of his abilities than any thing else he has got to do. I shall suppose that by this time you have got every thing ready ; if they are so, take down the tray in the kitchen to put the dishes on, excepting the soup, which must be taken up by itself. If there are four corner dishes, with top and bottom, let the top and bottom dishes be put so as to be convenient for those that carve, and place the corner dishes on a line up the side of the table,

when you put down dishes, set them convenient for carving. In many dishes there is a hollow place for the gravy, let this end always be put to the right of the carver. If you are puzzled at the setting of a dish, ask the cook, as it looks awkward to be turning the dishes when the company is seated. When every thing is on the table, place the bread and plates, but let soup plates be all put together, where the soup is.

When every thing is quite ready, then go where the company are, and announce dinner. When approaching your master and mistress, say, "The dinner is served, Sir," leaving the door wide open; then go down again, and take your place on the outside of the dining-room door, until the company have got in. If there is only one waiting, take your stand at the bottom of the table, next the side-board, about half a yard behind the person who sits at the bottom, a little to the left: in this position you will be able to command a view of the whole table. When you hold a plate to the carver, let it be in your left hand, as near on a level and as close to the dish as possible; if there be no hollow in the dish for the gravy, take the plate in your right hand, and with your left raise the dish, so that the gravy may run to the other end. When handing a plate to any person, take it in your left hand, and put it down on the left side, and in the same manner when handing the vegetables and

sauce boats. When you take off the covers, take them with the right hand on the right side, and with the left on the left side. When handing such as glasses, knives, forks, or spoons, you must always take them on a waiter. If there is any dish to remove, with fish and soup, take the small spoon tray, with a cloth in it in your left hand, and take the fish knife and soup ladle out with your right hand and put them into the tray, holding it as near as you can to prevent daubing the cloth. As soon as the removes are on the table, uncover all the dishes. Keep your eyes fixed on the table to see when the plates should be changed; this you will ascertain by the person putting his knife and fork along side of each other. When removing dirty plates, to save yourself extra trouble, take a clean one, with a knife and fork on it, along with you.

When you get the signal to remove the first course, take the small knife tray, with a clean cloth in it, and take all the carving knives, forks, and spoons, which have been used, off the dishes, before you remove them, beginning at the bottom dish and going round the left side of the table; in the same way take off the dishes. As the first course is put on before the company comes into the room, there is then little necessity for being pointed with which of the dishes you put on first; however, great care and attention is necessary with the second, that each dish

may be put in its own place, and in succession, Some servants are in the habit of putting the bottom dish on first, and in this manner take a sweep round the table, while others begin at the top. Should there be any dishes in a line with the centre of the table and the top and bottom dishes, the best method will be to begin by placing the top dish, setting the corner dishes in succession up the left side, and terminating at the right side of the person at the bottom of the table. An almost indispensable article to a servant, while waiting on a party, is a bill of fare, by which means he will be considerably assisted.

When you see they are finishing the second course, let the cheese plates, with a small knife and fork, be put before them, as you change the other. Remove the dishes when you get the signal, and after they are removed, put on the cheese, bread, &c. If you have a silver bread basket, put it on the table, with bread in it; if there be two cheeses, salad with butter, and sliced cucumbers, let the cheeses be put top and bottom, the butter in the middle, with the salad and cucumber on each side; let the cheese and butter knives be put with the cheese, a spoon and fork with the salad, and a spoon with the cucumber. As soon as you have served them with the cheese, if there be ale and porter, hand it round on a waiter; if there is only one person waiting, you will

be under the necessity of handing them all to each person at once; but should more than one wait, one of you must carry it round, while the other only takes a glass of each kind, and hands it to each person. While the company are eating the cheese, take all the knives, forks, and spoons that are not in use, off the table; and as soon as they have done with the cheese, remove it with any thing else off the table. If there are any pieces of bread left on the table, take them off with a fork or spoon, and before taking off the cloth, brush the crumbs off.

#### DESSERT.

As soon as you have wiped the table, place the dessert. Begin by giving each a dessert plate, containing the finger basin, &c.: next take the wine glasses round; and place the dessert dishes the same as before, only a little nearer the centre of the table; when this is done, put on the sugar basins, with a few table spoons to serve the dessert with; and, lastly, put on the wines, at the bottom of the table next to the gentlemen; but should there be no gentlemen present, put the wines next to the lady who sits at the top of the table. When the dessert is all set down, remove every dirty thing out of the room, taking care to have ready the clean plate and glasses on the side-board. Before leaving the room, let every thing be set in

as neat order as possible. As soon as you have left the room, see that the urn heater, kettle, and every thing necessary for the tea, are in readiness.

#### TEA.

When you place the tea things, set a cup and saucer, with a tea-spoon, to each person; if there is coffee, a coffee-cup and saucer; also place the cups and saucers next the rim of the tray, and place the sugar-basin, teapot, and cream-jug behind them, and let the tea-caddy be put on. If you are required to wait at tea, you must have a small hand waiter; or should the tea or coffee be taken up ready made, which is often the case, and only one person waiting, you will require a pretty large tray, so as you may be able to carry along with the tea and coffee, the tea-bread. When you hand them round, hold them low enough to allow the ladies, while sitting, to serve themselves with ease. When there are two to wait on the company, one must hand round the tea, while the other follows with the bread. When the company are served, one of you must remain in the room with a waiter, to receive the cups and saucers. If there be a fire in the room, look at it before you leave the room, and if it wants mending, let it be done.

#### SUPPER.

In laying your supper cloth, let your knives and forks, tumblers and spoons, be

placed as at dinner, and while waiting, observe the same rule as at dinner.

#### ANSWERING THE BELL.

When any of the bells ring, answer them immediately, particularly the street door, as it must be very disagreeable for any person to wait long. When you open the door, throw it wide open, and when it is wide open, advance towards the sill of the door to receive or answer any message; should the persons be visitors, you must announce their names into the room where the family are ready for their reception. When the bell rings for you to open the door to let them out again, open the door wide, and do not shut it again until they are withdrawn from before the door. In most families there is a time at which servants ought to be full dressed, to be ready for visitors—this is about twelve and one o'clock.

## APPENDIX ;

CONTAINING

### USEFUL RECIPES AND TABLES,

*Some of which are extracted from the valuable Work of*

THOMAS COSNETT.



#### TO MAKE BLACKING.

Take two quarts of small beer, eight ounces of ivory black, three ounces of treacle, one ounce of sugar candy, half an ounce of gum arabic, half an ounce of oil of vitriol, and one ounce of sweet oil ; let the gum arabic be dissolved in warm beer, and the oil be mixed with a little of the ivory black first, then mix the whole thoroughly together ; let it stand a few hours, then bottle it, and it will be fit for use in a day.

#### ANOTHER WAY.

Take four ounces of ivory black, three ounces of coarse browu sugar, and a table spoonful of sweet oil, and mix them gradually in a pint of cold small beer.

#### TO RENDER SHOES WATERPROOF.

Mix a pint of drying oil, two ounces of yellow wax, two ounces of turpentine, and half an ounce of Burgundy pitch, carefully over a slow fire ; lay the mixture, whilst hot, over the boots or shoes, with a sponge or soft

brush; and when they are dry, lay it over again, and again, until the leather becomes quite saturated, that is to say, will hold no more; let them then be put away, and not be worn until they are perfectly dry and elastic; they will afterwards not only be found impenetrable to wet, but soft and pliable, and of much longer duration.

#### TO CLEAN BOOT TOPS WHITE.

Take an ounce of oxalic acid, dissolve it in a pint of soft water, and keep it in a bottle well corked; dip a soft sponge into the mixture, to clean the tops with; and if there are any spots which do not disappear, rub them with a little fine bath brick dust, sponge the tops afterward with a little clean water. Take particular care to label the mixture for boot tops, with the word "Poison."

#### TO CLEAN BOOT TOPS BROWN.

Take a pint of skimmed milk, half an ounce of spirits of salt, half an ounce of spirits of lavender, one ounce of gum arabic, and the juice of two lemons, mix them well together, and keep them in a bottle close corked. Rub the tops with a sponge, but use no brick dust; and when they are dry, polish them with a brush, or piece of flannel.

#### TO CLEAN PLATE.

Melt an ounce of zinc in an iron ladle, then put two ounces of quicksilver to it;

turn the mixture out on paper, pound it very fine, and then mix it with two pounds of the best whitening, carefully sifted, and half an ounce of vermilion; pound them all together, and apply them as directed under the head of cleaning plate, and you will find them give a most beautiful polish to it. The quicksilver being killed by mixing with the zinc, will no way injure the plate.

#### TO CLEAN PLATED ARTICLES.

Take one ounce of killed quicksilver, which may be got at the chemists, and half a pound of the best whitening, sifted; mix them with spirits of wine, when used. You may use hartshorn powder instead of whitening; but I think whitening fully the best when dried and pounded.

#### TO CLEAN MAHOGANY FURNITURE.

Take of bees' wax two ounces, scrape it fine, put it in a pot or jar, and pour over it enough of spirits of turpentine to cover it; let it stand a little while, and it will be ready for use. If the furniture is to be kept a light colour, add nothing else to it; but if it is wished to be dark in the colour, take a very small quantity of alkanet root, or rose pink, and mix with it.

#### ANOTHER WAY.

Take a pint of linseed oil, half a gill of turpentine, half a gill of Florence oil, and

shake it before it is used. Hot vinegar takes out any stain that may be in the mahogany.

#### VARNISH FOR FURNITURE.

Melt one part of virgin white wax in eight parts of oil of petroleum, lay a slight coat of this mixture, while warm, on the wood, with a badger's brush, and after a little time polish it with a coarse woollen cloth.

#### TO LOOSE GLASS STOPPERS OFF WINE DECANTERS AND BOTTLES.

Put one or two drops of sweet oil round the stoppers, close to the mouth of the bottle, then put it a little distance from the fire; when the decanter gets warm, have a wooden instrument, with a cloth wrapped tight round it, then strike the stopper, first on one side, then on the other; by persevering a little while, you will, most likely, get it out. Or you may put the bottle in warm water, so that the neck of the stopper may be under water; let it soak for some time, then knock it with a wooden instrument as before. A hard knock is not necessary, besides it will endanger the safety of the bottle or decanter.

#### TO TAKE STAINS OUT OF SCARLET CLOTH.

Take soap wort, bruise it, strain out the juice, and add to it a small quantity of black soap; wash the stains a few times with this liquor, suffering it to dry between whiles, and in a day or two they will disappear.

TO TAKE STAINS OUT OF BLACK CLOTH,  
SILK, CRAPE, &c.

Boil a large handful of fig leaves in two quarts of water, until reduced to a pint, squeeze the leaves, and put the liquor into a bottle for use. The articles need only be rubbed with a sponge, dipped in the liquor, and the stains will instantly disappear.

TO TAKE GREASE SPOTS OUT OF SILK.

Dip a clean piece of flannel into spirits of turpentine, and rub the spots until they disappear, which will soon be the case. Do not be sparing of the turpentine, as it will all evaporate and leave no mark or stain behind.

WASH FOR LEATHER GLOVES.

If you wish to have your gloves quite yellow, take yellow ochre; if quite white, pipe-clay; if between the two, mix a little of each together; if dark, rot-stone and Fuller's earth. By a proper mixture of these, you may produce any shade you desire. Mix the colours you fix on with small beer or vinegar, not water, and apply it as before directed.

CLEANING GOLD AND SILVER LACE.

Sew the lace in linen cloth. Boil it in a pint of water, and two ounces of soap, and then wash it in water. When it is tarnished, apply a little warm spirits of wine to the tarnished part.

## TO PRESERVE CLOTH FROM MOTHS, &amp;c.

Put cedar shavings, or clippings of Russia leather, among the drawers and shelves where the cloths are kept. Pieces of camphor, or tallow candles, wrapped up in pieces of paper, will preserve furs and woollens from moths. Lavender, roses, flowers, and perfumes of every kind, are useful, as well as agreeable, in keeping away moths and worms.

## CLEANING JAPANNED TEA &amp; COFFEE URNS

Take an ounce of crocus powder, and half an ounce of rot-stone, pound them well together, and let the mixture be a little darker than the urn. You need not use rot-stone if you can get the crocus powder dark enough; rub the urn with this powder as directed for plate.

## TO CLEAN IVORY.

Take about a tea-spoonful of water, into which put a few drops of spirits of salts,—this will remove any stain whatever.

## TO CLEAN BRASS.

Moisten a little rot-stone with a little sweet oil, and apply it with a piece of flannel or sponge, and polish with a little dry rot-stone and whitening, on a shamoy skin.

## ANOTHER WAY.

Apply the acid used for cleaning white boot tops, as directed in the preceding recipe. This is the most vigorous application, as it will remove the most obstinate stains instantly.

## TO MIX A SALAD.

Always inquire before you mix a salad, how your master or mistress would like to have it done. If no particular method be pointed out to you, adopt the following, which has been much approved of: let the salad be well washed and dried in a cloth before you cut it up; save a part of the celery, with a little beet root and endive, for ornament, in the middle of the dish; cut the rest small, as well as the lettuce, mustard, and cresses, and put to it the following mixture: take the yolk of an egg boiled hard, rub it quite smooth, with a table spoonful of oil, and a little mustard; when they are well mixed, add six spoonfuls of milk or cream, and when they are well mixed, put six or seven spoonfuls of vinegar to the whole, and mix it all together with the salad; sprinkle a little salt on it. Never make the salad long before it is wanted, as it becomes flat with standing.

## TO MAKE TOAST AND WATER.

Take a thin slice of stale bread, toast it a deep brown on both sides, but do not burn or blacken it; put it into a deep jug, and

fill the jug up with boiling water, cover it, and let it stand till cold. Some prefer cold water, in which case somewhat more time for it to stand is necessary. Always inquire which is most agreeable, and let it be strained through a fine clean sieve before you take it up stairs.

#### TO MAKE PUNCH.

One tea spoonful of Coxwell's acid of lemon, a quarter of a pound of sugar, a quart of boiling water, half a pint of rum, and a quarter of a pint of brandy; add a little lemon peel, if agreeable, or a drop or two of essence of lemon.

#### TO MAKE GINGER BEER.

Take an ounce of powdered ginger, half an ounce of cream of tartar, a large lemon sliced, two pounds of lump sugar, and one gallon of water; mix altogether, and let it simmer over the fire for half an hour; then put a table spoonful of yeast to it, let it ferment a little time, then put it into some pint bottles, and cork it down closely for use.

#### TO MAKE SPRUCE BEER.

Take eight gallons of boiling water, and add to it eight gallons of cold; mix it with sixteen pounds of treacle or molasses, six table spoonfuls of essence of spruce, and half a pint of yeast. Keep it in a temperate situation, with the bung hole open two days; then close up the cask, or bottle it off, and it will be fit to drink in a few days afterwards.

## TO MAKE COFFEE.

To two ounces of the best coffee, fresh ground, put eight coffee cups of boiling water, let it boil six minutes, pour out a cupful two or three times, and return it again; then put two or three isinglass chips, or a few hartshorn shavings into it, and pour one large spoonful of boiling water on it; boil it five minutes more, and let the pot stand by the fire ten minutes to let the coffee settle, it will then be clear and bright. If it is wished to be particularly strong, three ounces must be used for eight cups; and if it is not fresh roasted, let it be made perfectly hot and dry before or over the fire previous to using it.

A tea spoonful of the best mustard flour, added to every ounce of coffee, greatly improves it both in clearness and flavour. Serve hot milk or cream with it, and pounded sugar-candy, or fine Lisbon sugar.

## TO CURE ROPY BEER.

When beer turns ropy, without being sour, it is easily restored by mixing the proportion of one spoonful of mustard to every fourteen gallons, in a little of the beer, and pouring it into the bung-hole. In the course of the next day the beer will be fit for use. When it is actually sour, it may be restored, by hanging a linen bag in the cask, with equal quantities of pounded chalk and calcined oyster shells. This will cure it in the

## TABLE

OF PRIORITY OR PRECEDENCY AMONG LADIES, AS  
A GUIDE TO SERVANTS, IN WAITING ON THEM, TO  
SERVE THEM ACCORDING TO THEIR RESPECTIVE  
RANKS.

Daughter of the king.	Wives of the younger sons of earls.
Wives of the king's sons.	Wives of the sons of barons.
Wives of the king's brothers.	Maids of honour.
Wives of the king's uncles.	Wives of the younger sons of viscounts.
Wives of the eldest sons of dukes of the blood royal.	Wives of baronets.
Wives of the king's nephews.	Wives of knights of the garter.
Duchesses.	Wives of bannerets.
Marchionesses.	Wives of knights grand crosses of the bath.
Wives of the eldest sons of dukes.	Wives of knights bachelors.
Daughters of dukes.	Wives of the eldest sons of the younger sons of peers.
Countesses.	Wives of the eldest sons of baronets.
Wives of the eldest sons of marquisses.	Daughters of baronets.
Daughters of marquisses.	Wives of the eldest sons of knights of the garter.
Wives of the younger sons of dukes.	Wives of the eldest sons of bannerets.
Viscountesses.	Daughters of bannerets.
Wives of the eldest sons of earls.	Wives of the eldest sons of knights of the bath.
Daughters of earls.	Daughters of knights of the bath.
Wives of the younger sons of mayors.	Wives of the eldest sons of knights bachelors.
Wives of archbishops.	Daughters of knts. bachelors.
Wives of bishops.	
Baronesses.	
Wives of the eldest sons of viscounts.	
Daughters of viscounts.	

Wives of the younger sons of baronets.  
 Daughters of knights.  
 Wives of the companions of the order of the bath.  
 Wives of the esquires of the king's body.  
 Wives of the esquires of the knights of the bath.  
 Wives of the esquires of creation.  
 Wives of esquires by officers.  
 Wives of the younger sons of knights of the garter.  
 Wives of the younger sons of bannerets.

Wives of the younger sons of knights of the bath.  
 Wives of the younger sons of knights bachelors.  
 Wives of gentlemen entitled to bear arms.  
 Daughters of esquires entitled to bear arms.  
 Wives of clergymen.  
 Wives of barristers at law.  
 Wives of officers in the navy.  
 Wives of officers in the army.  
 Wives of citizens.  
 Wives of burgesses.  
 Widows.  
 Daughters of citizens.  
 Burgesses.



## CALCULATION OF POSTING,

FROM ONE SHILLING TO TWO SHILLINGS AND SIX-PENCE PER MILE.

	12d.		13d.		14d.		15d.		16d.		17d.		18d.		1s. 9d.		2s.		2s. 3d.		2s. 6d.	
	s.	d.	s.	d.	s.	d.	s.	d.	s.	d.	s.	d.	s.	d.	s.	d.	s.	d.	s.	d.	s.	d.
Eight miles	8	0	8	8	9	4	10	0	10	8	11	4	12	0	14	0	16	0	18	0	20	0
Nine	9	0	9	9	10	6	11	3	12	0	12	9	13	6	15	9	18	0	20	3	22	6
Ten	10	0	10	10	11	8	12	6	13	4	14	2	15	0	17	6	20	0	22	6	25	0
Eleven	11	0	11	11	12	10	13	9	14	8	15	7	16	6	19	3	22	0	24	9	27	6
Twelve	12	0	12	0	14	0	15	0	16	0	17	0	18	0	21	0	24	0	27	0	30	0
Thirteen	13	0	14	1	15	2	16	3	17	4	18	5	19	6	22	9	26	0	29	3	32	6
Fourteen	14	0	15	2	16	4	17	6	18	8	19	10	21	0	24	6	28	0	31	6	35	0
Fifteen	15	0	16	3	17	6	18	9	20	0	21	3	22	6	26	3	30	0	33	9	37	6
Sixteen	16	0	17	4	18	8	20	0	21	4	22	8	24	0	28	0	32	0	36	0	40	0
Seventeen	17	0	18	5	19	10	21	3	22	8	24	1	25	6	29	9	34	0	38	3	42	6
Eighteen	18	0	19	6	21	0	22	6	24	0	25	6	27	0	31	6	36	0	40	6	45	0
Nineteen	19	0	20	7	22	2	23	9	25	4	26	11	28	6	33	3	38	0	42	9	47	6
Twenty	20	0	21	8	23	4	25	0	26	8	28	4	30	0	35	0	40	0	45	0	50	0

# CONTENTS.

---

	<i>Page.</i>
Early rising.....	3
Cleaning Boots and Shoes.....	3
———Knives and Forks .....	4
———and trimming Lamps.....	6
———Plate .....	8
———Furniture .....	10
Brushing Clothes .....	11
Hats .....	13
Cleaning Gloves.....	14
Gentlemen's Dressing Rooms .....	14
Pantry, &c.....	15
Tea Trays .....	16
Washing Glasses .....	17
Wine Decanters.....	17
Breakfast Table .....	18
Lunch .....	20
Decanting Wine.....	21
Laying the Table Cloth .....	21
Setting out the Side-board .....	22
The Side-table .....	24
Waiting Dinner .....	24
Dessert .....	28
Tea .....	29
Supper.....	30
Answering the Bell.....	30

---

## APPENDIX.

To make Blacking .....	31
Another Way .....	31
To render Shoes waterproof .....	31
To clean Boot Tops white.....	32
——— brown .....	32
To clean Plate.. ..	32
———plated Articles .....	33
To clean Mahogany Furniture .....	33

	<i>Page.</i>
Another way .....	33
Varnish for Furniture .....	34
To loose the Glass Stoppers off Wine Decanters and Bottles...	34
To take Stains out of Scarlet Cloth .....	34
—————Black Cloth, Silks, Crapes, &c.....	35
To take grease Spots out of Silk .....	35
Wash for Leather Gloves .....	35
To clean Gold and Silver Lace.....	35
To preserve Clothes from Moths .....	36
To clean japanned Tea and Coffee Urns.....	36
————— Ivory .....	36
————— Brass .....	36
Another way .....	37
To mix a Salad .....	37
To make Toast and Water .....	37
————— Punch.....	38
————— Ginger Beer .....	38
————— Spruce Beer .....	38
————— Coffee.....	39
To cure Ropy Beer .....	39
Excellent substitute for Table Beer.....	40
Cure for acute Rheumatism .....	40
————— the Tooth-ache .....	40
————— Corns .....	41
Another way .....	41
To make Lip Salve.....	41
A Table of priority or precedency among Ladies, intended as a guide to Servants waiting on them to serve them ac- cording to their respective ranks ..	42
A Table of precedency among Gentlemen, who ought to be served according to their respective ranks.....	44
Calculation of Posting, from one shilling to two shillings and sixpence per mile .....	46





