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WORK for HOUSEKEEPING AIDE PROJECT



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W O R K B O O K

for

Housekeeping Aide Project Workers

of

Region III

Hand Book of Working
Instructions
for
U. S. Work Projects Administration.
Housekeeping Aide Employees

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May 15, 1941

Federal Works Agency
Work Projects Administration
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F O R E W O R D

This Work Book has been written by a group of Administrative and Home Economics Supervisory people of the Work Projects Administration, Housekeeping Aide Projects in Region III. It is written for the workers and every effort has been made to make it specifically fit the job of the Housekeeping Aide. Only material which the worker will use has been included.

It is believed that the simple, direct style of presenting the topics will make this a workable hand book and that it will be helpful in standardizing, insofar as possible, units of the Housekeeping Aide Project throughout the state.

It is intended that this Work Book be used by Housekeeping Aide Project Supervisors in the training of Housekeeping Aides, and that each aide will have a copy.

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INTRODUCTION

This Work Book has been especially written for workers on the Work Projects Administration, Housekeeping Aide Project.

The material in this book will help the Aides in doing a good job in the homes. Recipes and other material will be added from time to time.

Housekeeping Aides should read and study the Work Book so they will be able to do the best possible job.

PART I. WHAT IS THE WPA HOUSEKEEPING AIDE PROJECT

The WPA Housekeeping Aide Project helps families who cannot afford to pay for someone to do the housework and take care of the children when there is sickness or other emergency in the home. The project gives free housekeeping service to these families.

The families who receive housekeeping aide services are selected by health and welfare agencies. The supervisor decides which aide to send into each home.

The Housekeeping Aide Project is a very important one. The service helps many families to have better health. When the mother is sick, she can get well sooner if she does not have the care of the house and the children. Many times children have to stay at home from school to do the housework when the mother is sick. With housekeeping aide service children have a better chance to go to school. Without the housekeeping aide service, the bread winner would have to stay at home and lose his pay. With the housekeeping aide service, meals are better, homes are cleaner, children are healthier and families are happier.

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PART II. THE HOUSEKEEPING AIDE

Section I. Attitude

The success of the service the housekeeping aide gives in the home will depend upon the attitude she has toward her job. The aide should always remember that the service is important to the families. To do the best job possible the housekeeping aide Must:

1. Be interested in the service that is being given.
2. Be business-like in doing the work.
3. Be able to make the best use of whatever is found in the homes.
4. Be cheerful, kind and patient with children, aged and the sick.
5. Be willing to work with children and adults in the homes.
6. Never be a gossip nor take part in family arguments.

The aide must report to work on time and quit on time. The aide should follow instructions carefully. She should do each job well so that the best service possible is given.

Section 2. Personal Health

The Housekeeping aide needs good health and strength to do a good job. To give the best service, the aide must keep herself in good health - have regular hours for sleep - regular hours for meals and regular toilet habits. Doctors say these rules are very important in keeping well.

Housekeeping aide workers must meet all health rules and regulations required by state law. Aides should be free from diseases such as colds and "flu". Such diseases easily spread to members of the family. If aides are sick and unable to report to work, the supervisor must be notified immediately.

Section 3. Personal Hygiene and Appearance

The aide should take pride in the way she looks at all times. She should always be neat and clean. For personal cleanliness the following is recommended:

1. A daily bath. (Either tub or sponge bath.)
2. Fresh underclothing and stockings daily.
3. Brushing of teeth twice daily.
4. The use of deodorant for unpleasant body odors. (Baking soda is a cheap deodorant.)
5. Washing the hair at least twice a month.
6. Keeping hands and finger nails clean at all times.
7. The use of paper towels or individual hand towels.
8. The use of individual drinking cups.

The housekeeping aide should always wash her hands before working with foods. She should always wash hands after using handkerchief - always wash hands with soap after returning from the toilet - always wash hands after handling dishes and clothing used by the sick - always wash hands before and after caring for the baby.

Finger nails should be cared for regularly, and should be short because more germs and dirt are carried under long nails.

Either a cap that covers the hair or a hair-net must be worn by all aides. The net should match the color of the worker's

hair so that it will not show too plainly. Both cap and net may be desirable.

Necklaces, pins, earrings, bracelets, fancy rings, and hair ornaments should not be worn by the aide on the job. Necklaces, bracelets and large rings may cause accidents. Aides or children may be scratched by pins. Earrings or hair ornaments are not business-like when worn on the job.

Aides should wear full length stockings. Any holes or runs should be memded. Stockings should be firmly fastened so that they do not wrinkle or twist. No matter how neat or clean a person is, wrinkled stockings or runs will spoil her appearance.

Shoes for aides should be clean and in good repair. Bedroom slippers should never be worn on the job. They look unbusiness-like and are tiring because they do not give support to the feet.

Low or medium heeled shoes should be worn by the aide. They are more comfortable for working and may prevent falls.

Run-over heels should never be worn. They harm the feet. They look bad and are often the cause of slipping or falling.

All business people want to look their best. A little make-up may help the housekeeping aide to look better. Too much make-up is out of place and does not look business-like.

The general appearance of the worker is improved when:

1. The uniform and apron are well fitted and are of a becoming length from the floor.

2. The uniform and apron are clean, well ironed and mended.

3. The slip does not show below the hem of the uniform.

4. The worker wears low heeled, comfortable shoes, well cleaned and in good repair.

5. Stockings are clean, mended, and fastened so seams are straight.

6. Hair is neatly arranged.

Section 4. Uniforms

Every worker must wear a washable Housekeeping Aide uniform. This is a state WPA rule.

The uniform is loaned to the worker for project work only. The Supervisor will tell the housekeeping aide whether uniforms can be worn in going to and from the job. Uniforms must not be used except for project work. No dress should be worn under the uniform. This makes the uniform fit too tightly and prevents free movement. It also keeps the worker from looking her best.

The housekeeping aide uniform includes a work apron. This apron is worn when doing the laundry and cleaning. When cooking and serving the family's meals or waiting on a sick person, the aide should change her apron.

Uniforms for all workers must be kept fresh, clean, mended and properly fastened all of the time. If they are carelessly washed and ironed, they make the aide look untidy, unbusiness-like and set a bad example. Germs are carried in clothing. It is best to wash aprons and uniforms separately from other clothes.

Section 5. Work Habits

Workers on the Housekeeping Aide Project have an important service to give. They are more business-like if they have good work habits.

Every aide should have the following work habits:

1. Report to the job on time and work full time.
2. Always carry kit. Be sure it contains the full list of supplies.
3. Leave coat, hat, purse and kit in safe place, away from food and out of reach of children.
4. Never handle money, valuable papers, or food stamps for the family.
5. Never lend or borrow.
6. Follow training instructions carefully.
7. Work cheerfully and efficiently.
8. Never gossip or discuss personal problems.
9. Make friends with the children in the home.
10. Be especially mindful of safety of children.
11. Always use a quiet tone of voice.
12. Never sample or taste food from the mixing spoon - use a teaspoon or fork and wash after each use.
13. Mix foods with the hands only when necessary - such as in kneading dough.
14. Do not waste the food and other supplies belonging to the family.
15. Wash and boil all dishes, glasses, forks, and spoons used by sick persons. These should be washed separately from the family dishes. Boil from 1 to 2 minutes after washing and sterilizing.

16. Wash all spoons, forks, dishes and pans which have been dropped on the floor before using them again.

17. Put everything away in the proper place as soon as the job is done.

18. Take a regular time for eating lunch and relax while eating - workers must provide their own lunch and must not eat with the family.

19. Never use combs, powder puffs or finger nail files in the kitchen.

20. Never use tobacco in any form or alcoholic drink on the job.

21. Do not have personal visitors on the job.

22. Do not use bad or profane language.

23. Do not bring gifts to or accept gifts from persons serviced.

It is well for workers to check themselves and see how many of these good habits they have.

Section 6. Work Plans

Running a home is like running a business. It is business-like to have a plan for doing housework.

If the aide makes a plan for each day's work, the most important jobs will be done first.

After the aide looks over the home, she should decide where to begin her work.

Before starting any regular cleaning it is a good plan to pick up the clutter from all rooms. Sometimes it may be better for the aide to start cleaning in the kitchen. Other times she may begin in the sick room.

Some jobs such as the laundry can be started and left while other jobs are done. There are some jobs that should always be finished before others are started. These jobs are:

1. Caring for sick person or sick room
2. Bathing or dressing a child
3. Mixing breads
4. Clearing the table after a meal
5. Washing dishes
6. Sweeping a floor
7. Building a fire

The Supervisor will help aides to plan their work so that they can do special tasks of cleaning, mending, and home improvement. In Part VI there is a list of extra jobs which an aide may plan to do during her assignment in a home.

PART III. SAFETY

Workers on Housekeeping Aide Projects should do all they can to make the homes they service safe places in which to work. A safe place for an aide to work is also a safe place for children and other persons in the home. It is the responsibility of every aide to prevent as many accidents as she can. All housekeeping aides should take first aid kits with them into the homes. These kits are for personal use only. In case a worker has an accident, she should apply simple first aide at once. All accidents must be reported to the WPA Supervisor. The accident must be reported as soon as possible.

If workers on the Housekeeping Aide Project study the following pages of this section they may help prevent accidents in the homes.

Falling is the cause of many accidents in the home. Aides may prevent falling in the following ways:

1. Wear low-heeled, well fitted shoes. High heels cause the ankles to turn more easily.
2. Keep shoe strings tied.
3. Use hand rail if there is one on the stairs.
4. Go cautiously up and down unlighted or rickety stairs.
5. Keep stairways and steps cleared of waste baskets, brooms, mops and toys.
6. Wipe up at once any water or grease spilled on the floor.

7. Wipe floors dry after scrubbing or mopping.

8. Keep floors cleared of toys, boxes, mops and other things which cause stumbling.

9. Nail down loose boards of floors or steps.

10. Mend holes and worn places in carpets and rugs.

11. Place iron and lamp cords so that they will not be tripped over.

12. Watch out for pets.

13. Sprinkle ashes, sawdust or sand over icy steps and walks.

14. Do not climb on rickety or unsafe chairs, boxes or any other furniture.

Burns and Scalds are often caused by carelessness. Aides may prevent them in the following ways:

1. Never leave buckets or tubs of hot water where children may fall into them.

2. Open lids of steaming pots slowly, lifting lid to allow steam to escape on opposite side of lid.

3. Lift clothes out of the boiling water cautiously.

4. Use thick pads to hold handles of flat irons.

5. Put pans on the stove with handles turned away from the edge of stove.

6. Be careful when using pans with rounded bottoms for they tip easily.

7. Use dry pot holders. Hot dishes and pots held with a wet holder cause steam which burns.

8. Have a safe place ready to put a hot pot before taking it from the stove.

9. Put a spoon or knife in a glass jar before pouring boiling liquid into it.

10. Handle matches carefully.

11. Turn on hot water faucets cautiously.

Fires may often be prevented in homes in the following ways:

1. Keep kerosene and gasoline stored in covered containers away from the kitchen and other places in the home where there are fires.

2. Always fill an oil stove tank away from flame. Stop leaks.

3. Never start a wood or coal fire with kerosene, or gasoline.

4. Store matches in metal cans or glass jars.

5. Never blow on sparks or flames to speed burning.

6. Strike a match before turning on the gas.

7. Always open the door of a gas oven before striking match when lighting the oven burner.

8. Never look for gas leaks with a lighted match or candle.

9. Never use a lighted match or candle to hunt for things in a dark place.

10. Heat fat cautiously. It catches fire quickly. Smother with rug, blanket, quilt or sand. Never use water.

11. Do not let a heating stove get too hot.

12. Do not tack paper to the wall behind or near the stove.

13. Keep a fireguard in front of an open fireplace.

14. Do not place drying racks too near a stove or open fire.

15. Put ashes in metal cans. Hot ashes start fires easily.

16. Do not burn trash near the house or near high grass. Never burn trash on a windy day.

17. Keep oily rags in metal cans with air holes.

Cuts are very dangerous because they may become infected.

Some of the ways aides may prevent cuts are:

1. Keep sharp knives in a separate drawer or rack. Wash each one separately.

2. Use knives with steady firm handles. Knives with loose handles should not be used since there is danger of the blade slipping.

3. Use a regular can opener to open tin cans. Never use anything else.

4. Wrap broken glasses and dishes in paper and put in trash can.

5. Watch for nails and tacks when scrubbing.

6. Mend broken screen wire.

7. Wind dish rag around stick to wash inside of glasses, bottles and jars.

8. Never use a broken washboard.

9. Handle with care tin cans and sharp-edged pans. Push in lids of cans after emptying.

Other safety suggestions: The aide may prevent other accidents in the following ways:

1. Place dishes, cans and other articles on shelves so they will be steady and will not fall if jarred.

2. Do not overload shelves in cabinets. The shelves may fall.

3. Place all medicines, poisons and other drugs in cabinets or on high shelves. They must be out of reach of children. Poisons must be separated from other drugs.

4. Poisons and drugs should be kept separate from cooking ingredients.

5. Close all gas jets tightly when not in use.

6. Be sure draft does not blow out gas flames.

7. Never use electrical equipment without first getting directions.

8. Never touch metal sockets and electrical equipment while hands are wet or while standing on a wet flour.

9. Never use an electric cord that is worn through to the wire.

10. Smooth all rough edges of wood by sanding. Splinters are very dangerous.

11. Never lift heavy weights without help.

PART IV. CLEANING

Cleaning in the homes receiving service is a very important part of every worker's job. A clean home is a safer place in which to live.

The home may be simple, but if it is clean and is run smoothly, it helps the family to be more pleasant and cheerful. Children growing up in a home which is neat and orderly will learn neat and orderly habits. In such a home it is easier for the aide to do other jobs such as cooking, laundry, caring for the children and making sick persons comfortable.

Section 1. Equipment and Supplies Found in Homes for Cleaning

Very few cleaning supplies may be found in the homes receiving Housekeeping Aide service.

Pieces of equipment that housekeeping aides will usually find are a broom, wet mop, scrub brush, cleaning cloths, and bucket or tub.

Cleaning supplies which aides may usually expect in the homes are water, soap, newspapers, wood ashes and sand.

If only soap and water are found in homes, a good job of cleaning can be done. Newspapers have many uses such as cleaning windows, and taking up trash and garbage. Wood ashes and sand are excellent scouring materials for rough woods, kitchen stoves, pots and pans.

Cleaning is made easier if cleaning mixtures are used. Some homemade cleaning mixtures which aides can make are:

1. Furniture polish
2. Soap jelly
3. Woodwork cleaner

The recipes for these mixtures are in Part IV, Section 5. The Supervisor will tell aides when to use these mixtures. Section 3 and 5 give directions that will help workers with their cleaning.

Section 2. Regular Cleaning Jobs

When the aide first goes into a home, there usually is a great deal of cleaning work that needs to be done. The aide must decide which jobs should be done first. If there is a sick person in the family, it may be a good plan to start cleaning in the bedroom. Other times the kitchen may come first.

This is a list of regular cleaning jobs:

1. Remove clutter.
2. Pick up and put away clothing.
3. Air and make beds.
4. Remove ashes from fireplaces and stoves.
5. Clean bathroom.
6. Sweep floors.
7. Clean porches and walks.
8. Dust furniture.
9. Wash dishes.
10. Wipe stoves.
11. Empty and scald garbage can.
12. Scrub sink.
13. Clean kerosene lamps.
14. Clean refrigerators.

Section 3. How to do Regular Cleaning Jobs

Remove clutter from rooms. Pick up all loose papers and magazines and put them in their places. Old newspapers should be stacked in one place. They have many uses around the home.

Pick up and put away clothing. If there are no closets or shelves, clothes may be hung on hooks or nails in the wall. Nails should be wrapped with cloth or covered with empty spool.

Make beds. A well made bed will help a person to rest better and adds to his comfort.

1. Remove all covering and place on a chair near a window to air. The mattress should be turned often. This is done by rolling it from end to end or side to side.

2. Place the lower sheet right side up. Tuck both ends in tightly. Make corners square. Tuck in both sides, making it very smooth and tight. Place the top sheet right side down with the hem even with the mattress at the head of the bed. Tuck in sheet at foot of bed.

3. Place the blankets or quilts about a foot from the head of the bed. Tuck in at foot of bed. Make corners square. Fold the sheet back over the blankets at the head of the bed. This will keep the "covers" clean for a longer time.

4. Put spread and pillows in place. This will make a nice looking bed, as well as a comfortable one.

Take ashes out of fireplaces and stoves by lifting them with a shovel into a metal bucket or pan. If there is no shovel, a bucket lid may be used. Put the ashes into the bucket slowly to keep dust from flying.

Clean bathroom. Most homes serviced do not have bathrooms. Since some do, housekeeping aides should know how to clean them.

The bathroom should be spotlessly clean and free from odors. It should be aired well at least once a day. To air the bathroom properly, open the window wide. While airing the bathroom the door should be closed. This will prevent drafts in other parts of the house.

Use hot, soapy water to clean all bathroom fixtures. Rinse with clear, hot water. This should be done daily. Polish metal parts of fixtures with dry cloth.

Stains on the fixtures may be removed with kerosene. Put a few drops on the cloth and rub the stain. After using kerosene, wash with soap and water. Then rinse.

The toilet bowl needs to have extra care. Few homes have special meterials for cleaning the toilet. Plenty of hot, soapy water should be used. Place very hot suds in toilet and let stand while cleaning other parts of bathroom. Scrub inside of toilet with long-handled brush. If home does not have a brush, use a long stick with a cloth wrapped around the end. The cloth must be tied tightly to the stick. This will keep it from coming off and stopping up the toilet. Flush toilet. Rinse with clear, hot water. Wash the outside of the toilet, the seat, and seat cover with soap and water. Rinse and dry.

Sweep floors. Housekeeping aides may have many kinds of floors to sweep. There may be unfinished rough wood floors,

varnished or painted wood floors, linoleum, concrete, and carpeted floors. Most floors should have a daily sweeping. This will keep them clean and in good condition.

Sweeping should be done with a stiff broom. Sweep in short, even strokes in same direction that boards run. Avoid scattering dirt and dust. Floors should not be swept while food is being prepared or any members of the family are eating.

A simple thing the aide may use on all kinds of floors to keep from stirring up dust is dampened newspapers. The newspapers should be torn in narrow strips or small pieces and dipped in water. Squeeze as much water out of paper as possible. Sprinkle the dampened bits of paper over the floor and sweep. Slightly dampened sawdust is also good for laying dust when sweeping. The broom may be dampened, but very little water should be used because water and dust make mud. The aide will find that this plan keeps the air in the room freer from dust. It also makes her dusting job much easier because much less dust settles on the furniture during the sweeping.

Clean Porches and Walks. By keeping porches, steps, and walks clean the aide prevents dirt from being tracked into the home. This is especially true where there are small children. The less dirt in the home, the easier is the aid's housekeeping job. Clean walks and porches also make the home appear tidier from the outside.

Dust Furniture. Dusting is very important in cleaning. Be

sure to dust all furniture and woodwork in the room. The under part of tables and chairs, as well as pictures, should not be overlooked.

The dusting should be done by wiping with soft, dry cloths. Old household linens or cotton clothing make good cleaning cloths.

Do not fan the dusting cloth around. This only moves the dust to another place. Dust higher things first. Dust thoroughly, giving special attention to corners, cracks, and rungs of furniture.

Wash dishes. Dishwashing is a very important part of the cleaning responsibility of the aide. It is very necessary that housekeeping aides give special attention to the washing of dishes in the home. Dishes that are not clean help to spread disease in the family such as colds, trench mouth, flu, diptheria, tuberculosis, scarlet fever, and sore throat.

Directions for washing dishes properly are found in Part IX, Section 6.

Wipe Stoves. Stoves should always be clean. It is easy to keep them clean, if some cleaning is done every day. Stoves, whether gas, wood, coal, or oil, should be wiped with crushed newspaper or damp cloth after each meal. Stocky and greasy foods may be washed off with soap and water. Crumbs should be brushed from stove tops or ovens.

Some special cleaning is necessary weekly. Directions for this are given in Part IV, Section 5.

Empty and Scald Garbage Cans. Garbage cans should be emptied

every day, or more often, if necessary. They must be well washed and scalded. It is best to leave them open to air in the sun. The can should be lined with a paper bag or newspaper. This lining makes it easier to empty the can and keeps it cleaner. All cans should be covered.

Scrub Sink. Sinks should be cleaned daily with hot, soapy water. A dirty sink is a good breeding place for roaches and other insects. Stains and marks mady by pans may be removed by a cloth that has a few drops of kerosene on it. Plenty of hot, soapy water should be used after the kerosene is used.

Iron sinks should be wiped dry to prevent rusting.

Wooden sinks and drain boards should be scrubbed with a good clean brush and hot, soapy water. Hot water, to which a little baking soda has been added, should be used sometimes to prevent odors.

Metal faucets should be polished by rubbing with dry cloth.

Section 4. Special Cleaning Jobs

There are many other cleaning jobs that need to be done in the home. The aide should plan to do one or two of these special jobs each day. If aides do this, the necessary special cleaning can be done by the end of the assignment. All of this special cleaning must be done if the family is to be given the best Housekeeping Aide service. If it is done, the aide may take pride in a job well done.

These special jobs are:

1. Cleaning woodwork.
2. Cleaning windows, screens, sills and shades.
3. Dusting or washing walls.
4. Cleaning floors and floor coverings.
5. Scouring stoves.
6. Scouring pots and pans.
7. Cleaning kerosene lamps.
8. Cleaning refrigerators.
9. Cleaning kitchen cabinets and shelves.
10. Airing and cleaning beds and bedding.
11. Cleaning and straightening clothes closets.
12. Cleaning yard space around steps.
13. Cleaning inside of outdoor toilets.

Section 5. How to do Special Cleaning Jobs

Special cleaning jobs should be done whenever necessary. It is easier to do these jobs when the right directions are followed. The directions in this section will help the aides do a better job of special cleaning.

Cleaning Woodwork. Woodwork may have to be cleaned often in some homes. Where children touch and lean against doors and windows they leave finger marks and dirt.

Follow these directions for cleaning different kinds of woodwork:

Painted woodwork. Wash off finger marks and dirt by using a soap jelly mixture made as follows:

Soap Jelly
1 quart of hot water
1/2 cup white soap (flaked)
2 tablespoons turpentine
2 tablespoons ammonia

Dissolve soap in water. Let cool and add ammonia and turpentine. Use this mixture with water and a cloth. Rinse with warm water. Wipe dry.

Varnished woodwork. Take off finger marks and dirt as follows: Dust and wipe with a soft damp cloth. The marks may be removed with the following:

Furniture Polish
1 quart boiling water
3 tablespoons linseed oil
1 tablespoon turpentine

Use soft cloth and wring dry from this mixture
Wash small space at a time. Wipe dry at once.

Rough woodwork. Wash with a brush and warm soapy water. Rinse with clean water. Wipe dry. The same mixture for cleaning varnished woodwork may also be used.

Cleaning Screens, Sills, Windows, and Shades. The home looks better when the windows are kept clean. Dirty windows keep out the light.

Window Screens. Dirty screens keep light and air out of the home. Window screens should be brushed often with a stiff brush or broom. This should be done before windows are washed. Brush outside of screens first, then brush inside. Be sure the window is down when brushing screens from the outside. This will keep the dirt from blowing back into the house.

Window Sills. Washing window sills is a part of window washing. Dust and dirt may be blown through the house if window sills are not kept clean. This dust and dirt carries germs which may be harmful to the family and to the aide.

Before cleaning window sills open window and brush off sills. Wipe out dust and dirt with damp cloth. Wash sill with soap and warm water, rinse with clean water and wipe dry with clean cloth.

Windows. Wipe off dust before washing. Use soft cloth and warm water with a few drops of kerosene, vinegar or ammonia in it. Dry with a cloth or newspaper. Be sure the corners are clean.

Windows may also be washed with warm soapy water. Rinse well. Windows will be smeared and cloudy if this is not done. Rub dry with a soft clean cloth or newspaper.

Window Shades. Roll window shades to the top before taking down. Spread clean paper on a table or floor. Unroll shade on the clean paper. Wipe the top side with a soft cloth, then rolling slowly, wipe the other side.

Dusting or Washing Walls. It may be necessary for aides to do some wall cleaning in the homes. It is very important that an aide do this carefully.

Unpainted, plastered and papered walls. Most of the cleaning an aide will do to these walls is dusting. Do this by using a broom covered with a soft cloth, using an upward stroke.

Painted walls. Dust well with a soft cloth. Wash with soap and warm water. Wash only a small space at a time. Rinse with clear warm water. Wipe dry each space as it is rinsed.

Unpainted wooden walls. Scrub unpainted walls with a brush and warm soapy water. Rinse with a cloth wrung out of clear warm water. Wipe dry.

Calcimined walls. Aides should never try to clean calcimined walls. If they are brushed or rubbed the finish will come off.

Cleaning Floors and Floor Coverings. Floors should be clean. Some floors need special cleaning often.

The following are ways to clean different kinds of floors:

Smooth, unpainted wood floors. Wash with soap and warm water. Use a mop or cloth and scrub lengthwise of the boards. Rinse with warm water. Wipe dry.

Rough wood floors. Sweep with stiff broom. Wash with warm soapy water using a stiff brush or broom. Rinse with clear water. Dry with a mop or cloth.

Waxed or varnished floors. Dust with a dry floor mop. Use a soft cloth for washing and wiping. Dip a cloth in warm water and wring as dry as possible. Wash a small space at a time. Wipe at once with dry cloth.

Concrete floors. Clean the same as rough wood floors.

Linoleum. Clean with soap and warm water.

Rinse with clean water. Dry with a mop or cloth. Be sure the linoleum is thoroughly dry. If water gets under the linoleum it will cause it to rot.

Carpets. If the homes have carpet sweeper or vacuum cleaners they should be used to clean carpets and rugs. The supervisor will give directions for using this equipment. If rugs and carpets are to be swept with a broom, do this by the direction in Part IV, Section 3, under Sweeping.

Small rugs. Small rugs should be taken out of doors and swept with a stiff broom. It is also good to shake them. Small rugs should be washed in the same way as colored cotton clothes, washing as often as needed.

Scouring Stoves. In addition to the daily wiping of the stove, some special cleaning must be done weekly. Here are ways to clean different kinds of stoves.

Kerosene Stoves. Kerosene stoves must be clean if they are to work right. Separate cloths should be used for cleaning stoves. Never use dish cloth or dish towels. Let the stove cool before cleaning.

Burners. Remove the burners from the stove and wipe them with warm soapy water to take off food and dust. Rinse and dry. They may be boiled in water to which a little washing soda has been added.

Wicks. The wicks should be cleaned by rubbing them dry with a dry cloth. Never use water on wicks. Never trim wicks with scissors.

Racks. Top rack and oven racks should be washed in hot, soapy water and scoured if necessary. Rinse in clean water and dry well to keep from rusting.

Trays. Wash drip and oven trays. Scour if necessary. Rinse in clear water and dry to keep from rusting.

Ovens. If rusty wipe with dry cloth. Scour when necessary. If oven has a smooth finish, clean with hot, soapy water and rinse with clear water. Dry to prevent rusting.

Outside of Stoves and Ovens. Wash with hot, soapy water and rinse with clear water. Rub with dry cloth to polish.

Gas Stoves. Special cloths should be used for cleaning stoves. Never use the dish cloth or dish towel. Let the stove cool before cleaning.

Burners. Remove burners. Brush or wipe off food. Wash and scrub burners with hot, soapy water. Rinse in clear water and dry to keep from rusting. If holes are clogged, boil in water containing washing soda.

Trays. Wash drip, broiler and oven trays in hot, soapy water and dry.

Outside of Stove and Oven. Wash with hot, soapy water. Rinse with clear water. Rub with dry cloth to polish.

Coal and Wood Stoves. Let the stove cool before cleaning.

Ashes. Shake down ashes into ash box. Empty ashes into metal container.

Racks. Wash oven racks in hot, soapy water. Rinse and dry.

Oven. If rusty, wipe with dry cloth. Wash with hot soapy water and scour, if necessary. Rinse with clear water and dry it to keep it from rusting. Grease with unsalted fat. If smooth finish, wash in hot, soapy water. Rinse and dry.

Outside of Stove. Wash with hot, soapy water. Rinse with clear water and rub with dry cloth to polish. Blackened stove should be rubbed with cloth dampened with a few drops of oil to polish.

Electric Stoves. Electric stoves need special care in cleaning. The supervisor will tell the aide how to clean electric stoves whenever they are found in the homes.

Scouring Pots and Pans. Pots and pans which have not been washed clean after each use will need to be scoured. Many times the taste of food is spoiled when cooked in a pan that is not thoroughly clean. Smoke, burned food, and grease can be taken off of pots and pans by scouring.

In many homes the aides will need to scour the pots and pans before using them for cooking. If there are no scouring powders, the aides may use find sand, wood ashes, or brick dust. These things will often do as good a job of scouring as powders bought in stores. The supervisors will tell the aide how to use these materials. It is not a good plan to scrape pots and pans with a sharp knife. This may cut the worker's hand. The knife will be dulled and the pans will be scratched.

Cleaning Kerosene Lamps. Kerosene lamps must be kept clean and filled if they are to burn with bright light and without a bad smell. A clean lamp is a safer lamp.

Rub off the burned part of the wick with tissue paper or crumbled newspaper. Clean the soft soot from the burner thoroughly. Clean the chimney by blowing the breath into the chimney first to loosen soot. Rub the chimney clean. If very dirty wash chimney with soapy water. Rinse in clean warm water and wipe perfectly dry. If there is any moisture on the chimney when the

lamp is lit, the glass is likely to crack.

If the lamp has a shade, it should be carefully and thoroughly dusted. Wash bowl of lamp inside and out when necessary.

Fill the bowl of the lamp with kerosene to within an inch of the top. Adjust the wick. Wipe off the outside of the lamp. Be sure no kerosene is left on the outside of the lamp.

Refrigerators. Refrigerators should have special and thorough cleaning at least weekly. This is especially important so that the food for the family can be properly stored. For directions on how to do this cleaning see Part X, Section 4.

Kitchen Cabinet and Shelves. All kitchen cabinets and shelves should have a good cleaning at least weekly. This will keep storage space for food, dishes, pots and pans clean and orderly.

Directions for cleaning cabinets and shelves properly are given in Part X, Section 4.

Airing and Cleaning Beds and Bedding. Beds and bedding must be kept very clean at all times. This is necessary to the health of the family.

Bed Frames and Springs should be dusted once a week. A soft cloth may be used to dust the frame.

A painted wooden or iron bed may be washed with a cloth wrung dry from warm, soapy water. Rinse and wipe dry. Wash only a small part at a time.

Dampened newspaper may be drawn through bed springs when cleaning them indoors. If possible, take bed springs out of doors. Wash them with a brush and plenty of warm, soapy water. Rinse and wipe dry and leave to air. Be sure the springs are dry

before putting mattresses back on them.

Mattresses should be aired and turned regularly to keep them in good condition. If possible, take them out of doors and beat them.

A thin domestic mattress cover, fastened with tapes, keeps the mattress clean. When the cover is dirty, it should be taken off, washed and put back.

Pillows should be put outside in the sum to air often if the feathers are to be kept fluffy. If pillows need to be washed, follow directions given in Part V, Section 5.

Cleaning and Straightening Clothes Closets. Many families have a very small amount of closet space and it is hard to keep it in order. The aide should not clean a clothes closet unless the housekeeper asks her to do so. She may suggest that she would be willing to do this.

The clothes should all be removed from the closet, brushed, and hung out of doors to air, especially woolen clothes. Walls should be dusted by using a clean soft cloth or a broom with a cloth fastened to it. If walls are painted, they should be washed with warm, soapy water. All woodwork and the floors should be washed. Do not put dirty clothes back in a clean closet if it can be helped. Wash everything that can be washed.

The aide will help the family a great deal if she will show them how to put a pole across the closet. Hangers can be put on this and give the family much more room for hanging clothes. The aide can also suggest to the family that very nice clothes closets can be made from orange crates.

Having a place to put things would often keep the room from being cluttered and makes the aide's work easier.

Cleaning Yard Space Around Steps. Cleaning the yard is not the aide's responsibility. She should, however, do her part in keeping it clean, especially the space around the steps and doorway.

Things which the aide can do to keep the yard clean around the steps are:

1. Pouring dish water and wash water away from the house.
2. Collecting dirt and trash from the house in newspapers, instead of sweeping it into the yard.
3. Gathering garbage and scraps, wrapping in newspapers, and putting into garbage can rather than throwing out of doors.
4. Placing tin cans in a box and not throwing them into the yard.
5. Finding a place to stack newspapers inside of house rather than on porch or underneath the steps. This will keep papers from blowing over the yard.
6. Showing the family how to make or mend a trash burner so that papers and trash will not be blown around the yard.

The aide may also help the family by suggesting how much the appearance of their home could be improved if they had a nice clean yard. These are things that the children could do:

1. Sweep around the doorway if the ground is hard.
2. Rake around the doorway if sandy or dusty.
3. Rake the leaves and carry them away from the house.

4. Pick up trash and tin cans that have collected in the yard.

Cleaning Inside of Outdoor Toilets. Many homes have outdoor toilets. The aide should help the family to keep the inside of the toilet clean and orderly. To do this it will be necessary to:

1. Brush cobwebs down from ceiling and walls.
2. Pick up loose paper.
3. Sweep daily.
4. Scrub seat and floor at least once a week.

The toilet can be kept clean easier if trash papers are dropped into a box or sack kept inside the toilet.

Section 6. Care and Storage of Cleaning Equipment

Cleaning equipment should be cleaned and kept together in a special place. This should be in a convenient part of the house. Sometimes the aide may arrange with the homemakers, a space in the home to put away the cleaning equipment and supplies.

Small equipment may be placed in a box or basket to keep it from being misplaced or causing clutter.

The pieces of cleaning equipment may be cared for as follows:

Brooms and Wet Mops. Wash in warm, soapy water and rinse well. Hang by handle to dry so that broom straw or mop does not touch the floor. Wet mops should be boiled occasionally in strong soapy water and sunned when possible.

Dry Mops. Shake well out of doors to remove dust. In a city where this is not possible, shake carefully over damp newspapers. When mop becomes soiled, clean the same as a wet mop.

Scrub Brush. Wash in warm, soapy water and rinse well. Shake to remove water and hang up to dry.

Cleaning Cloths. Wash as soon as used in hot, soapy water. Rinse and dry out of doors where possible. Place with cleaning equipment for future use.

Section 7. Household Pests

Rats, mice, flies, cockroaches, ticks, body lice, fleas, misquitoes and bed bugs may be the source of disease germs and cause discomfort. Household pests often come from outside the house where they have picked up dirt and disease germs. They may also be brought in on food, clothing, or wood. If they get on food, persons, or furniture they may leave disease germs.

It is very important that the housekeeping aide keep the home free of pests. It is easier to keep them out than to destroy them after they get in. Pests may be the means of destroying food, property, and life.

Some ways in which the aide may keep pests out of the house are:

1. Open and properly store food as soon as delivered.
2. Keep all food closely covered.
3. Clean up crumbs and spilled food immediately.
4. Keep all cabinet drawers and shelves clean and free from bits of food.
5. Keep floors and dark corners clean and dry.
6. Keep garbage can clean and covered.
7. Keep window and door screens mended and tightly closed.

There are many ways to get rid of household pests.

Directions will be given at the training center for ways the aide may rid the homes of pests without using poison.

Rats and Mice. Cover with tin or plug all holes where they enter the house, or cupboards. Set traps. Traps must be set where children cannot reach them. Traps should be inspected each day. Do not leave food out to draw rats and mice. Keep all foods covered.

House Flies. Man's worst pest is the fly. The fly carries disease germs on its wings, hairy feet and legs. The fly is hatched, lives and feeds upon manure piles or other filth.

The best way for aides to get rid of flies is to swat them. They can help keep the flies out of the house by:

1. Mending screens or making home-made screens.
2. Keeping screen doors closed.
3. Making fly traps.
4. Keeping all food covered.
5. Scalding garbage cans and keeping covered.
6. Cleaning inside of outdoor toilet and keeping holes covered.
7. Keeping yard around steps clean.

Cockroaches. Cockroaches destroy food, clothing and upholstery. They breed and live in dark corners and cracks. A good way for aides to get rid of them is to sprinkle borax daily in the corners and cracks where they come out.

Ants. There are many kinds of ants. They destroy food and clothing. Ants usually can be followed to their nests. Aides can destroy the nests by pouring boiling water into them. Put all food in covered containers. Place table, refrigerator and cupboard

legs in small cans of water covered with a film of oil.

Ticks and Body Lice. These pests feed on blood. They are carried by people on the hair, clothes and skin.

Bed Bugs. These pests are found on beds, clothing, furniture, floors and walls. They feed on human blood. Their bites cause sores and discomfort.

A good way to get rid of bed bugs is as follows:

1. Go over every part of the bed with a brush which has been soaked in kerosene or turpentine.

2. Go over all parts of the springs and force the kerosene or turpentine into every crack.

3. Repeat every three or four days for two weeks. (This is necessary to destroy the eggs and bugs as soon as they are hatched.)

4. The slats should be removed and washed in hot, soapy water, rinsed, wiped dry, and left in the sun to air.

PART V. HOW TO DO THE FAMILY LAUNDRY

Washing the right way is easier than washing the wrong way. It does not take as much time and the clothes look much better.

Aides sometimes find lots of dirty clothes when they first go into a home. There is other work to be done besides washing.

The first day it may be best to do only a part of the washing. The things most needed will likely be a change of clothing for each child, diapers for the baby, and a change of clothing and bed linens for the sick person. The rest of the dirty clothes should be bundled together and washed another day. It is better for the aides to wash clothes often that it is to let them get very dirty before washing. Slightly soiled clothes can be washed easily.

A housekeeping aide should not go to the home of a neighbor to wash. Washing must be done at the home of the family receiving service.

Section 1. Supplies Needed for Washing.

Every home has different supplies for washing. The clever aide will find a way to wash clothes with whatever supplies are in the home. Certain supplies like starch or bluing are desirable to do the best job of washing. Clothes can be washed and ironed well without them.

The aide's work will be very much easier if she arranges the tubs and other supplies so that she will not have to stoop too much. Sometimes, by using a bench or strong boxes, the tubs can

be placed at a comfortable height. Be sure that whatever is used is strong and not rickety. It does not save work if the tubs fall and the water is spilled.

In order to do a washing the aide should have the following:

Soap. Washing can be done with any kind of soap. A soap made especially for washing is cheaper and does a better job. Soap jelly saves time in washing because it makes suds more quickly. This is made by cutting a cake of soap into small pieces and melting it in a quart of hot water. Home-made soap cleans as well as soap bought in a store.

Some kind of tub in which to wash. This may be a large pan, kitchen sink, a washing machine, wash tub, clothes boiler or large lard can. Washing is easier if there are two tubs, one for washing and one for rinsing.

Water. It is best to have plenty of water. Aides can still do a good job of washing if clothes are sorted well, even if water is scarce.

A Place to Dry Clothes. It is better to dry clothes out of doors if the weather is good. Sunshine and fresh air make the clothes smell fresh. The sunlight helps to bleach clothes and to kill germs. If there is no other place, clothes can be dried in a kitchen, bathroom, or even a corner of the living room. They should not be dried in the same room with a sick person. If the clothes are dried in the house the aide may have to put up a line. Newspapers should be put on the floor under the damp clothes to keep the floor dry.

Aides can do a better job if they have a few more supplies for washing. The following supplies will make it easier to do a good job:

A plentiful supply of water. The aide should choose a place to wash near the water supply. The place may be out of doors, in the kitchen, bathroom or on the porch.

More than one tub. Two tubs or a tub and a washing machine make it possible to wash in one and rinse in the other. Sometimes the aide may have three tubs. The third tub may be used for another rinse water.

Washing Machine. Some homes may have washing machines. Supervisors will give aides directions for using washing machines.

Washboard. Most of the rubbing should be done on a washboard. Very thin clothes, as baby dresses, can be washed by rubbing between the hands. Too much hand rubbing should not be done. This may cause blisters on the fingers. If clothes are soaked and washed in a washing machine, they may not need to be rubbed on a board.

A boiler. This may be a tub, pan, bucket, or lard can used on the kitchen stove. In some homes clothes are boiled over an outdoor fire. Boiling clothes makes them white and kills germs. It is best to boil all handkerchiefs, bed clothing, white cotton underclothes, and clothes used by a sick person.

A bucket is handy to use for filling and emptying tubs. If the bucket is large it should not be filled too full. Lifting heavy weights may cause accidents.

A clothes stick. Any strong, smooth, unpainted stick can be used for punching clothes in the suds and for lifting them in and out of tubs or boilers. Old broom sticks and hoe handles make good ones.

A clothes basket. May be any kind of basket, box, bucket or pan. If there is danger of getting rust spots on the clothes, pans and buckets should be lined with plain paper or clean cloth.

Clothes pins should never be left on the line when clothes are taken down. They should be stored in a box or bag when not in use. Clothes pins should be washed when dirty, so they will not soil the clothes.

A clothes line or clothes rack should be wiped with

a damp cloth before using so that clothes will not be streaked with dirt and smoke stains. A clothes line or rack should be tested for strength before hanging clothes to dry. It is better to take a few minutes to mend a clothes line than to have the washing fall on the ground and have to be done over.

Bluing. Most bluings do a good job of whitening the clothes. Before making a bluing water, aides should read instructions on the container and follow them exactly.

Starch. Clothes are starched to make them look fresh, give them a gloss, and make them stay clean longer. Aides should not use too much starch in clothes. Stiffly starched clothes are uncomfortable to wear. It is best to use a regular laundry starch. If there is none in the home, starch can be made from cornstarch or flour. Directions for making starch are given in Part V, Section 6.

Section 2. Sorting

It is important to sort all clothes before washing. This prevents colors running into white clothes. Cotton, wool, silk and rayon should all be washed separately. To sort clothes, place papers on the floor and put the clothes in separate piles as follows:

Baby clothes. These should be washed separately.

White clothes. Sheets, pillow cases, mattress covers, towels, table cloths, underclothes.

Handkerchiefs. These should be soaked separately.

Colored clothes. Dresses, blouse, suits and pants, overalls, cotton socks and stockings.

Corduroy. Pants, jackets, skirts and dresses.

Silk and Rayon. Silk and rayon dresses, stockings and underwear.

Woolen. Dresses, suits, sweaters, and knitted clothes.

Special articles. Quilts, blankets, bed spreads, and pillows.

Clothes used by a sick person or in a sick room. These should never be washed with the family clothes. Sheets, pillow cases, towels, wash cloths, handkerchiefs, tray napkins, night clothes, underclothes, and mattress covers.

Cleaning cloths. These should never be washed with the family clothes.

Before starting to wash, clothes should be looked over for pins or anything that might scratch the aide's hands. Empty the pockets, turn wrong side out and brush, and turn down all

cuffs. turn underclothes, socks, and stockings wrong side out. Take off buckles, buttons, or bows that might be spoiled in washing.

All money, papers, and valuables found in pockets must be given to a responsible member of the family.

Section 3. Stain Removal

Many stains will not come out after washing. These directions for taking out stains will help aides to do a better job.

Grease is a common stain on clothes, table linens and dish towels. It may be caused by butter, lard, or fat meat. Warm water and soap will usually take out these grease stains. To remove car grease from clothes, rub the stain with lard and let stand for several minutes. Wash well with warm water and soap.

Cocoa, tea, and coffee stains are easily taken out if they do not stand too long. Wash with cold water and soap and then with warm water and soap.

Fruit stains are hard to remove if they stand a long time. Stretch the stained part over a bowl or pan and pour boiling water through it. The water should be poured from a tea kettle which is held about two feet above the bowl. Set the bowl in sink or wash tub to avoid danger from spattering. Stubborn tea and coffee stains may be removed in the same way.

Ink stains. Not all ink stains can be removed. Most kinds of ink used in school can be removed by ordinary washing. If this does not work, soak the stain in sweet milk for 30 minutes, rubbing often. Then wash in soap and water.

Mildew and grass stains. Soap, water and sunshine will often remove fresh stains from washable material. If this does not work, soak in sour milk and put out in dew overnight. Then wash in soap and water.

Blood stains are hard to remove if they stand too long. Soak in cold water and rub often. Then wash in soap and water.

Scorch stains. Water and sunlight will remove faint scorch.

Iron Rust stain. Moisten salt with lemon juice, spread on stain, and put in the sun.

Section 4. Soaking

Soaking makes clothes easier and quicker to wash. Soaking too long makes the white clothes yellow. Soak in cold or lukewarm water. Never soak silk, rayon or woolen material.

White clothes may be soaked while other housework is being done, or while wash water is heating. They should not be soaked over thirty minutes.

Colored clothes that the aide knows will not run may be soaked as long as thirty minutes. Test clothes to see if the color will run by putting a belt or small piece of the cloth in soapsuds.

Section 5. Washing and Rinsing

Baby clothes should be washed separately with a mild soap. After soaking and rubbing, they may be boiled if necessary. They should be rinsed until water is clear. It is very important that all soap be rinsed out of baby clothes. No bluing or starch should be used in baby clothes. These may make the baby's skin red and sore.

Soak diapers in cold water as soon as they are taken off the baby. Wash in hot, soapy water. Rinse well. (This will take at least two rinses.) Boil in clear water. Never dry soiled diapers and use them a second time. This will make the baby's skin red and sore.

Cotton clothes. Aides should remember that white and colored cotton clothes are not washed together. White clothes are washed first. After soaking, wring the clothes and place in a tub or washing machine of clean, warm soapsuds. When washing clothes by hand, soiled spots should be rubbed on the board. When using a washing machine, ask the housewife or supervisor how to run the machine.

If white clothes are to be boiled, put them in a boiler of water to which a little soap has been added, cover, then boil ten to fifteen minutes. Boiling too long yellows clothes and is hard on them.

Put clothes through two rinse waters. Use a third rinse

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water if there is plenty of water. Wring well after each rinsing. Let the last rinse be a bluing water. Keep clothes moving in the bluing water. Rinse them up and down and wring them out. If clothes are crowded into the tub, they take up the bluing in streaks.

Colored clothes do not need to be put through the bluing water. Bluing makes yellow and pink look dirty.

Silks, rayons and woolens. It is a good idea to measure crepe and wool dresses and sweaters before washing. They often shrink and lose their shape. If they have been measured, they can be pulled and shaped to the right size while drying.

Silks and rayons may be washed together. Place clothes in lukewarm soapsuds and wash gently, squeezing between the hands. Rinse in two or three lukewarm waters. Squeeze after each rinsing. Do not twist. Never starch.

Woolens should be washed separately. Do not use hot water. This ruins woolens. Wash in warm soapsuds. Rinse in two or three warm waters. Squeeze after each rinsing. Never starch.

Corduroys. Try to clean corduroy by soaking and squeezing in warm soapsuds. If necessary, rub gently between the hands. Rubbing on a washborad causes corduroy to wear out more quickly. Rinse in two or three clear waters. Squeeze after each rinsing. Do not wring. Never starch.

Quilts and blankets. Bed covers are heavy when wet. Aides should have help in lifting and hanging. Wash blankets and quilts like woolens. Rinse in two or three waters.

Pillows. Aides should mend broken places in the stitching of a pillow tick before washing. This will keep feathers from spilling into the wash water. Squeeze and rinse the pillow up and down in clean warm soapsuds. Very dirty spots may be soaped and rubbed on the board or between the hands. If a washing machine is used, hand rubbing will not be necessary. Rinse until the water is left clear. Lift pillows from the last rinse water. Place on flat surface. Press water out with hands.

Section 6. Starching

Starch for white clothes should be as hot as hands can comfortably stand. Hot starch soaks into clothes more evenly than cold starch. Clothes which need the most starch should be starched first. If colored clothes run they should be starched last. Turn clothes wrong side out before starching. This helps to keep shiny starch spots off the right side. Turning the clothes also helps to keep the sunlight from fading colors.

Laundry Starch

1 cup cold water
2 to 3 rounded tablespoons lump laundry starch
3 cups boiling water

Mix starch and cold water in a sauce pan. Have three cups of water boiling in a kettle or in another pan. Carefully pour boiling water into the starch and cold water mixture. Stir while pouring. Cook a few minutes. Stir with a long handled spoon or a stick, all the time the starch is cooking. Starch burns easily. Cook until starch changes from a cloudy to a clear mixture. It is important to cook the starch thoroughly to keep it from sticking when ironing.

Cornstarch paste

2 to 4 tablespoons cornstarch
1/2 cup cold water
1 quart boiling water

Mix cornstarch and cold water in a saucepan. Have a quart of water boiling in a kettle or another pan. Carefully pour boiling water into cornstarch and water mixture. Stir while pouring. Cook a few minutes. Stir with a long handled spoon or stick, all the time the starch is cooking. Cook until starch changes from a cloudy to a clear mixture. It is important to cook starch thoroughly to keep it from sticking when ironing.

Flour Starch

4 level tablespoons flour
1/2 cup cold water
1 quart boiling water

Mix flour and cold water in a saucepan. Have a quart of water boiling in a kettle or another pan. Carefully pour boiling water into the flour and cold water mixture. Stir while pouring. Cook a few minutes. Stir with a long handled spoon or a stick all the time the starch is cooking. Flour starch burns easily. Cook until starch changes from a cloudy to a clear mixture. It is important to cook starch thoroughly to keep it from sticking when ironing.

Section 7. Drying and Folding

If possible, aides should hang clothes outside to dry. Hang pieces that are alike together. This plan will save time when clothes are brought in to be folded.

Sheets. Fold ends of sheets together and pin fold to the line. This is done to keep the wind from making a balloon out of the sheet; this may rip the sheet.

Diapers and all other flat pieces should be hung straight. They will fold easier when dry. Fold diapers to the correct shape as they are taken from the line, then they will always be ready for use.

Colored clothes should be hung in the shade to keep colors from fading. If colored pieces might run, hang them where they will not touch other clothes.

Corduroy should not be hung across the line to dry. The clothes line will leave a mark on the garment. Pin pants and skirts to the line by the belt. If possible, put dresses and jackets on coat hangers. Hang in the wind. Shake well and brush when dry. Do not iron.

Knitted sweaters should be shaped to measurements and dried on a table top or flat surface. If this cannot be done, drop the sweater in a thin flour sack and pin the top of the sack to the clothes line.

Bed covers should be hung on a strong line. When one side is dry, turn over so sun can shine on the other side.

Pillows. Pin the end of the tick to the line. Hang the pillow in the wind. Shake and stir the feathers once in a while. Change ends of the tick on the line. Two days may be needed to dry the pillow.

Cleaning cloths should be hung in bright sun. Sunlight acts as a bleach and kills germs.

After clothes are dry, do not let them hang out and whip in the wind. This is hard on the clothes. Folding straight when taking from the clothes line will save time.

Spread all flat pieces on a clean table. Smooth out wrinkles and fold carefully. Sheets, towels, dish towels, diapers, cleaning cloths and other flat pieces do not need to be ironed. Knitted underwear, socks and stockings do not need ironing.

Section 8. Clean up after washing

The aide has not finished the washing job until everything has been cleaned up and put away.

1. Empty tubs, boilers, and washing machine. If wash water is to be emptied in the yard, do not pour it near the door or steps.

2. Rinse and dry tubs, boilers, washing machine, and wringer before putting away. Hard water may leave rings that cannot be washed off with water. These rings can be taken off by rubbing with a cloth dipped in kerosene or by scouring with sand.

3. Hang tubs up or turn them upside down. If not put away, tubs may be dirty and bent when wash day comes again.

4. Rinse the washboard. Stand or hang it up to dry.

5. Wash and dry the starch pan and spoon.

6. Store clothes pins in a bag or box.

7. Put away starch, soap, and bluing where they will be safe until next wash day.

8. Put out fire if clothes have been boiled outdoors.

Section 9. Sprinkling

Sprinkling only the clothes to be ironed in one day. Clothes might mildew if left damp overnight. Clothes that are to be sprinkled the next day should be put away so they will not get dirty. Sprinkle evenly and thoroughly. Warm water dampens better than cold water.

Carefully pull garments into shape when sprinkled. Then fold and roll. If a colored piece might run, roll it separately. Place in a box or basket and cover. Let stand at least fifteen minutes before ironing; longer if possible.

Section 10. Ironing

To do a good job of ironing, the aide needs a well padded ironing board, with a clean, tight cover, and irons that are smooth and clean. Irons may be cleaned when cold by rubbing with a cloth which has a few drops of kerosene on it. A little paraffin rubbed on the hot iron helps to smooth the iron and keep starch from sticking. If there is no paraffin, a waxed bread paper will do as well. Salt, sand, pine needles, or a little green cedar are excellent for cleaning warm irons.

The ironing board should be steady. Rickety boards cause accidents. The supervisor should show the aides how to make ironing boards at the training center.

Iron first those parts that will hang off the board while the rest of the garment is being ironed. Such as sleeves, collars and cuffs. Clean papers should be spread under the ironing board. This will keep the clothes from getting dirty.

Iron until the garment is dry. Damp seams pucker.

When garments are to be put away fold them carefully. If possible, put dresses, blouses and shirts on hangers or spread them over chairs to dry well before folding. Putting clothes away damp causes them to wrinkle and mildew.

Part VI. TIME SAVING JOBS THAT WILL IMPROVE FAMILY LIVING

Saving time is important for all people. A business-like aide looks for ways to save time.

One of the best ways to save time is by making improvements around the home. Taking care of little jobs right away often keeps one from having big jobs later.

Some small tasks that can be done in a few minutes may save hours of time. These tasks should be done along with other jobs of the day.

Home improvements can be made by getting the help of the children or other members of the family. The family usually likes to be shown ways to improve the home. Many of these improvements will be time savers. Before making any home improvement the consent of the homemaker should be obtained.

If these extra jobs are done, the house will look better.

Some extra jobs that the aide can help the family do, are:

1. Smoothing rough edges of tables and chairs.
2. Mending handles of pots and pans.
3. Mending door and window screens.
4. Making fly traps.
5. Putting up kitchen shelves.
6. Making storage cabinets of boxes.
7. Making wet and dry mops.
8. Putting nails or hooks in the bathroom for hanging towels.

9. Placing nails or hooks in good places for hanging clothes.

10. Covering nails to prevent rust.

11. Chinking or covering cracks in walls.

12. Mending holes in floors and floor covering.

13. Mending steps.

14. Making fire guard for fireplaces, stoves, and outdoor wash pots.

15. Making clothes pin bag, wash stick, and wash bench.

16. Making a clothes sprinkler from bottle or can.

17. Mending clothes line.

18. Repairing or making window shades.

19. Making wood box higher.

20. Raising bed of sick person.

21. Fixing fasteners on doors and gates.

22. Making nursery chairs.

23. Making childrens' self-help garments, such as aprons and bibs, from sugar sacks or old clothes.

24. Mending family clothes.

25. Making tray and back rest for a sick person.

26. Making a bed cradle.

PART VII. THE AIDES RESPONSIBILITY TO CHILDREN IN HOMES

Many families who receive housekeeping aide service have children in the home. The aide should try to make friends with children. If the aide is liked by the children, it will be easier for her to take care of them. In order to be most helpful, the aide should know about proper eating, rest, clothing, cleanliness, toilet and play habits. The right care in childhood helps boys and girls to grow strong healthy bodies.

Section 1. Eating Habits

Children need well prepared food. It is the responsibility of the aide to prepare the food found in the home in the best possible way. Children get tired of eating the same foods day after day. They need to learn to eat foods which are new to them. Recipes used in training will help the aide to cook food in different ways. New dishes should be served as if children had always had them. Too much fuss made over some new food might cause a child to refuse to eat it.

Give small servings so the child can clear the plate without the feeling of being stuffed. It is better to give second helpings than to have the food wasted.

Children should feed themselves. Small children from 2 to 2½ years may need help in learning to use forks and spoons. Aides should take time to help them.

It is also necessary that children eat at regular hours. For this reason, it is important that the aide have meals ready to serve on time.

It may be necessary for the aide to prepare the formula for a baby. This should be done under the written instructions of a doctor or a nurse.

Sterilizing bottles is important. The aide should do this as she has learned to do it in the training center. Part X, Section 4 gives directions for caring for milk. The aide should give special care IN HANDLING ALL BABY FOODS.

Section 2. Rest

Sleep is necessary for health and growth. A child grows rapidly during the first five years. Good sleep habits formed in childhood may last a lifetime. Doctors say that the following things will help children to form good sleeping habits:

1. Plenty of sleep
2. A regular time for going to sleep
3. Separate beds for children
4. Clean, comfortable night clothes
5. Firm mattresses
6. Enough cover to keep warm
7. Fresh air in the sleeping room
8. No light in the room at night

Aides should try to get children to rest or play quietly just before lunch. Twenty or thirty minutes will be long enough. Rest after lunch is important to the growth of children. Children may or may not sleep during this rest period. The rest periods before and after lunch help children to digest their food.

Small children need a nap after lunch. Part of the aide's job is to see that these children are put to bed. She should see that they go to the toilet, wash their faces and hands, and take off their shoes. This will help them go to sleep. In cool weather, children should be covered for the nap.

There are other things which the aide can do the help children

rest. These are:

1. Cleaning, sunning and airing child's bed.
2. Putting covers on bed neatly and properly.
3. Seeing that sleeping garments are clean and mended.

Section 3. Clothing

Children in homes receiving Housekeeping Aide service do not usually have many clothes. It is the responsibility of the aide to keep children neat and clean in the clothes they have. This means that there will be washing, ironing and mending to do.

There may be used clothing which the aide can make over for the children. Aides can help to keep the children in school by having their clothes ready to wear.

Less washing will need be done if children are shown how to put their clothes away. It may be necessary for the aide to help build a place to store clothing. This place might be a closet, boxes, shelves or hooks on the wall. These should be placed at the proper height for the child to use.

Section 4. Habits of Cleanliness

When a mother is sick in bed small children need someone to help them keep clean. The aide should be able to do this job. Things she may do for little children are as follows:

1. Give a bath
2. Shampoo and comb the hair
3. Wash teeth
4. Trim and clean finger and toe nails
5. Put on clean clothes

Children should be taught to do as many of these things for themselves as possible.

Section 5. Toilet Habits

Children can be trained in good toilet habits at a very early age. Good habits help children to wait on themselves. If this training is given, it will save much time in washing diapers and underwear.

The housekeeping aide can help in training children to have good toilet habits. She can do this by putting the child on the pot at regular times. She can also make a comfortable nursery chair.

Section 6. Play

When an aide goes into a home she always finds plenty of work to do. Sometimes she cannot begin cleaning the house because small children cry and want her attention. Therefore, it will be necessary for the aide to interest the children in playing alone. The aides will learn at the training center good ideas for helping children to play alone, or quietly in groups. Children should play indoors in bad weather. They should play outdoors in good weather. Fresh air, sunshine and exercise help a child to grow strong.

PART VIII. THE HOUSEKEEPING AIDE'S RESPONSIBILITY TO THE SICK PERSON IN THE HOME

The housekeeping aide has an important job to do in helping the sick person to get well. When the aide cares for the children and does the housework the mother is not worried. The aide should not bother the sick person with unnecessary questions about the housework. Usually there is no grown person in the home so the aide should go about her job in a business-like way.

Housekeeping aides are not nurses. These are rules that all housekeeping aides must obey:

1. Never prescribe cures and remedies.
2. Never give medicine except under the written instructions of a doctor or nurse.
3. Never put drops in eyes, ears, or nose of any member of the family.
4. Never give first aide to any member of the family.

There is much that the aide can do to make the sick person more comfortable and contented. A few simple things are:

1. Keeping the sick room as quiet as possible - This can be done by talking very little and in a soft tone and by walking quietly. Noises from cleaning and from rattling of pots and pans may cause sick person to be nervous. To keep these noises out of the sick room the doors may have to be closed. While the door is closed the sick person may need the aide. The aide can leave a glass and spoon for the sick person to use as a bell.
2. Planning Children's Play - Simple play things will usually keep small children contented. This will keep them from wanting to be on

the bed with the mother. It is the responsibility of the aide to plan the play of small children so they will not disturb the sick person.

3. Keeping the Room Clean and in Order - This is important because germs grow in dust and dirt. A sick person feels better if things are straight and in place.

4. Freshening the Sick Person Before Serving the Meal - Sick people are often tired and feverish. Washing the face and hands will make them feel better. It may also help them enjoy their meals. The aide should help the sick person to freshen up before bringing in the tray.

5. Serving Good Tasty Meals - Meals for the sick should be well cooked and nicely served. The tray should be spotlessly clean and neat. The aide should be sure that hot food is served hot, and cold food cold. Remove dishes as soon as the meal is eaten. A good meal may be spoiled by the sight of soiled dishes left in the sick room.

6. Keeping strong Light out of the Eyes of Sick Persons - Light sometimes causes headaches and nervousness. If there are no window shades the aide can make them out of paper or sacks. This she will learn to do at the training center.

7. Keeping the Room at a Comfortable Temperature - Keep an even temperature in the sick room. A Pan of water will keep the air from being too dry. This should be placed where it will not be knocked over.

8. Keeping the Room Well Aired - Good ventilation is necessary in the sick room. When gas or oil stoves are used, there is special danger of the air becoming filled with fumes or smoke. For this reason, have the windows and doors partly opened.

9. Keeping the Bed Clean and Well Made - Clean sheets with no wrinkles will help make the sick person comfortable. Pillows should be fluffed and smoothed often.

Fluffy pillows are restful to a sick person.

10. Helping the Blind and the Aged - The housekeeping aide also has an important job in helping the blind and aged. Some persons have recently become blind or have been blind for a long time. They should be encouraged to do as many things for themselves as possible. This will help them to have more self-confidence.

Old people are able to do many things for themselves and need help only in the heavier work. Old people love their belongings and the arrangement of their homes, and their wishes should be respected. Tact and patience are necessary in working with old people.

PART IX. THE FAMILY MEALS

Section 1. Importance of Cooking for the Family

An important part of the service a housekeeping aide gives is to prepare one or more meals for the family. Many times children would have to go to school without breakfast if the aide did not prepare it. It is especially necessary that sick people and children have good nourishing meals.

Some homes will have only a few good supplies. Every housekeeping aide should know how to make the best use of the food material she finds on hand. Aides can feel proud when they prepare nice meals with only a few foods with which to work.

Workers should try to use the same recipes in the homes that they have learned at the training center. These recipes will help the aide in using the supplies they find in the homes.

Section 2. Kitchen Equipment Usually Found in Home

The kitchen equipment found in the homes may be scarce. For this reason the aide should learn how to do many things with very little equipment.

The homes will have stoves of different kinds. Some of the stoves will not have ovens. The aides will learn at the training center how to bake without an oven. The aide should always be saving with the fuel because its cost to the family is high.

Usually very little equipment is found in the homes. This should not discourage the aide. A clever aide will be able to cook with whatever utensils are at hand. For example: She may make a double boiler by setting a small pan into a larger pan of water.

The work space may be a box, shelf, or kitchen cabinet. There is usually very little work space. A small work space is easily cluttered. To keep from cluttering the space, an aide should work in an orderly way. She should clear and clean the space as she works. Clean, orderly work spaces show that an efficient aide is on the job.

Section 3. How to Plan the Family's Meals

The aide is usually responsible for planning and serving the noon meal in the home. It may also be her job to cook breakfast for the children. Sometimes the aide must prepare the night meal before she leaves the home. The meals may be very simple ones with two or three dishes.

A simple meal. A simple meal may have a main dish, a supplementary dish, bread, drink, and a dessert. Many good, well-balanced meals are one-dish meals.

Main dishes. Main dishes should have in them lean meat, fish, poultry, eggs, milk, cheese, dried peas, or beans. These are good building foods. If the aide finds any of these in the home, one of them should be served daily.

Supplementary dishes. Supplementary dishes are foods prepared to go with the main dish. They are sometimes called side dishes. They may be cooked or raw vegetables, or fruits. These foods are very necessary for health and growth.

Bread. It is well to serve whole wheat, graham, cracked wheat, rye or corn bread as often as possible. These breads are more healthful than breads made from white flour. "Enriched" white flour is not a substitute for whole wheat as it is not made from the entire wheat grain. It is better than plain white flour.

Desserts. Simple desserts may be fresh or stewed fruit, cookies, puddings, and custards. Bread and syrup or molasses may be used as a simple dessert.

Drinks. The drink may be milk, cocoa, chocolate, or fruit juice. Coffee or tea may be served to adults.

The aide usually finds enough food in the house to prepare at least one dish, if not a complete simple meal. One of the following dishes can be cooked in most homes: potato soup, bean soup, rice soup, grits, or corn meal mush. These are healthful and satisfying foods. If they are well cooked, they will be enjoyed by all the family.

Meals for the Sick. The housekeeping aide should be very careful in planning a sick person's meals. When special foods are suggested by the doctor they should be prepared and served.

Food for the Children. The worker should prepare simple meals which may be eaten by both children and adults. Doctors say a child should have the following foods every day:

1. Milk
2. Fresh fruit or dried fruit. If fruit is not in the home, canned tomatoes may be served.
3. Vegetables (2 servings daily, one a green vegetable.)
4. Whole grain cereals
5. Butter or cream
6. An egg yolk or whole egg (4 servings weekly)
7. Meat or fish (4 servings weekly)
8. A simple dessert

If these foods are in the house, the aide should prepare them for the children.

There are some foods that are not usually considered best for children. These foods are:

1. Pastries, rich puddings, and pancakes
2. Highly spiced foods
3. Fried foods such as doughnuts, fritters, fried pies, fried potatoes, and fried meats
4. Pickles and highly seasoned relishes
5. Weiners, bologna, and other sausages
6. Fat meats, except bacon which should be cooked until crisp
7. Tea and coffee

Left-overs. If there is left-over cooked food, aide should be certain that it is in good condition before using. If there is any question about the freshness or condition of the food, it should not be used. Housekeeping aides should not run the risk of making the family sick. Tainted foods should never be used.

There are many ways to use left-over foods. A clever aide can make tasty dishes from these foods.

Supervisors will give directions at the training centers for the use of left-overs.

Section 4. How to Cook the Family's Meals

The family may have to depend entirely upon the aide to cook all their meals. The meals must look good and taste good if the family is to enjoy them. If the right food materials have been used and tested recipes have been carefully followed, the food will look good and taste good. An aide should not cook "by guess". Guess work is cooking will waste the family's food material.

Recipes given the aides at the training center are good recipes. They have been tried out and tested many times to be sure that they are good. Whenever possible, the aide should use these in cooking the family's good.

Many of these recipes will be new to the family. An aide should take pride in serving the family with tasty, new dishes.

These general suggestions for cooking will help the aide in preparing meals:

Bake as many foods as possible. It is especially good to bake fruits and vegetables in the skins. Baking will save time for the housekeeping aide. Bake several dishes at one time. This saves fuel.

Boil vegetables in as little water as possible. This saves food values. Water drained from vegetables after boiling can be used in soups or gravy. Keep fire low. This saves fuel. A rapidly boiling pot is no hotter than slowly boiling one.

Fry as few foods as possible. Frying is an expensive way of cooking. All foods that are usually fried can be boiled or baked.

Use Milk as much as Possible. Creamed foods are foods mixed with white sauce. This is a good way to prepare vegetable dishes. Whenever there is plenty of milk in the homes, aides should prepare

creamed dishes often. Creaming is a good way to use left-overs.

Scrape and Peel Vegetables and Fruits Thinly. The most valuable part of many fruits and vegetables is nearest the skin. Bright colored skins of fruits and vegetables also make dishes look attractive.

Soak Dried Fruits and Vegetables. This will save fuel and time in cooking. They should be washed before soaking and cooked in the water in which they were soaked. Do not throw away any juice left after cooking, it should be served with the food cooked or used some other way. For example: It may be used in soups or sauces.

Do not Over-Cook. Over-cooked foods do not look or taste good. This also wastes fuel.

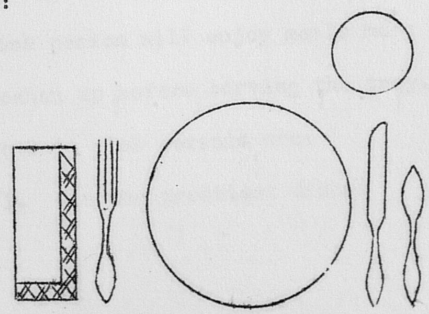
Section 5. How to Serve The Family Meals

No matter how simple a home may be, the aide can serve the meals in a nice orderly way. Meal time should be a pleasant time. The table should be prepared before the meal is ready to serve. It may be necessary for the family to eat their meals from the kitchen table. No matter what type of table is used, it should always be cleaned before using. It a table cloth is used, it should be clean. A clean bare table is better than a dirty table cloth.

An aide should take pride in making the family's table attractive. A clever aide can think of many surprises for the children. Simple table decoration will please the children. Some things which may be used are a bowl of fruit, wild flowers, or a small growing plant. A sweet potato, carrot, turnip, or beet placed in a jar of water will produce a pretty plant that may be used on the table.

The family may not have many dishes nor much silver for serving the meals. The worker should make the best possible use of the things the family has.

Plates, glasses, cups and saucers, knives, forks, and spoons should be placed straight on the table. This is the way each place should be set:



Aides should encourage the children to wash their hands before coming to the table. It is better that all members of the family sit down together at the table to eat their meals. This makes the aide's work easier and the family will enjoy the meal more. The aide should ask the mother to tell her the time the family has its meals. The family will be more likely to sit down together if the aide has the meal ready at this time.

It may be necessary to use some boxes as chairs so that everyone will have a seat. Aides should encourage children to sit down while eating.

The family's meals should be served in an orderly way. Food should be placed on the table in clean dishes. All food should look nice when served.

It is often necessary for the aide to serve food to a person who is sick in bed. It is best to serve this food on a tray. Some homes will have no trays. The supervisor will show the aides how to make trays at the training center.

The doctor usually leaves a list of foods the sick person can eat. A sick person may get well sooner if the aide cooks the food properly. A sick person often has a poor appetite. Well cooked food served in an attractive way will encourage the sick person to eat. A sick person will enjoy meals more if the aide has helped her to freshen up before serving the tray. Some suggestions for serving food to sick persons are:

1. Use the prettiest dishes

2. Serve hot foods hot

3. Serve cold foods cold

4. Make servings small

5. Cut toast and other foods in small pieces so that they may be eaten easily

6. Do not fill the dishes full

7. Never crowd a tray but see that it contains everything needed

8. Arrange the tray as attractively as possible

9. A flower might be added if the sick person likes flowers

10. Cover tray with a spotlessly clean cloth or napkin

11. Remove the tray from the room as soon as the sick person has finished eating

The Aide's Own Lunch. It is a rule that every aide must furnish her own lunch. Since an aide has an important job to do it is necessary that she plan to have a good wholesome lunch. Aides will receive training at the center in what foods are best to carry in a lunch. The aide must never eat the family's food.

Usually the aide should eat her lunch after the family has finished eating. The supervisor will tell the aide the amount of time allowed for lunch.

The worker may decide whether to eat her lunch in the home or away from it. If the worker brings her lunch and wishes to eat it in the home, she should set her own place attractively. She should sit down while eating. Children often follow examples set by the aide.

Section 6. Cleaning Up After Meals

Cleaning up after meals is quicker and easier if a good system is used.

The table and room where the family eat should be cleaned after each meal. This makes the home look better and helps keep it cleaner.

Dishes should be scraped, then stacked for washing. They should not be stacked on the table used for eating, if there is any other space.

All foods such as butter, bread, and left-overs should be put away in their proper places.

Pets should not be fed from dishes used for the family.

Dishwashing. It is necessary that dishes be washed perfectly clean. Dishes should be washed in hot, soapy water. Always use a clean dish cloth. Only a few dishes should be put into the dish pan at one time. If the dish pan is filled too full with dishes, a poor job will be done. Dishes should be washed in this order:

1. Glasses
2. Silver
3. Table dishes
4. Mixing bowls
5. Cooking pots and pans

Inspect each dish as it is washed to see that it is clean. Dish water should be changed often enough to keep it clean and hot. Rinse the dishes in hot water. Whenever possible, dishes should be dried by draining instead of by wiping. This saves time. Dish towels may carry germs.

The dishwashing job is not finished until the dish pans are dried and put away. If there is a sink, it should be cleaned well.

Drainboards and tables should be washed and dried. The dish cloth, and the dish towel, if one was used, should be washed in hot suds, rinsed, and hung to dry.

Straightening the kitchen and dining room. If an oil cloth cover is used on the table, it should be washed clean and dried. If a table cloth is used, it should be taken off and shaken. Fold it neatly and put away until the next meal. This will keep it clean longer.

Crumbs on the floor should be brushed up.

PART X. CARE AND STORAGE OF FOOD

It is very important that the aides take good care of food in the homes. Most foods spoil easily and spoiled food causes sickness. Dust and dirt carry germs. Food must be kept covered so germs will not get in.

Many times food is wasted by spoiling because it has been kept in a dirty place. The aide can help the family have good health if she does these things:

1. Keep all foods covered.
2. Keep food in cool place.
3. Keep all foods free from flies, ants, and other household pests.
4. Handle food as little as possible.
5. Always have clean hands when handling food.
6. Keep storage space clean.

Section 1. Storage Space and Containers

A well-aired and dry place for storing food is important. Storage space for food may be scarce in most homes serviced by housekeeping aides. Often there is only a table or a shelf for groceries and food. A clever aide can make a closet or storage cabinet from boxes. Boxes for storage should be put in a cool place.

Some homes have kitchen cabinets and built-in shelves. These may be crowded with foods that are stored in paper bags. It is better if all foods can be stored in covered cans or boxes. Some good containers which the aide may find in the home are:

1. Lard cans.
2. Coffee cans.
3. Syrup buckets.
4. Oatmeal or other cereal boxes.
5. Baking powder cans.
6. Fruit jars.
7. Pickle bottles.

If any of these containers are found and are not in use, the aide should plan to use them for storing food. Each container should be cleaned and plainly marked or labeled.

Food stored in these containers will take up less space on the shelves. Time may be saved if food is conveniently stored.

Section 2. Storing Perishable Foods

The aide should give special care to foods that spoil easily. This means that food should be carefully handled and stored.

Some foods that need special care are:

1. Milk must be kept cool. Germs grow rapidly when milk is left standing in a warm room. If there is no refrigerator, a bottle of milk may be kept cool on warm days by placing it in a bucket of cold water.

   Powdered milk should be kept in tightly closed containers in a cool place. It is very important when powdered milk has been mixed with water to keep it in a cool place because it spoils easily. Open cans of evaporated milk should be kept cool and covered.

2. Butter and Cheese should be kept covered, clean and cool. If this special care is given they will not become rancid.

3. Meat and Fish should be kept in a refrigerator or a cool place away from dust and flies. They should not be allowed to stand in the kitchen, but should be brought out only when ready for use.

4. Vegetables and Fresh Fruit should be kept clean and in a cool place. They should be sorted often to remove spoiled ones. They may be kept in covered boxes or cans. These containers should not be air-tight because this will make the food spoil more quickly.

5. Eggs should be kept in a cool place. They may be kept in a bowl, pasteboard box, or tin bucket. Eggs should be placed in a refrigerator if there is one in the house.

6. Left-Overs. Food that is left over must be protected from dust and flies at all times. Left over cooked foods spoil easily. They should never be used when there is any doubt as to their freshness.

Inspect each dish as it is washed to see that it is clean. Dish water should be changed often enough to keep it clean and hot. Rinse the dishes in hot water. Whenever possible, dishes should be dried by draining instead of by wiping. This saves time. Dish towels may carry germs.

The dishwashing job is not finished until the dish pans are dried and put away. If there is a sink, it should be cleaned well.

Drainboards and tables should be washed and dried. The dish cloth, and the dish towel, if one was used, should be washed in hot suds, rinsed, and hung to dry.

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Cooked foods should be left in the coolest place in the kitchen. They should always be cooled before placing in the ice box. Bowls, bottles, and jars make good containers for storing cooked foods. When canned foods are used, the can, if kept clean, covered, and cool, is a safe storage container for the unused portion.

Section 3. Staples and Canned Foods

Dry groceries should not be stored in paper bags. They need to be protected from dampness, heat, and household pests. Some dry foods need special protection from the air so that they will not lose their flavor.

Sugar, Dried Beans, Peas, and Rice, Grits, and Other Cereals may be kept in covered syrup and lard buckets. Baking powder cans, oatmeal boxes and jars are good to use.

Flour and Meal should be kept in covered tin cans and buckets and placed on a shelf or table. They should not be left in open bags and put on the floor for storage.

Dried Fruits need protection as they dry out and attract pests if left open. They should be kept in covered boxes or jars in a cool place.

Bread should be left in its waxed wrapper. If there is a bread box, it should have a few holes in the top and sides to let in air. The aide can make a good one from a lard can.

Canned Foods should be kept in a dry cool place. Keep them on a low shelf as the air is cooler near the floor. They should be kept in a dry place as dampness causes the tin cans and metal lids of jars to rust.

Section 4. Cleaning the Food Storage Space

No matter where the storage space is or what size it is the aide must keep it clean and in good order. Many times food is wasted by spoiling because it has been kept in a dirty storeroom. The worker can do much to keep the storage space clean by making it rat proof. She can do this by nailing tin and screen wire over rat holes. A kitchen is not clean if the storage space is dirty.

The aide should always put things back in their proper places after using them. Sugar or flour spilled on the floor or shelves should be cleaned up at once.

These are a few suggestions for keeping storage space clean and orderly:

1. Wash shelves and drawers often with hot, soapy water. Rinse, dry, and air well.

2. Containers for foods should be wiped with a damp cloth often to remove dirt and grease. When empty, containers should be scalded inside and out and well dried before using.

3. Place food and groceries in neat order on shelves. Needed things are easier to find when they are in order.

4. Flour, sugar, and meal should be kept in covered clean containers of metal, wood, or glass.

5. The storage space must be aired often.

Refrigerators. A clean refrigerator helps to keep food from spoiling. Fruit and vegetables should be washed before being placed in the refrigerator. All dishes and containers in the refrigerator should be cleaned and covered. Food spilled in the refrigreator should be wiped up at once.

At least once a week the aide should take everything out of the refrigerator and clean the inside with baking soda and warm water. Each part should be rinsed and dried.

In ice boxes the ice container should be washed with warm water, to which a little baking soda has been added, and rinsed. The drain pipe and drip pan should be washed well and scalded.

The ice should be washed before it is put in the ice box. The ice should not be wrapped in newspapers. When this is done the ice box does not get very cold.

HOW TO USE RECIPES IN THIS BOOK

I. The title of each recipe appears in the middle of the page.

II. All ingredients are listed in order of use.

III. All recipes provide for six servings.

IV. When "fat" is indicated in the recipe, any type of fat may be used.

V. The word "milk" indicates the use of sweet whole milk, but in most instances, in cooking, either diluted evaporated milk, or reconstructed dried milk may be substituted.

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BEAN SOUP

INGREDIENTS:

*1 cup navy beans, raw
6 cups water
1 tablespoon onion
2 teaspoons salt
1/8 teaspoon pepper
¼ cup fat
½ cup flour
**1 cup milk

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Soak beans in water to cover over night.
3. Drain, add water listed above, and onion and cook till very soft.
4. Press beans through a coarse sieve and add salt and pepper.
5. Melt fat, add flour and blend. Add milk.
6. Add to bean mixture.
7. Heat to boiling, stirring constantly, and cook for five minutes.
8. Serve hot.

* Lima beans may be substituted for navy.

** Milk may be omitted.

BEAN CHOWDER

INGREDIENTS:

2 slices salt pork
2 small onions, sliced
2 cups diced potatoes, raw
2 cups boiling water
2 cups cooked beans
4 tablespoons butter
4 tablespoons flour
4 cups hot milk
*2 1/4 teaspoons salt
1/8 teaspoon pepper

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Dice salt pork and fry for about 5 minutes.
3. Add onions and cook until yellowed.
4. Add potatoes and water to onion and simmer until tender.
5. Add cooked beans.
6. Combine butter and flour and smooth with a little water.
7. Add hot milk and stir until smooth.
8. Combine bean mixture with hot milk.
9. Add salt and pepper and let come to a boil.
10. Serve hot.

* If beans were seasoned when cooked reduce the amount of salt to 2 teaspoons.

CEREAL CHOWDER

INGREDIENTS:

1 cup salt pork, diced

2 small onions, chopped

3 cups carrots, diced

2 cups potatoes, diced

4 cups of cold water

1/3 cup whole wheat cereal

3/4 teaspoon salt (if needed)

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Fry salt pork until crisp and remove from the fat.
3. Add onion to the fat and fry until a light brown.
4. Add carrots and potatoes and 3 cups of water to onion-fat mixture and cook for 10 minutes.
5. Mix cereal with remaining cup of water and add to vegetable mixture.
6. Boil gently, stirring often for 20 minutes, or until vegetables and cereal are done.
7. Add crisped salt pork and salt (if needed) to chowder.
8. Serve hot.

CREAM SOUP

INGREDIENTS:

*2 cups thin white sauce
1 cup cooked vegetable pulp
1/2 teaspoon salt
1/4 teaspoon pepper

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Prepare thin white sauce.
3. Add the cooked vegetable, which has been cooked in a small amount of liquid and pressed through a sieve.
4. Reheat and season with salt and pepper.
5. Beat with an egg beater just before serving.
6. Serve hot.

* Use White Sauce recipe found in this book.

Meat or vegetable stock may be substituted for part of the milk.

CREAM OF POTATO SOUP

INGREDIENTS:

4 large potatoes, peeled

1 small onion, chopped

3 pints water

1½ cups evaporated milk

2 teaspoons salt

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Boil potatoes and onion until tender in salted water.
3. Drain and save water.
4. Mash potatoes and onion, or press through a sieve.
5. Heat potato water and milk.
6. Add potato and onion pulp and salt and blend thoroughly.
7. Serve hot.

CREAM OF TOMATO SOUP

INGREDIENTS:

*2 cups thin white sauce
2 cups tomato
¼ teaspoon soda
1 tablespoon chopped onion
½ teaspoon salt
¼ teaspoon pepper

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Prepare thin white sauce.
3. Cook tomatoes, soda, chopped onion, salt and pepper together for 5 to 10 minutes, and then put through a sieve.
4. Add strained tomato mixture to hot white sauce.
5. Reheat and serve immediately.

* Use White Sauce recipe found in this book.

VEGETABLE SOUP

INGREDIENTS:

1 small soup bone
2 tablespoons fat
2 quarts water
1 teaspoon salt
1/8 teaspoon pepper
1 medium onion, diced
1 medium potato, diced
*1 cup vegetables, diced
1 tablespoon rice
1 cup tomatoes

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Remove meat from bone and cut in small cubes.
3. Brown cubes of meat in a little fat.
4. Crack bone and add to meat.
5. Cover with cold water.
6. Add salt and pepper.
7. Simmer meat 3 or 4 hours. Add water if necessary.
8. Add vegetables and rice.
9. Simmer one hour longer.
10. Remove bone and add more seasoning, if needed.
11. Remove from fire and serve immediately.

* May be okra, butter beans, corn, celery, carrots, turnips, peas, beans, etc.

BRUNSWICK STEW

INGREDIENTS:

*½ pound meat
**1 cup corn
1 small onion, chopped
**1 cup tomatoes
***1 cup lima beans
¼ teaspoon salt
dash of pepper
****1 tablespoon butter

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Cook meat slowly until tender, 30 to 40 minutes, in just enough water to keep from scorching.
3. Cut cooked meat in small pieces - reserve liquid.
4. Cook corn, chopped onion, tomatoes, lima beans and meat stock gently until vegetables are tender - 25 to 35 minutes.
5. Add chopped meat, salt and pepper to vegetable mixture.
6. Simmer slowly until liquid is reduced enough to make the serving "stay together".
7. Add butter and serve hot.

* Beef, veal, pork or chicken may be used.

** Stew is more attractive if vegetables retain their shape and meat is not in shreds.

*** Dried lima beans and canned vegetables may be used instead of fresh.

**** Bacon drippings may be substituted for butter.

CREOLE STEW

INGREDIENTS:

*3/4 pound lean beef
3/4 tablespoon fat
1 small onion, chopped
1½ cups boiling water
5 tablespoons rice
**3/4 cup carrots, diced
1½ cups tomatoes
2 teaspoons salt

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Cut the meat into small pieces.
3. Melt the fat. Do not let it burn.
4. Add the meat, onions and salt to fat and brown.
5. Pour the meat and onions into a casserole.
6. Add the water, rice, carrots and tomatoes.
7. Bake in a moderate oven (350°) for 1½ to 2 hours.
8. Serve hot.

* 1 small chicken may be substituted for beef.

** Okra may be substituted for carrots.

VARIATIONS:

When chicken and okra are used, this recipe makes Creole Chicken.

IRISH STEW

INGREDIENTS:

1 pound beef
1 cup carrots, diced
1 cup potatoes, diced
3 small onions, halved
*1 quart cold water
1 cup tomatoes
½ teaspoon salt
¼ teaspoon pepper
2 tablespoons flour
2 tablespoons cold water

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Cut meat into cubes.
**3. Add carrots, potatoes and onions to meat.
4. Add water to cover.
5. Simmer 1½ hours.
6. Add tomatoes to stew.
7. Simmer ½ hour longer.
8. Add salt and pepper to stew.
9. Make a paste of flour and water.
10. Add some of hot broth to flour paste. Blend well.
11. Add flour mixture to stew.
12. Cook slowly for 10 minutes.
13. Serve hot.

* More water may be required.

** Add tomatoes at this point if they are fresh. If canned, add at step 6.

MEAT STEW WITH VEGETABLES

INGREDIENTS:

1 pound lean meat
4 tablespoons fat
6 cups hot water
2 teaspoons salt
1/8 teaspoon pepper
6 small onions
6 carrots, quartered
6 potatoes, halved
6 turnips, halved
2 tablespoons flour
2 tablespoons cold water

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Cut meat into small pieces.
3. Melt the fat. Do not let it burn.
4. Brown meat in the fat.
5. Add hot water, salt and pepper to the meat.
6. Cover and cook 30 minutes.
7. Add vegetables to meat.
8. Cook 30 minutes.
9. Make a paste with flour and cold water.
10. Pour some of hot broth into paste, mixing well.
11. Add flour mixture to stew.
12. When stew is thickened, remove from fire and serve immediately.

BAKED HASH

INGREDIENTS:

*1 1/2 cups cooked meat, chopped
1/2 cup peas or mixed vegetables
1 cup fresh bread crumbs
1/3 cup vegetable liquid or soup stock
1 teaspoon butter
1/4 teaspoon salt
dash of pepper

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Mix meat, vegetables, and bread crumbs.
3. Add vegetable liquid or soup stock to meat-vegetable mixture.
4. Add butter, salt, pepper and mix well.
5. Grease baking dish.
6. Place meat-vegetable mixture in baking dish.
7. Bake in moderate oven (375°) 30 to 40 minutes.

* May use beef, veal, chicken, pork, ham or combiation of meats.

CREAMED CHIPPED BEEF

INGREDIENTS:

*2 cups medium white sauce

¼ pound dried chipped beef

dash of pepper

**6 slices toast

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Make the white sauce.
3. Tear the chipped beef into pieces and add to the white sauce.
4. Add pepper.
5. Heat until creamed beef is hot.
6. Serve hot on well browned toast.

* Use White Sauce recipe found in this book.

** Creamed chipped beef may be served on hot grits, or hot rice or hot mashed potatoes.

LIVER AND POTATO SCALLOP

INGREDIENTS:

6 medium potatoes
1 pound liver
1 onion, chopped
1 green pepper
1¼ teaspoon salt
1/16 teaspoon pepper, chopped
1½ cups milk

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Boil potatoes in skins; when tender, peel and slice.
3. Drop liver in boiling water and cook 8 or 10 minutes.
4. Cut liver into small pieces.
5. Mix chopped onion and green pepper.
6. Grease a baking pan and put a layer of potatoes and a layer of liver.
7. Sprinkle with the onion and pepper mixture.
8. Repeat layers of potato, liver and onion mixture.
9. Add salt and pepper to milk.
10. Pour milk over the whole.
11. Bake in a moderate oven (350°) for 30 minutes.

LIVER PUDDING

INGREDIENTS:

1 pound liver

2 large onions, sliced

1 quart water

2 cups corn meal

2 teaspoons salt

dash of red pepper

dash of black pepper

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Remove skin from liver.
3. Cook liver and onions in water until tender.
4. Remove from liquid and grind or chop fine.
5. In a double boiler, add corn meal and salt to the meat stock to make a very thick mush and cook till well done.
6. Add the liver and onion mixture, red and black pepper to the mash.
7. Put into a square pan or dish and let congeal.
8. When cold, slice; dip in corn meal and fry quickly in samll amount of fat.

LIVER-RICE LOAF

INGREDIENTS:

¼ cup rice

2 cups boiling water

½ pound liver

1 teaspoon salt

2 tablespoons flour

2 tablespoons fat

1 small onion, chopped

½ cup celery, chopped

½ cup canned tomatoes

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Cook the rice in boiling water until tender. Do not drain but let rice absorb the water.
3. Remove the skin from the liver.
4. Sprinkle liver with salt and half the flour and cook in the fat in a skillet for about 3 minutes.
5. Remove liver and grind or chop it very fine.
6. Cook onion and celery in the fat for about 3 minutes.
7. Add the remaining flour and tomatoes, and stir briskly until thickened.
8. Add liver and salt and mix until thoroughly blended.
9. Form into a loaf.
10. Put into a greased pan.
11. Bake in a moderate oven (350°) about 30 minutes.
12. Serve hot.

MEAT LOAF

INGREDIENTS:

*1½ pounds ground beef

**1½ cups cooked cereal

¼ cup onion, chopped

1 teaspoon salt

1/8 teaspoon pepper

1 cup canned tomatoes

1 egg (if desired)

4 strips bacon

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Mix thoroughly the ground beef with the cooked cereal.
3. Add chopped onion, salt, pepper and tomatoes, and egg, if desired.
4. Combine all ingredients and mold into a loaf.
5. Place in a well greased baking pan.
6. Pour 1 cup water around loaf.
7. Bake in a moderate oven (375°).
8. When about half done place bacon strips on top of loaf and finish baking.

* Lean stew meat may be ground.

** Rice, grits, oatmeal or bread crumbs may be used.

MEAT PIE

INGREDIENTS:

2 cups left-over meat

4 cups stock or gravy

8 carrots

8 turnips

*baking powder biscuit dough

8 small onions

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Place meat in a baking dish with the stock or gravy.
3. Add vegetables and cook 15 minutes.
4. Cut biscuit dough in large thick biscuits.
5. Place on top of boiling vegetables.
6. Bake 20 to 30 minutes or until the biscuits are done.

* Use Biscuit recipe found in this book.

SCRAPPLE

INGREDIENTS:

1 pound bony pork

2 quarts cold water

½ cup corn meal

1 teaspoon salt

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Simmer meat in cold water 2½ hours or until meat leaves bone.
3. Strain off broth.
4. Remove bone, and chop meat into small pieces.
5. If necessary, add hot water to broth until it measures one quart.
6. Bring broth to boiling point.
7. Add corn meal to broth slowly.
8. Cook mixture until it is thick mush, stirring constantly.
9. Add salt to chopped meat.
10. Add chopped meat and salt to mush.
11. Pour hot scrapple into oblong pan which has been rinsed with cold water.
12. Let scrapple stand until cold and firm .
13. Slice and brown in hot skillet. If scrapple is rich with fat, no more fat is needed in frying.

VARIATIONS:

Other seasonings such as onion and sage may be added at time when chopped meat is added to corn meal.

SHEPHERDS PIE

INGREDIENTS:

*1 pound chopped meat

1 tablespoon fat

**2 cups left-over gravy or white sauce

1 onion, grated

salt and pepper to taste

2 cups mashed potatoes, seasoned

1 tablespoon butter

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Brown meat in fat.
3. Mix meat with gravy.
4. Add onion, salt and pepper to mashed potatoes.
5. Line bottom of baking dish with one cup mashed potatoes.
6. Add meat and gravy.
7. Make a top crust with the remainder of the potatoes.
8. Dot with butter and bake.

* Use left-over meat or ground beef.

** Use White Sauce recipe found in this book.

SECTION 1
MAIN DISH

Meats - 10

SPANISH RICE

INGREDIENTS:

3/4 cup white or brown rice

3 tablespoons fat

1½ teaspoons salt

¼ teaspoon paprika

1/8 teaspoon pepper

1 small onion, diced

3 cups canned tomatoes

3/4 cup left-over meat, chopped

3/4 cup stock or boiling water

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Wash rice and drain thoroughly.
3. Melt the fat. Do not let it burn.
4. Fry the raw rice 5 minutes or until brown, stirring occasionally.
5. Add salt, paprika, and pepper and blend well.
6. Add onions and cook 5 minutes more.
7. Add tomatoes, meat and stock.
8. Cover tightly and simmer until rice is tender, about 40 minutes, stirring occasionally to prevent sticking.
9. Serve hot.

SALMON AND RICE LOAF

INGREDIENTS:

2 eggs

2 cups hot boiled rice

½ teaspoon salt

1/8 teaspoon pepper

***2 cups salmon (#2 can)

*2 tablespoons bacon drippings

**1 teaspoon lemon juice

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Beat egg yolks.
3. Add rice, salt and pepper.
4. Drain salmon, remove bones, and flake with fork.
5. Add salmon, bacon drippings, and lemon juice to rice mixture and mix well.
6. Beat egg whites stiff and fold into salmon-rice mixture.
7. Grease baking dish and place in shallow pan of water.
8. Put salmon mixture in greased baking dish.
9. Bake in moderate oven (350°) 40 to 50 minutes.
10. May be served with tomato sauce if desired.

* Butter may be substituted for bacon drippings.

** Vinegar may be substituted for lemon juice.

*** Mackerel may be substituted for salmon.

SALMON CROQUETTES

INGREDIENTS:

2 cups salmon
3 tablespoons butter
3 tablespoons flour
1/2 teaspoon salt
1/8 teaspoon pepper
*1 cup milk and fish liquid
1 egg
1 cup dry bread crumbs

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Save the liquid from the salmon and add enough milk to make one cup of liquid for the white sauce.
3. Flake the salmon with a fork and crush the bones.
4. Melt the butter in a sauce pan. Do not let it burn.
5. Stir the flour, salt and pepper into the butter and mix until smooth.
6. Add the milk and fish liquid gradually to the flour mixture and cook until thickened, stirring continually to keep from lumping.
7. Spread on a plate and allow to stand until thoroughly cold.
8. Beat the egg thoroughly.
9. Mix the salmon with the white sauce and shape into croquettes.
10. Roll in the bread crumbs, dip in the egg, and roll in bread crumbs again.
11. Fry in deep hot fat until a rich brown.
12. Drain on brown paper.
13. Serve hot.

*Evaporated or dry milk may be substituted for fresh milk.

SECTION 1
MAIN DISH

Eggs - 1

EGG AND CORN PIE

INGREDIENTS: (PASTRY)

1 1/2 cups flour

1/2 teaspoon salt

4 tablespoons fat

1 cup grated cheese

1/4 cup water

INGREDILNTS (FILLING)

4 tablespoons fat

4 tablespoons flour

1 teaspoon salt

1 pint milk (2 cups)

2 cups corn (Niblet)

6 hard cooked eggs cut in halves lengthwise

METHOD:

1. Check all materials needed. Use careful level measurements.

TO MAKE PASTRY

2. Sift 1 1/2 cups flour and salt.
3. Cut in fat and cheese.
4. Add enough water to make a stiff pastry.

TO MAKE FILLING

5. Melt 4 tablespoons fat in a sauce pan, add flour and salt.
6. Add milk and cook to a thick paste.
7. Stir in 2 cups of Niblet corn.
8. Pour in a baking dish.
9. Arrange eggs on top of mixture.
10. Cover with pastry crust.
11. Bake until brown in a moderate oven.

EGGS AND RICE, SCRAMBLED

INGREDIENTS:

3 eggs

2 cups cooked rice

½ teaspoon salt

2 tablespoons fat

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Beat eggs and add rice and salt.
3. Heat fat in a frying pan.
4. Add egg and rice mixture.
5. Fry until dry, stirring constantly.

SECTION 1
MAIN DISH

Eggs - 3

ESCALLOPED EGGS

INGREDIENTS:

*1 cup of white sauce, medium

4 hard cooked eggs

1 cup bread crumbs (buttered crumbs)

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Prepare one cup of white sauce.
3. Put eggs on to cook in cold water; cover and bring almost to boiling point. Let cook below boiling point until well done.
4. Place a layer of bread crumbs in a baking dish, then a layer of sliced egg and one half of the white sauce.
5. Repeat.
6. Cover with buttered crumbs and bake in moderate oven until brown.
7. Serve hot.

* Use White Sauce recipe in this book.

SECTION 1
MAIN DISH

Eggs - 4

MOCK BRAINS AND EGGS

INGREDIENTS:

4 eggs

2 cups cooked rolled oats

½ teaspoon salt

1/16 teaspoon pepper

2 tablespoons bacon fat

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Beat the eggs slightly and add to the cooked rolled oats.
3. Add salt and pepper.
4. Heat the bacon fat in a skillet.
5. Add the oatmeal and egg mixture and fry until eggs are set.

BAKED BEANS

INGREDIENTS:

2 cups dried white beans
1 tablespoon sirup
¼ teaspoon salt
1 small onion, chopped
pepper
8 thin slices salt pork

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Clean beans carefully, wash, and soak 2 hours before cooking.
3. Boil beans with onion, sirup, salt and pepper, 1 to 1½ hours, until tender. Use only enough water to cook properly and keep covered with water.
4. Pour beans into baking pan.
5. Place bacon strips on top of beans.
6. Bake in moderate oven (350°) 15 to 20 minutes or until bacon is brown.
7. Turn bacon and brown on other side.
8. Serve from baking dish.

CREOLE DRIED BEANS

INGREDIENTS:

1½ cups dried beans

2 tablespoons butter

2 tablespoons green pepper, chopped

1 small onion, chopped

1½ tablespoons flour

1 cup tomatoes

1 teaspoon sugar

½ teaspoon salt

1/8 teaspoon pepper

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Soak beans overnight and cook until tender.
3. Heat the butter in a frying pan and cook the chopped pepper and onion in it for 4 or 5 minutes.
4. Add flour and blend thoroughly.
5. Add tomatoes and cook until thick, stirring constantly.
6. Add sugar, salt and pepper and cook about 15 minutes.
7. Add drained beans to this mixture and reheat.
8. Serve hot.

BEAN LOAF

INGREDIENTS:

3 cups boiled beans (dried)

1 small onion, chopped fine

1 egg

1 cup bread crumbs

1½ teaspoons salt

1 cup evaporated milk

3 tablespoons melted fat

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Mash beans.
3. Chop onion in small pieces and add to beans.
4. Beat egg slightly and add to bean mixture.
5. Add bread crumbs, salt, milk and melted fat to bean mixture.
6. Beat well.
7. Grease baking dish or pan.
8. Shape bean mixture into loaf, place in greased pan.
9. Bake in moderate oven (350°) for 40 to 60 minutes.
10. May be served with stewed tomatoes or tomato sauce.

BEAN AND SAUSAGE CAKES

INGREDIENTS:

*3 cups cooked mashed beans

1 pound pork sausage

½ teaspoon salt

**1 tablespoon fat

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Mix beans with sausage and add salt.
3. Shape sausage into cakes.
4. Heat fat in frying pan.
5. Fry cakes until sausage is well done.
6. Serve hot.

* Dried peas may be substituted for the beans.

** If the sausage is fat the 1 tablespoon of fat may be omitted.

CABBAGE ROLLS

INGREDIENTS:

2 tablespoons fat

1 small onion, chopped

½ pound ground beef, raw

2 tablespoons tomato catsup

¼ teaspoon salt

dash of pepper

1 medium size cabbage

1½ cups cooked rice (leftover)

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Melt fat in frying pan and fry onions till tender.
3. Add ground meat and brown.
4. Stir in catsup, salt and pepper.
5. Add cooked rice.
6. Wash cabbage leaves and wilt in hot water till they become limp enough to roll.
7. Fill leaves with meat-rice mixture.
8. Roll up and fasten with toothpick.
9. Place the rolls carefully in a baking dish.
10. Cover bottom of baking dish with hot water.
11. Cover baking dish and bake slowly (350°) 20 to 25 minutes.

MOCK SAUSAGE

INGREDIENTS:

2 cups cooked beans

1 1/2 cups soft bread crumbs

6 tablespoons butter

1 teaspoon salt

1/8 teaspoon pepper

1 teaspoon powdered sage

2 eggs

1 1/2 cups dry bread crumbs (to roll sausage in)

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Mash beans well and mix with bread crumbs.
3. Melt butter. Do not let it burn.
4. Add melted butter, salt, pepper and sage to bean mixture and mix thoroughly.
5. Add one well beaten egg to mixture.
6. Shape into sausage.
7. Roll sausage in bread crumbs.
8. Dip in other well beaten egg and roll in crumbs again.
9. Fry in hot fat.
10. Drain on brown paper.
11. Serve hot.

NOTE: Makes 16 sausages.

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SECTION II
SUPPLEMENTARY DISH

Vegetables - 1

CREAMED CABBAGE

INGREDIENTS:

4 cups cabbage, shredded
2 cups milk
2 tablespoons fat
2 tablespoons flour
1 teaspoon salt

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Shred cabbage.
3. Heat the milk almost to boiling.
4. Mix fat, flour and salt and add 1/2 cup of hot milk, stirring until well mixed.
5. Add shredded cabbage to the other 1 1/2 cups of hot milk and cook for 2 minutes.
6. Add the fat and flour mixture and cook rapidly for 3 minutes, stirring constantly.
7. Serve hot.

SECTION II
SUPPLEMENTARY DISH
Vegetables - 2

CREAMED CARROTS

INGREDIENTS:

1 bunch carrots

*1 cup thin white sauce

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Scrub carrots.
3. Cut off stems and roots. (Do not peel young, tender carrots. If they are old and tough, scrape the skin off.)
4. Cut in rounds of convenient serving size.
5. Cook in just enough water to keep from burning.
6. Add to white sauce and reheat.
7. Serve hot.

*Use White Sauce recipe found in this book.

**Use melted butter if preferred to cream sauce.

SECTION II
SUPPLEMENTARY DISH
Vegetables - 3

STUFFED CARROTS

INGREDIENTS:

4 medium carrots
*1/3 cup chopped ham
1/2 teaspoon salt
1 cup cooked rice
2 tablespoons butter
1/4 cup buttered bread crumbs

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Clean carrots thoroughly.
3. Boil carrots until tender.
4. Split in half lengthwise.
5. Mix meat, salt, rice and butter.
6. Pile the stuffing on the carrot halves.
7. Sprinkle with bread crumbs.
8. Brown in a moderate oven.

* Any cooked meat may be used.

SECTION II
SUPPLEMENTARY DISH

Vegetables - 4

CREOLE CELERY

INGREDIENTS:

4 cups celery
1 medium onion
1/2 green pepper
2 cups tomato juice
1/2 teaspoon salt
1/8 teaspoon pepper
1 tablespoon butter
1 tablespoon flour
1/4 cup cold water

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Cut celery into 1/2 inch lengths.
3. Cook celery until tender (about 20 minutes) in a very small amount of water.
4. Chop the onion and pepper.
5. Mix onion, green pepper, tomato juice, salt, pepper and butter and cook 10 minutes.
6. Mix flour with cold water to form a paste and add to onion mixture, stirring constantly.
7. Mix all ingredients and pour into greased baking dish.
8. Bake in moderate oven (375°) for 20 to 25 minutes.
9. Serve hot.

SECTION II
SUPPLIMENTARY DISH
Vegetables - 5

CORN AND TOMATOES, BAKED

INGREDIENTS:

*2 cups cooked corn
2 cups cooked tomatoes
1 teaspoon salt
1 teaspoon sugar
1 cup fresh bread crumbs
3 tablespoons butter

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Combine corn and tomatoes.
3. Add salt, sugar and 1/2 cup of bread crumbs to tomato mixture and mix well.
4. Cover mixture with bread crumbs and dot with butter.
5. Bake 20 to 30 minutes in a moderate oven (350°).

* Fresh or canned corn may be used in this recipe.

SECTION II
SUPPLEMENTARY DISH

Vegetables - 6

CORN PUDDING

INGREDIENTS:

2 eggs

1 teaspoon sugar

1 teaspoon salt

*2 cups milk

**2 cups fresh tender corn

***2 tablespoons butter

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Beat eggs well.
3. Add sugar, salt and milk to beaten eggs.
4. Mix egg-milk mixture with corn.
5. Melt the butter. Do not let it burn.
6. Add the melted butter to the corn mixture.
7. Pour into a greased baking dish.
8. Bake in moderately slow oven (325°) from 30 to 40 minutes.
9. Serve immediately.

* Evaporated or dry milk may be substituted for fresh milk.

** Canned corn may be substituted for the fresh corn.

*** Bacon drippings may be substituted for butter.

"HOPPING JOHN"

Dried Peas and Rice

INGREDIENTS:

2 cups dried peas

2 inch cube salt pork

1 medium onion, chopped

1 teaspoon salt

1 cup cooked rice

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Wash and pick peas carefully.
3. Soak in clear water 2 or 3 hours before cooking.
4. Cook until tender with water to cover (2 hours).
5. Dice pork and fry until brown.
6. Remove pork from skillet and fry chopped onion in hot fat.
7. Add peas, salt and rice.
8. Return pork to mixture.
9. Cook for 10 minutes.
10. Serve hot.

SECTION II
SUPPLEMENTARY DISH

Vegetables - 3

LIMA BEAN SCALLOP

INGREDIENTS:

1 cup dried lima beans
3 cups water
1 onion, chopped
1 cup celery, diced
3/4 cup tomato pulp
1/4 cup green pepper, chopped
2 teaspoons salt
1/3 teaspoon pepper
2 tablespoons butter
1/2 cup bread crumbs

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Soak lima beans for 6 hours.
3. Drain beans; put in fresh hot water with minced onion and cook until tender.
4. When beans are nearly done, add diced celery, tomato pulp, green pepper, salt and pepper.
5. Put into buttered baking dish and cover top with buttered crumbs.
6. Bake in moderate oven (350°) for 30 to 40 minutes.
7. Serve hot or cold.

SECTION II
SUPPLEMENTARY DISH
Vegetables - 9

OKRA AND TOMATOES

INGREDIENTS:

* 2 cups okra, sliced

2 cups tomatoes

** 1 tablespoon fat

1/2 teaspoon salt

***1 onion, chopped

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Wash and slice okra.
3. Peel and cut tomatoes.
4. Put okra, tomatoes and onions in a saucepan and let simmer until tender, about 15 to 30 minutes.
5. Add fat and salt, then serve.

* 2 cups sliced okra is equivalent to about 1 pound before cutting.

** Fat may be butter or bacon drippings.

*** Onion may be omitted.

STUFFED ONIONS

INGREDIENTS:

6 medium size onions
1/4 teaspoon salt
dash of pepper
1/4 cup left-over meat, finely chopped
1/4 cup soft bread crumbs
2 tablespoons fat or gravy

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Peel off the skin of onions. Boil onions for 10 minutes in enough water to cover.
3. Add salt during last two or three minutes of boiling.
4. Remove onions from water and allow to cool.
5. When cool enough to handle, remove center of each with knife.
6. Cut the center pieces of onions very fine.
7. Cut left-over meat into small pieces and mix with chopped onion and soft bread crumbs. Add fat or gravy and pepper.
8. Fill onion cups with onion, meat, bread crumb mixture.
9. Grease shallow baking pan.
10. Place onions in greased baking pan and sprinkle them with bread crumbs. Dot with fat.
11. Bake in moderate oven (350°) 15 to 20 minutes.

SECTION II
SUPPLEMENTARY DISH
Vegetables - 11

MASHED POTATOES

INGREDIENTS:

8 medium size potatoes

3 tablespoons butter

1 teaspoon salt

*3/4 to 1 cup hot milk

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Boil potatoes in skins until tender.
3. Peel potatoes and mash well.
4. Add butter and salt.
5. Heat milk. Do not scorch.
6. Beat hot milk into potatoes.
7. Pile lightly in dish and serve hot.

* Evaporated or dry milk may be substituted for fresh milk.

SECTION II
SUPPLEMENTARY DISH
Vegetables - 12

RHUBARB SAUCE

INGREDIENTS:

6 cups rhubarb

3/4 cup sugar

1½ cups water

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Cut off the leaves and the root ends of the stalk.
3. Wash the stalks and cut into small pieces without peeling.
4. Add the water.
5. Add sugar either before or after cooking.
6. Cook until soft.
7. Serve hot or cold.

SECTION II
SUPPLEMENTARY DISH
Vegetables - 13

STEAMED RICE

INGREDIENTS:

1 cup rice, uncooked

2 cups boiling water

1/2 teaspoon salt

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Wash rice thoroughly, rubbing between hands until water is clear.
3. Pour boiling water over rice, add salt and cover tightly.
4. Cook in double boiler for 1 hour without lifting cover.
   Do not stir.
5. When ready to serve, lift rice with fork to let steam escape.
6. Serve hot.

SECTION II
SUPPLEMENTARY DISH
Vegetables - 14

SOUTH CAROLINA GUMBO

INGREDIENTS:

*4 cups tomatoes, cut in quarters
2 cups okra, cut in 1/2 inch slices
¼ cup bacon fryings
1½ teaspoons salt
1 teaspoon sugar
**1 cup fresh corn

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Wash, peel and cut tomatoes into quarters.
3. Wash and cut okra into half inch slices.
4. In a sauce pan, melt bacon fryings.
5. Add the tomatoes and okra, salt and sugar and let cook 20 minutes.
6. Cut corn off the cob and add to mixture.
7. Cook 8 minutes longer.
8. Serve hot.

* Canned tomatoes may be substituted for fresh tomatoes.

** Canned corn may be substituted for fresh corn.

BAKED SQUASH

INGREDIENTS:

6 squash

3 teaspoons salt

water

2 cups soft bread crumbs

1 egg

*1/2 cup medium white sauce

**1/2 cup grated cheese

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Split squash lengthwise and remove pulp.
3. Steam the squash cups until tender in a small amount of water containing 2 teaspoons salt.
4. Steam squash pulp separately until tender in small amount of water to which 1 teaspoon salt has been added.
5. Add the butter, crumbs, eggs and white sauce to squash pulp and mix thoroughly.
6. Stuff the squash cups and sprinkle with grated cheese.
7. Bake in a greased pan in a moderately hot oven until browned.
8. Serve hot.

* Use White Sauce recipe found in this book.

** Cheese may be omitted.

SECTION II
SUPPLEMENTARY DISH
Vegetables - 16

SQUASH FRITTERS

INGREDIENTS:

1 pound squash
6 tablespoons flour
½ teaspoon baking powder
1 teaspoon salt
1 egg
1 tablespoon butter

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Slice squash and cook until tender in a small amount of water.
3. Mash squash and add flour, baking powder and salt.
4. Beat egg slightly and add, mixing thoroughly.
5. Heat butter in an iron skillet and drop squash mixture by spoonsful into the skillet.
6. Fry as griddle cakes.
7. Serve hot as vegetable.

SECTION II
SUPPLEMENTARY DISH
Vegetables - 17

SUMMER SQUASH AND ONIONS

INGREDIENTS:

2 quarts summer squash, diced
*4 tablespoons butter
¼ cup minced onion
2 teaspoons salt
¼ teaspoon pepper
1 cup hot water

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Wash squash and dice.
3. Melt butter in a saucepan, add onion and cook until light brown.
4. Add squash, salt, pepper and 1 cup of hot water.
5. Cover saucepan and cook over a low flame without stirring for 10 minutes.
6. Continue cooking for 30 minutes stirring frequently during this period to keep squash from burning.

* Bacon drippings may be substituted for butter.

SECTION II
SUPPLEMENTARY DISH
Vegetables - 18

SWEET POTATO PONE

INGREDIENTS:

2 eggs

*1 cup milk

1/8 teaspoon nutmeg

1/8 teaspoon cinnamon

1/8 teaspoon salt

5 tablespoons sugar

2 cups raw sweet potatoes, ground

3 tablespoons sirup

3 tablespoons butter, melted

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Beat eggs until well mixed.
3. Add milk to beaten eggs and stir.
4. Combine the spices and sugar and add to sweet potatoes.
5. Add sirup, melted butter and milk and egg mixture to sweet potatoes.
6. Mix thoroughly.
7. Pour into a well greased baking dish.
8. Bake one hour in a moderate oven (350°) stirring occasionally as the potato browns on top and sides.
9. Serve immediately.

*Evaporated or dry milk may be substituted for fresh milk.

TOMATO SCALLOP

INGREDIENTS:

4 cups tomatoes or
1 large can tomatoes
1/2 teaspoon salt
1 tablespoon sugar
2 tablespoons fat
2 cups bread crumbs

METHOD:

1. Check all materials needed. Use careful level measurements.
2. If fresh tomatoes are used, wash, peel and slice.
3. Mix tomatoes, salt, sugar, fat and 1 1/2 cups of bread crumbs.
4. Pour mixture in a greased baking dish.
5. Cover with remaining 1/2 cup bread crumbs.
6. Bake until brown.

SECTION II
SUPPLEMENTARY DISH
Vegetables - 20

VEGETABLE CUSTARD

INGREDIENTS:

4 eggs

2 teaspoons salt

½ teaspoon pepper

1 teaspoon sugar

2 cups vegetable pulp

*2 cups milk

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Beat eggs until light.
3. Add salt, pepper and sugar and mix thoroughly.
4. Add vegetable pulp and milk.
5. Pour into a baking pan or individual custard cups.
6. Set in a pan of hot water and bake in a moderate oven (350°) until firm (about 35 minutes).

*Evaporated milk may be substituted for fresh milk.

NOTE: Vegetables that are good to use in this may be asparagus, corn, pumpkin, squash, sweet potatoes, carrots, spinach, and green peas.

TOMATO SAUCE

INGREDIENTS:

2 tablespoons fat

1 cup tomato juice

1½ tablespoons flour

½ teaspoon salt

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Melt fat.
3. Add flour and stir until thoroughly mixed. Add salt.
4. Add tomato juice and cook until thick.

SECTION II
SUPPLEMENTARY DISH

Meat and Vegetable Sauces-2

WHITE SAUCE

INGREDIENTS:

	Thin	Medium	Thick
Fat	1 tablespoon	1 1/2 tablespoons	2 1/2 tablespoons
Flour	1 tablespoon	2 tablespoons	4 tablespoons
Milk	1 cup	1 cup	1 cup
Salt	1/2 teaspoon	1/2 teaspoon	1 teaspoon

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Melt fat in a double boiler.
3. Remove from heat and stir in flour to make a smooth paste.
4. Heat one third cup milk and add to flour mixture, stirring until smooth.
5. Add the rest of the milk and the salt and cook until smooth and thick, stirring constantly.

SALADS

General rules for making salads:

1. Vegetables used in making salads should be crisp, clean, tender, fresh and dry.
2. A salad should be cool, attractive to look at and taste good.
3. Every salad should contain at least one hard crunchy food.
4. Ingredients should be cut in pieces of the same size. They should be cut small enough to be eaten easily, but not chopped so fine that it is mushy.
5. An appropriate dressing should be used.
6. When mayonnaise is used, it should not be mixed too soon. If it stands too long, it will separate and be watery.
7. Do not mix too many foods.

SECTION II
SUPPLEMENTARY DISH
Salads - 2

APPLE AND CABBAGE SALAD

INGREDIENTS:

1½ cups apples, diced, with peelings on
1½ cups cabbage, shredded
1½ cups raisins
*1/3 cup salad dressing

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Mix apples, cabbage and raisins together thoroughly.
3. Add salad dressing and mix well.
4. Serve immediately.

* Use Salad Dressing recipe found in this book.

VARIATIONS:

Any kind of nut meats may be used instead of raisins.

Celery or Chinese cabbage may be used instead of cabbage.

SECTION II
SUPPLEMENTARY DISH

Salads - 3

APPLE, CABBAGE, CARROT AND RAISIN SALAD

INGREDIENTS:

3 cups apples, diced, with peelings on
3/4 cup carrots, chopped
3/4 cup cabbage, shredded
3/4 cup raisins
3/4 teaspoon sugar
½ teaspoon salt
½ cup salad dressing

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Combine apples, carrots, cabbage, raisins, sugar and salt.
3. Mix thoroughly.
4. Add salad dressing and mix again.
5. Serve immediately.

VARIATIONS:

Nuts and any fruits or vegetables available may be added to this recipe.

SECTION II
SUPPLEMENTARY DISH
Salads - 4

CARROT AND APPLE SALAD

INGREDIENTS:

4 medium apples

*6 lettuce leaves

½ cup mayonnaise

1½ cups carrots, grated

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Wash the apples carefully.
3. Cut the apples into quarters and remove the cores, leaving the peeling on.
4. Cut the apples into thin slices.
5. Arrange the lettuce leaves on salad plates.
6. Place the apple slices on the lettuce.
7. Spread the apples with mayonnaise.
8. Sprinkle carrots over the apples.
9. Serve cold immediately.

* Raw spinach may be used instead of lettuce.

SECTION II
SUPPLEMENTARY DISH

Salads - 5

COLE SLAW

INGREDIENTS:

3/4 teaspoon salt

1 teaspoon sugar

*½ teaspoon dry mustard

**2 tablespoons vinegar

2 tablespoons of water

3 cups shredded crisp cabbage

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Mix salt, sugar and mustard.
3. Add vinegar and water to salt, sugar and mustard and mix until free of lumps.
4. Mix vinegar mixture with the shredded cabbage.
5. Serve cold.

* 3/4 teaspoon of prepared mustard may be substituted for the dry mustard.

** Either the boiled or uncooked salad dressing recipe in this book may be used in place of the salt, sugar, mustard, vinegar mixture.

SECTION II
SUPPLEMENTARY DISH

Salads - 6

POTATO SALAD

INGREDIENTS:

6 potatoes

3 eggs

1 small onion

1 teaspoon salt

½ to 3/4 cup salad dressing

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Place 2 eggs in a pan of water and cook below boiling point until hard cooked.
3. Boil potatoes until tender, cool and peel.
4. Dice potatoes and chop eggs.
5. Chop one small onion.
6. Mix potato, eggs, and onion, and add salt.
7. Moisten with salad dressing, and toss lightly.
8. Chopped pickle or olive may be added if desired.

PRUNE SALAD

INGREDIENTS:

2 cups prunes

1 cup cottage cheese or
American cheese

lettuce leaves

$\frac{1}{4}$ cup mayonnaise

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Soak prunes 5 to 6 hours and cook 5 minutes.
3. Remove seeds of prunes.
4. Stuff prune centers with cheese.
5. Serve on lettuce.
6. Add small serving of mayonnaise.

SECTION II
SUPPLEMENTARY DISH

Salads - 8

WALDORF SALAD

INGREDIENTS:

2 teaspoons lemon juice
1 1/2 cups apples, chopped with skins on
*1 1/2 cups celery, chopped
**1 cup peanuts
***1/2 cup cooked salad dressing
****lettuce

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Add lemon juice to chopped apples.
3. Add celery and peanuts to apples and mix thoroughly.
4. Add salad dressing to apples and mix thoroughly.
5. Serve cold on lettuce leaves.

* Shredded cabbage may be used instead of celery.

** Any nut meats available may be used instead of peanuts.

*** Use Cooked Salad Dressing recipe found in this book.

**** Raw spinach may be used instead of lettuce; or, salad may be served plain without either lettuce or spinach.

WILTED LETTUCE

INGREDIENTS:

3 bunches leaf lettuce

½ teaspoon salt

dash of pepper

4 slices bacon

¼ cup vinegar

1 hard cooked egg, chopped

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Wash, drain and shred lettuce into a hot serving bowl.
3. Sprinkle lettuce with salt and pepper, mix with fork and let stand about 10 minutes to wilt slightly.
4. Cut bacon into small pieces and fry until crisp.
5. Add vinegar to bacon and drippings and bring to a boil.
6. Pour vinegar and bacon over lettuce.
7. Sprinkle with chopped, hard cooked egg and serve immediately.

COOKED SALAD DRESSING

INGREDIENTS:

1 cup sugar

2 tablespoons flour

1 teaspoon salt

1 teaspoon dry mustard

1/8 teaspoon black pepper

3/4 cup (1 small can) evaporated milk

*2 eggs

**1 cup vinegar

METHOD:

1. Check all materials needed. Use careful level measurements.
2. In the top of a double boiler, mix together sugar, flour, salt, mustard, and pepper.
3. Measure milk in a cup and add slightly beaten eggs.
4. Add milk mixture to dry ingredients.
5. Add vinegar, mixing thoroughly.
6. Cook in a double boiler, over water until thick.

* If there are no eggs, add 1 tablespoon of flour for each egg omitted.

** If the vinegar is very strong, more sugar may be needed.

EVAPORATED MILK SALAD DRESSING

INGREDIENTS:

½ teaspoon sugar

¼ teaspoon salt

¼ teaspoon mustard

1 cup evaporated milk, chilled

*4 tablespoons lemon juice

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Combine sugar, salt and mustard.
3. Add milk gradually and beat until smooth.
4. Add lemon juice and beat well.
5. Keep cold until used.

* Vinegar may be substituted for the lemon juice.

FRENCH DRESSING

INGREDIENTS:

1 cup salad oil

*½ cup lemon juice

½ cup sugar

1½ teaspoons salt

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Mix salad oil, lemon juice, sugar and salt in a fruit jar.
3. Put lid on tightly and shake until the mixture is thick and creamy.
4. Serve at once on vegetables or fruit salads.

* Vinegar may be substituted for lemon juice.

UNCOOKED SALAD DRESSING

INGREDIENTS:

*¼ cup bacon fat

**¼ cup lemon juice

½ teaspoon salt

1/16 teaspoon pepper

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Mix together bacon fat, lemon juice, salt and pepper in a fruit jar or bottle. Seal tightly.
3. Shake vigorously until fat is well blended.
4. Serve over green salad or meat or potato salad.

* Salad oil may be substituted for bacon fat.

** Vinegar may be substituted for lemon juice.

SECTION II
SUPPLEMENTARY DISH

Fruits - 1

APPLE SAUCE

INGREDIENTS:

8 medium size apples

1 cup water

¼ teaspoon salt

½ cup sugar

*½ teaspoon nutmeg, ground

*½ teaspoon cinnamon, ground

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Wash, core and quarter the apples.
3. Add water and salt to the apples.
4. Cook them in a covered pan until soft.
5. Mash apples until smooth.
6. Add sugar and the spices.
7. Serve cold or hot.

*Spices can be omitted.

SECTION II
SUPPLEMENTARY DISH

Fruits - 2

BAKED APPLES

INGREDIENTS:

6 apples

2 cups cold water

*3/4 cup sugar

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Wash and core apples.
3. Place apples in baking dish.
4. Fill cavities with sugar, allowing 2 tablespoons to each apple.
5. Add cold water to cover bottom of pan.
6. Bake in hot oven (400°) 45 minutes or until apples are soft but skins not broken.
7. Serve either hot or cold.

* Raisins may be substituted for part of the sugar.

VARIATIONS:

To thicken juice left in the pan: Make a paste of one tablespoon flour or cornstarch and cold water. Add some of hot juice to paste and stir until smooth. Add thickened juice to juice in the pan and boil 3 minutes. Serve juice with apples.

SECTION II
SUPPLEMENTARY DISH

Fruits - 3

DRIED FRUITS

INGREDIENTS:

2 cups dried fruit

3 cups water

*1/8 teaspoon salt

*2 tablespoons sugar

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Wash fruit thoroughly.
3. Bring water to boil.
4. Pour boiling water over fruit.
5. Soak at room temperature one hour.
6. Add salt and sugar to fruit and simmer in same water for 30 minutes.
7. Remove from heat and cool.
8. Serve cold.

*Salt and sugar may be omitted.

DUMPLINGS

INGREDIENTS:

2 cups flour

4 teaspoons baking powder

1/2 teaspoon salt

3/4 cup milk

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Dumplings may be used with stews, meats, vegetables or fruits.
3. Mix flour, baking powder and salt together.
4. Add milk and mix to form soft dough.
5. 15 minutes before serving, drop dumplings by spoonful on top of the boiling liquid, letting them rest on top of the food.
6. Cover tightly and let steam 15 minutes without removing lid.

NOODLES

INGREDIENTS:

7/8 cup flour

1/4 teaspoon salt

1 egg, beaten

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Put flour and salt in a bowl.
3. Add the egg and gradually work into a stiff dough.
4. Work until smooth. (Knead).
5. Let stand on the board 15 minutes.
6. Roll as thin as possible and let stand until it begins to dry.
7. Cut in strips with a sharp knife.
8. Separate and spread out to dry.
9. When thoroughly dry, they may be kept in covered jars.

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BANANA BREAD

INGREDIENTS:

2 cups flour

1 tablespoon baking powder

½ teaspoon soda

3/4 teaspoon salt

½ cup fat

1 cup sugar

3 bananas

2 eggs

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Sift together flour, baking powder, soda and salt.
3. Cream fat and add sugar gradually, cream thoroughly.
4. Mash bananas and whip until light.
5. Beat eggs slightly.
6. Add beaten eggs and mashed bananas to creamed mixture.
7. Add dry ingredients, stirring only enough to mix thoroughly.
8. Fill greased loaf pan about two thirds full.
9. Bake in moderate oven (350°) for about 45 to 50 minutes.
10. Serve either hot or cold.

BISCUIT

INGREDIENTS:

2 cups flour

4 teaspoons baking powder

½ teaspoon salt

4 tablespoons fat

*3/4 cup milk (about)

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Sift together flour, baking powder and salt.
3. Cut in the fat, using two knives or a pastry blender.
4. Add milk and mix together to form a dough as soft as can be handled.
5. Place on floured board and knead to make smooth.
6. Roll out to one half inch in thickness and cut into biscuits.
7. Place on greased baking sheet.
8. Bake in hot oven (450°) for 12 to 15 minutes.
9. Serve hot.

*Evaporated or dried milk may be substituted for fresh milk.

BRAN BISCUITS

INGREDIENTS:

2¼ cups flour
3/4 cup bran
6 teaspoons baking powder
1 teaspoon salt
3 tablespoons fat
*3/4 cup milk (about)

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Mix together the flour, bran, baking powder and salt.
3. Cut fat into mixture using 2 knives or pastry blender.
4. Add milk to make a dough as soft as can be handled.
5. Knead lightly until smooth.
6. Roll out on lightly floured board to one half inch in thickness, and cut into biscuits.
7. Bake on greased pan in hot oven (450°) for 12 to 15 minutes.
8. Serve hot.

*Buttermilk may be used instead of sweet milk by adding 1/4 teaspoon soda and omitting one teaspoon of the baking powder.

DROP BISCUIT

INGREDIENTS:

2 cups flour

4 teaspoons baking powder

3/4 teaspoons salt

4 tablespoons fat

*7/8 cup milk (about)

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Sift flour, baking powder and salt together.
3. Cut in the fat.
4. Add liquid slowly, stirring from center, until a very soft dough is formed.
5. Drop from a spoon onto a greased baking sheet.
6. Bake in a hot oven 12 to 15 minutes.

*Evaporated or dried milk may be substituted for fresh milk. Sour milk may be substituted for sweet milk; use 2 teaspoons baking powder and ½ teaspoon soda.

WHOLE WHEAT BISCUITS

INGREDIENTS:

1 cup white flour

*1 cup whole wheat flour

4 teaspoons baking powder

1 teaspoon salt

4 tablespoons fat

**3/4 cups milk (about)

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Mix white and whole wheat flour, baking powder and salt thoroughly.
3. Blend in fat, by cutting it into the mixture with two knives.
4. Add milk gradually and mix thoroughly.
5. Place dough on floured board and knead very lightly, handling just no more than is necessary.
6. Roll out to one half inch in thickness, and cut into biscuits.
7. Place biscuits on a greased baking sheet.
8. Bake in hot oven (425°) until a golden brown.

*Graham flour may be substituted for whole wheat flour.

**Evaporated or dried milk may be substituted for fresh.

CORN ROLLS

INGREDIENTS:

1½ cups flour

1 cup meal

1 tablespoon sugar

3/4 teaspoon salt

3 teaspoons baking powder

*½ cup milk

4 tablespoons fat

1 egg, beaten

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Mix flour, meal, sugar, salt and baking powder.
3. Stir milk in.
4. Melt the fat. Do not let it burn.
5. Add egg and melted fat.

**6. Roll and cut in desired shape and size. They can be cut as biscuits.

7. Bake in moderate oven (350°) 30 minutes.

*Evaporated or powdered milk may be substituted for fresh milk.

**To make rolls: roll very thin, brush with melted butter after cutting, fold over and bake.

GRAHAM GEMS

INGREDIENTS:

2 cups whole wheat flour
1/2 teaspoon salt
2 teaspoons baking powder
2 tablespoons fat
4 tablespoons sugar
1 egg, beaten
*1 cup milk

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Sift flour, return bran to sifted flour, and measure.
3. Sift together flour, salt and baking powder.
4. Return bran to flour after sifting.
5. Cream fat and sugar and add beaten egg.
6. Add milk to egg-sugar mixture.
7. Quickly stir egg-milk mixture into flour.
8. Turn mixture into greased muffin tins.
9. Bake in a hot oven (400°) 20 to 30 minutes.

*Evaporated or dry milk may be substituted for fresh milk.

VARIATIONS:

1 cup of chopped raisins or prunes may be added to this recipe. Either will improve the flavor, and add to the food value.

CORN MUFFINS

INGREDIENTS:

1 egg

*1 1/4 cups liquid

1 cup corn meal

1 cup flour

3 teaspoons baking powder

1 teaspoon salt

2 tablespoons melted fat

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Beat egg and add liquid.
3. Sift together meal, flour, baking powder and salt.
4. Add meal mixture to the liquid.
5. Fold in melted fat, stirring as little as possible.
** 6. Pour the batter into well greased muffin or corn stick pans.
7. Bake 20 to 30 minutes in a hot oven.

* May be milk or water.

** If you do not have muffin pans, it may be baked in a bread pan and cut into squares.

GRAHAM MUFFINS

INGREDIENTS:

1 cup graham flour
1 cup white flour
4 teaspoons baking powder
1 teaspoon salt
¼ cup fat
¼ cup sugar
1 egg, slightly beaten
*1 cup milk

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Sift together graham flour, white flour, baking powder and salt.
3. Cream fat and sugar in a mixing bowl.
4. Add slightly beaten egg to milk.
5. Add milk and egg to creamed mixture.
6. Add dry ingredients stirring only enough to mix thoroughly.
7. Fill greased muffin pans two thirds full.
8. Bake in moderately hot oven (400°) for about 25 minutes.

*Evaporated or dried milk may be substituted for fresh milk.

MUFFINS

INGREDIENTS:

2 cups flour
4 teaspoons baking powder
2 tablespoons sugar
1 teaspoon salt
1 egg
2 tablespoons fat
* 1 1/4 cups milk

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Sift together the flour, baking powder, sugar and salt.
3. Beat the egg slightly.
4. Melt the fat.
5. Add beaten egg and melted fat to the liquid.
6. Stir the liquid mixture into the dry ingredients, stirring only enough to mix thoroughly.
7. Fill greased muffin tins two thirds full.
8. Bake in moderately hot oven (400°) for 20 to 30 minutes.

* Evaporated or dried milk may be substituted for fresh milk.

OATMEAL MUFFINS

INGREDIENTS:

1 cup white flour
3 teaspoons baking powder
2 tablespoons sugar
1 teaspoon salt
1 cup uncooked oatmeal
*1 cup liquid
3 tablespoons fat

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Sift flour and measure.
3. Sift measured flour, baking powder, sugar and salt.
4. Add oatmeal.
5. Stir in liquid and melted fat.
6. Grease muffin pans.
7. Fill greased muffin pans 2/3 full with oatmeal mixture.
8. Bake in hot oven (425°) 15 to 20 minutes.

* May be milk or water.

PAN CAKES

INGREDIENTS:

*2 cups flour

3 teaspoons baking powder

½ teaspoon salt

1 egg

** 1½ cups liquid

2 tablespoons melted fat

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Sift together flour, baking powder, salt and sugar.
3. Beat egg and add liquid.
4. Add flour mixture to liquid.
5. Add melted fat.
6. Cook on a hot griddle.

* 1 cup of corn meal or one cup of graham flour may be substituted for 1 cup of white flour.

**May be sweet milk or water.

PRUNE BREAD

INGREDIENTS:

* 2 1/4 cups flour
4 teaspoons baking powder
1 teaspoon salt
1/4 cup sugar
1/2 cup cooked prunes
1 cup milk
1/4 cup syrup
1 tablespoon melted fat

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Sift together flour, baking powder, salt and sugar.
3. Mix cooked prunes, milk and syrup in a mixing bowl.
4. Stir dry ingredients into liquids, and mix well.
5. Add melted fat, and mix well.
6. Fill a loaf pan about two thirds full.
7. Bake in a moderate oven (350°) for about 50 to 60 minutes.
8. Serve either hot or cold.

* Whole wheat or graham flour may be used wholly or in part, instead of white flour.

RAISIN BREAD

INGREDIENTS:

2 1/2 cups flour

5 teaspoons baking powder

1/2 teaspoon salt

2 tablespoons sugar

1/2 teaspoon cinnamon

1 1/2 cups raisins

2 eggs

* 1 cup milk

4 tablespoons fat

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Sift together the flour, baking powder, salt, sugar and cinnamon into a bowl.
3. Add raisins and thoroughly coat with flour.
4. Beat the eggs and add to the milk.
5. Add liquids to dry ingredients.
6. Melt the fat and add to the mixture.
7. Pour into a well greased pan, filling it about two thirds full.
8. Let stand for 20 minutes.
9. Bake in a moderate oven (350°) for about 50 minutes.

* Evaporated or dried milk may be substituted for fresh milk.

SALLY LUNN

INGREDIENTS:

3 cups sifted flour
4 teaspoons baking powder
3/4 teaspoon salt
1 1/2 tablespoons sugar
1 egg
*1 1/2 cups milk
5 tablespoons fat

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Sift flour and measure.
3. Add baking powder, salt and sugar to flour and sift again.
4. Beat egg and add to milk.
5. Quickly stir milk-egg mixture into flour.
6. Melt the fat, do not let it burn; and add to flour mixture.
7. Pour into a well greased baking pan and bake 30 to 40 minutes in a very hot oven (450°).
8. Cut into squares and serve hot.

*Evaporated or dry milk may be substituted for fresh milk.

SPOON BREAD

INGREDIENTS:

½ cup corn meal

1 teaspoon salt

2 cups milk

2 eggs, beaten

1 tablespoon butter

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Put corn meal and salt in a sauce pan.
3. Add milk and cook until it forms a thick mush.
4. Remove from the fire and add beaten eggs and butter.
5. Pour into a well greased baking dish.
6. Bake 20 to 30 minutes in a hot oven.

BAKED BROWN BREAD

INGREDIENTS:

1 cup cornmeal
1 cup graham flour
1 cup flour
3/4 teaspoon soda
3 teaspoons baking powder
1 teaspoon salt
3/4 cup molasses
2 cups sour milk
1 cup raisins, prunes or nuts

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Mix together cornmeal, graham flour, flour, soda, baking powder, and salt.
3. Add raisins and thoroughly coat with flour mixture.
4. Add the molasses and sour milk.
5. Beat the mixture thoroughly.
6. Fill greased loaf pans two thirds full, and let stand one hour.
7. Bake in moderately hot oven (375°) for one hour.
8. Turn pan upside down and leave until cool.
9. Serve either hot or cold.

CINNAMON TOAST

INGREDIENTS:

2 tablespoons butter

6 slices bread

6 teaspoons sugar

3/4 teaspoon cinnamon

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Spread butter on bread.
3. Mix sugar and cinnamon.
4. Spread 1 teaspoon of sugar and cinnamon mixture on the bread.
5. Heat in a hot oven for about 2 minutes until lightly browned.
6. Serve hot.

FRENCH TOAST

INGREDIENTS:

1 egg

½ cup milk

½ teaspoon salt

1/8 teaspoon pepper

2 tablespoons fat

6 slices bread

METHODS:

1. Check all materials needed. Use careful level measurements.
2. Beat the egg and add milk, salt and pepper.
3. Melt part of fat in hot skillet or griddle.
4. Dip the bread quickly in the egg mixture, coating both sides.
5. Fry in the hot fat until lightly browned on both sides.
6. Serve hot with butter and sirup or honey.

SCOTCH WAFERS

INGREDIENTS:

1 cup flour

½ cup sugar

½ teaspoon salt

2 teaspoons baking powder

2 cups rolled oats

4 tablespoons fat

1/3 cup milk (about)

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Sift and measure flour, add sugar, salt and baking powder and sift again.
3. Add the rolled oats to the flour and cut in the fat.
4. Stir milk into oat-flour mixture to make a dough that can be handled.
5. Knead well, roll thin, and cut out with a biscuit cutter.
6. Bake in a moderately hot oven (375°) 15 to 20 minutes.

NOTE: When cool the wafer should be crisp.

VARIATIONS:

This is a most adaptable recipe. By making them thin and cooking them crusty, a cracker can be made. By making them thicker, biscuits can be made. By the addition of a half cup of sugar, a good cookie can be made.

OATMEAL BREAD

INGREDIENTS:

1 cake compressed yeast
1/4 cup lukewarm water
1 teaspoon sugar
1 cup fat
1 tablespoon salt
1/4 cup brown sugar
1 cup rolled oats
1 cup boiling water
1 cup cold water
5 1/2 cups sifted flour

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Crumble yeast into a small bowl.
3. Add lukewarm water and sugar and set in a warm place till it becomes light.
4. Combine fat, salt, brown sugar, and rolled oats.
5. Add boiling water and stir until the fat is melted.
6. Add cold water.
7. Add yeast mixture.
8. Add flour gradually, mixing thoroughly until a stiff dough is formed.
9. Knead dough on a floured board until smooth.
10. Place in a greased bowl and brush with fat.
11. Cover and let stand in a warm place until doubled in bulk. (About 2 hours.)
12. Shape into loaves and place into greased loaf pans.
13. Let rise until doubled in bulk. (About 1 hour)
14. Bake in hot oven for fifteen minutes, then reduce temperature to moderate oven and bake 30 minutes longer.
15. Remove from pans and brush crusts with melted fat.

PLAIN YEAST BREAD

INGREDIENTS:

*½ cup milk
1 tablespoon fat
2 tablespoons sugar
½ teaspoon salt
½ yeast cake
1 3/4 to 2⅓ cups flours

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Scald the milk. Do not let it scorch.
3. Add fat, sugar and salt to the milk.
4. Let this mixture cool until it is only warm.
5. Add crumbled yeast to the warm liquid.
6. Beat into this liquid all the flour it will hold - or enough flour to make dough a little thicker than biscuit dough.
7. Place dough in a pan, grease the top, and cover well. Bread should be kept in a warm place away from drafts.
8. Let dough rise until it has doubled in bulk.
9. Knead dough until bulk is reduced, adding as little flour as possible.
10. Let dough rise a second time, again greasing the top of the dough and covering it carefully.
11. When dough has doubled its bulk, shape into rolls or loaf. Cover tightly.
12. Let dough rise until it has again doubled its bulk.
13. Bake rolls in hot oven (425°) 20 to 30 minutes.
14. Bake loaves in moderately hot oven (375°) 40 to 60 minutes.

*Evaporated or powdered milk may be substituted for fresh milk. Water may be used instead of milk, but milk makes bread with better texture.

WHOLE WHEAT OR BRAN BREAD

INGREDIENTS:

*1/2 cup milk	1/2 cup yeast
1/2 cup boiling water	2 tablespoons lukewarm water
3 tablespoons molasses	2 1/3 cups coarse whole wheat flour
1/2 teaspoon salt	1 1/2 cups flour

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Scald the milk. Do not let it scorch.
3. Combine boiling water, scalded milk, molasses and salt.
4. Soften the yeast to a thin paste in the lukewarm water.
5. Cool first mixture to lukewarm temperature and add yeast.
6. Combine the white and whole wheat flour and mix thoroughly.
7. Add enough flour to make a firm, but not stiff dough.
8. Knead until light and elastic (about 5 minutes) and until dough does not stick to board.
9. Place in lightly greased bowl; cover.
10. When doubled in bulk, knead until size is reduced.
11. Let rise again until double in bulk.
12. Shape into loaf, place in pan.
13. Grease top of dough lightly.
14. Let rise again until doubled in bulk.
15. Bake in moderately hot oven (375°) 45 to 60 minutes.
16. Cool before storing.

* Evaporated or powdered milk may be substituted for fresh milk.

APPLE AND RAISIN SANDWICHES

INGREDIENTS:

2 large apples

2 tablespoons lemon juice

2/3 cup seeded raisins

1/4 cup soft butter

12 slices graham bread

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Peel, core and chop the apples.
3. Add lemon juice and mix.
4. Add seeded raisins and mix thoroughly.
5. Spread butter on thin slices of graham bread.
6. Spread apple-raisin mixture on one slice of bread and cover with another slice.
7. These may be kept for some time before serving.

CARROT SANDWICHES

INGREDIENTS:

4 raw carrots, medium

**1/3 cup salad dressing

*3/4 cup salted peanuts

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Chop or grate carrots very fine.
3. Grind the salted peanuts.
4. Add ground peanuts to the carrots.
5. Mix in salad dressing.
6. Spread on half of the slices of bread and cover with the other slices.
7. Serve at once.

*Raisins may be substituted for peanuts.

**Use Salad Dressing recipe found in this book.

CARROT SANDWICHES

INGREDIENTS:

4 raw carrots, medium

*3/4 cup salted peanuts

**1/3 cup salad dressing

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Chop or grate carrots very fine.
3. Grind the salted peanuts.
4. Add ground peanuts to the carrots.
5. Mix in salad dressing.
6. Spread on half of the slices of bread and cover with the other slices.
7. Serve at once.

*Raisins may be substituted for peanuts.

**Use Salad Dressing recipe found in this book.

CHEESE AND RAISIN SANDWICHES

INGREDIENTS:

4 tablespoons butter

2 cups cheese, grated

* 1 cup raisins, chopped

1/8 teaspoon salt

**12 slices whole wheat bread

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Cream butter.
3. Add cheese to butter and cream until cheese and butter are thoroughly mixed.
4. Add raisins and salt to butter and cheese.
5. Spread the mixture between slices of bread.
6. Cut sandwiches into halves.
7. Serve sandwiches with crusts on.

* Chopped prunes may be used instead of raisins.

** Day-old bread is better than fresh bread for sandwiches. White bread may be used instead of whole wheat.

PEANUT BUTTER AND APPLE SANDWICHES

INGREDIENTS:

3/8 cup butter

3/4 cup peanut butter

3 raw apples

*12 slices bread

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Make paste of butter and peanut butter.
3. Wash apples carefully.
4. Quarter and core apples.
5. Cut apples into thin slices, leaving peeling on.
6. Spread both slices of bread with peanut butter paste.
7. Cover one with thinly sliced apple.
8. Place second slice of bread over apple.
9. Cut sandwiches in halves, diagonally.
10. Serve with crusts on.

*Day-old bread is better than fresh bread for sandwiches.

PEANUT BUTTER AND JELLY SANDWICHES

INGREDIENTS:

3/4 cup peanut butter
1/4 teaspoon salt
*1/4 cup tart jelly
**12 slices bread

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Combine peanut butter, salt and jelly.
3. Mix thoroughly.
4. Spread peanut butter mixture between slices of bread.
5. Cut sandwiches into halves.
6. Serve with crusts on.

* Prunes or raisins may be used instead of jelly.

** Day-old bread is better than fresh bread for sandwiches. Either whole wheat or white bread may be used.

WHOLE WHEAT AND RAISIN SANDWICH LOAF

INGREDIENTS:

1/4 cup whole wheat cereal
1/2 cup cold water
3/4 cup boiling water
1/2 teaspoon salt
2 cups flour
4 teaspoons baking powder
1/2 cup sugar
1/2 teaspoon salt
*1/2 cup raisins
1 egg
3/4 cup milk

METHOD:

1. Check all materials. Use careful level measurements.
2. Put whole wheat cereal to soak in cold water for at least one hour.
3. Add soaked whole wheat to salted boiling water, and let cook over low heat for 15 minutes. Set aside to cool.
4. Sift together the flour, baking powder, sugar and salt.
5. Add the cooked cereal and the raisins, and mix together.
6. Melt the fat.
7. Beat the egg slightly, and add melted fat and egg to milk.
8. Combine milk mixture with dry ingredients stirring only enough to mix thoroughly.
9. Fill greased loaf pan two thirds full.
10. Bake in moderate oven (350°) for 50 to 60 minutes.
11. Serve hot.

* Cooked prunes may be substituted for raisins.

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APPLE SAUCE CAKE

INGREDIENTS:

1/2 cup fat
1 cup sugar
2 teaspoons soda
1 1/2 cups unsweetened apple sauce
2 cups flour
1 teaspoon salt
*1/2 teaspoon ground nutmeg
*1 teaspoon ground cinnamon
*1/2 teaspoon ground cloves
1/2 cup seedless raisins

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Cream fat, add sugar and cream until smooth.
3. Beat soda into apple sauce and add to fat and sugar.
4. Sift flour, measure and return to sifter. (Save out 2 tablespoonsful to sift over raisins.) Add salt, nutmeg, cinnamon and cloves to flour and sift again.
5. Mix flour with fat and sugar - mixture and beat well.
6. Add raisins (which have been floured).
7. Turn into a well greased and floured cake pan; bake in a moderate oven (375°) 40 to 50 minutes.

* Any other spices may be substituted for those listed.

CORN MEAL GINGERBREAD

INGREDIENTS:

1 cup corn meal
1 cup flour
1/2 teaspoon salt
1/2 teaspoon soda
3 teaspoons baking powder
2 teaspoons ginger
1/2 teaspoon cinnamon
1 egg
3/4 cup milk
1/4 cup melted fat
1 cup sirup

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Sift meal and measure. Sift flour and measure.
3. Sift measured meal, measured flour, salt, soda, baking powder, ginger and cinnamon together.
4. Beat egg and add milk, melted fat and sirup. Mix well.
5. Add egg-milk mixture to dry ingredients and mix well.
6. Grease shallow baking pan.
7. Pour gingerbread mixture into greased baking pan.
8. Bake in moderate oven (325°) 25 to 35 minutes.
9. Cut in squares and serve warm.
10. Whipped evaporated milk may be served over gingerbread if desired.

GINGERBREAD

INGREDIENTS:

1/2 cup fat
1/2 cup sugar
1 egg
1/2 cup molasses
2 cups flour
2 teaspoons baking powder
1/2 teaspoon salt
*1/4 teaspoon soda
**1/2 teaspoon cinnamon
**3/4 teaspoon ginger
1/2 cup buttermilk
1/2 cup boiling water

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Cream fat, add sugar and cream thoroughly.
3. Add egg and molasses and beat thoroughly.
4. Sift flour, measure, add baking powder, salt, soda and spices and sift again.
5. Gradually mix flour and milk with butter and egg mixture.
6. Last add boiling water and beat hard.
7. Pour into a greased shallow pan and bake 30 to 40 minutes in a moderate oven (350°).

* If sweet milk is substituted for buttermilk, leave soda out and use 1 additional teaspoon of baking powder.

** Cinnamon and ginger may be omitted.

ONE EGG CAKE

INGREDIENTS:

4 tablespoons butter
1/2 cup sugar
1 egg
1 1/4 cups flour
2 teaspoons baking powder
1/4 teaspoon salt
1/2 cup milk
1 teaspoon vanilla extract

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Cream butter and sugar together.
3. Add egg to butter and sugar and beat well.
4. Sift flour and measure.
5. Sift measured flour with baking powder and salt.
6. Add flour and milk alternately to butter-sugar-egg mixture and mix thoroughly.
7. Add vanilla.
8. Grease and flour two layer cake pans or loaf pan.
9. If layer pans are used, divide batter in half and pour into pans spreading from center to edge of pans.
10. Bake in moderate oven (325°) 25 to 35 minutes.

POOR MAN'S FRUIT CAKE

INGREDIENTS:

*1 cup sugar
**1 cup raisins
1 cup boiling water
1/2 cup fat
2 cups flour
2 teaspoons baking powder
1/2 teaspoon soda
1/4 teaspoon salt
*** 1 teaspoon cinnamon

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Combine sugar, raisins, boiling water and fat and bring to a boil.
3. Let the mixture cool.
4. Sift and measure flour and add baking powder, soda, salt and cinnamon and sift again.
5. Mix flour with sugar-fat mixture.
6. Pour into a greased loaf pan and bake 45 to 60 minutes in a moderate oven (350°).

* Sirup may be subsituted for sugar.

** Prunes or dates may be substituted for raisins.

*** Nutmeg or allspice may be substituted for cinnamon.

VARIATIONS:

Nuts may be added to this recipe.

BROWNIES

INGREDIENTS:

1/2 cup flour
1/8 teaspoon baking powder
1/4 teaspoon salt
1/4 cup butter
*1 cup brown sugar
2 eggs
**2 squares unsweetened chocolate
1/2 cup chopped nuts

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Sift and measure flour.
3. Add baking powder and salt and sift again.
4. Cream butter.
5. Add sugar gradually to butter and cream thoroughly.
6. Beat the eggs into the butter and sugar.
7. Melt the chocolate over hot water and mix with the egg-sugar-butter mixture.
8. Mix the nuts with the flour and combine with eggs and sugar.
9. Spread well in shallow pan.
10. Cook 30 minutes in a moderate oven (350°).
11. Cut into squares with a sharp knife immediately.

* White sugar may be substituted for brown sugar.

** 6 tablespoons of cocoa may be substituted for the chocolate.

CEREAL DRIED FRUIT COOKIES

INGREDIENTS:

Fruit Mixture:

3 cups raisins

1 cup sugar

1 cup water

Crumb Mixture:

1/2 cup butter

1 cup brown sugar

1/2 teaspoon salt

1 teaspoon soda

1 cup wheat cereal

2 1/4 cups flour

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Cook raisins, sugar and water until thick. Stir to keep from scorching. Cool.
3. Cream butter and brown sugar.
4. Add salt, soda, wheat cereal and flour.
5. Grease shallow baking pan.
6. Spread half of crumb mixture in greased baking pan.
7. Cover crumb mixture with fruit mixture.
8. Spread remaining crumb mixture on top of fruit mixture.
9. Bake in moderate oven (350°) 20 to 30 minutes.
10. Cut in squares and serve.

MOLASSES COOKIES

INGREDIENTS:

1 cup molasses

*1/2 cup melted lard

2 tablespoons warm water

1 egg

3 cups flour

2 teaspoons baking powder

1/4 teaspoon salt

1/4 teaspoon soda

**1/2 teaspoon ginger

**1 1/2 teaspoons cinnamon

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Mix together molasses, melted lard and warm water.
3. Beat egg and add to molasses mixture.
4. Sift together flour (measured after sifting once), baking powder, salt, soda, ginger and cinnamon.
5. Add dry ingredients to molasses-egg mixture.
6. Mix thoroughly and let stand 10 minutes.
7. Roll out on floured board to 1/3 inch thickness. Cut with cookie cutter.
8. Grease baking sheet.
9. Place cookies on greased baking sheet.
10. Bake in moderate oven (350°) 10 to 15 minutes.
11. Remove cookies while hot from baking sheet with spatula.

* Any kind of shortening may be used.

** Ginger and cinnamon may be omitted.

OATMEAL COOKIES

INGREDIENTS:

1/2 cup fat

1 cup sugar

1 egg

2 tablespoons sour milk

1/8 teaspoon soda

1 1/2 cups flour

1 teaspoon baking powder

1/8 teaspoon salt

1 teaspoon cinnamon

1 1/2 cups rolled oats

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Cream fat and sugar.
3. Beat egg, add milk and soda.
4. Add egg-milk mixture to fat-sugar mixture and mix well.
5. Sift flour and measure.
6. Mix measured flour, baking powder, salt, cinnamon, and rolled oats.
7. Add dry ingredients to egg-milk-sugar mixture and mix well.
8. Grease baking sheet.
9. Drop by spoonsful on greased baking sheet (not too close together as they spread).
10. Bake in hot oven (400°) 12 to 15 minutes.
11. Remove cookies while hot from baking sheet with spatula.

WHEAT CEREAL COOKIES

INGREDIENTS:

1 1/4 cups flour

1/2 teaspoon soda

1/2 teaspoon salt

1/2 cup fat

1/2 cup brown sugar

1 cup wheat cereal, dry

1/2 cup hot water (or less)

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Sift together flour, soda and salt.
3. Rub fat into flour, soda, salt mixture.
4. Add brown sugar and dry cereal.
5. Add enough hot water to make a soft dough.
6. Grease baking dish.
7. Roll cookie mixture quite thin, cut with cookie cutter, and place on cookie sheet (not too close together) or drop by teaspoonsfull on greased cookie sheet.
8. Bake in moderate oven (350°) 10 to 15 minutes.
9. Remove cookies while hot from baking sheet with spatula.

CUSTARDS

Custards are milk thickened with egg, sweetened, salted and flavored.

I. Kinds:

a. Soft - Cooked in double boiler and stirred while cooking.

b. Firm - Baked or steamed.

II. Mixing:

a. Scald milk.

b. Beat eggs until just mixed.

c. Add salt and sugar to eggs.

d. Pour scalded milk over the beaten egg mixture, stirring constantly.

e. If custard is to be baked or steamed, flavor now. If it is to be soft, flavor after it is cooled.

III. Method of Cooking:

a. Soft Custard

(1) Cook over hot, not boiling water.

(2) Stir constantly until thickened.

(3) Remove from hot water; beat with a Dover egg beater and add flavoring.

(4) If custard should curdle; beat with Dover egg beater over cold water.

b. Baked custard:

(1) Set baking dish in pan of hot water. Do not let boil.

(2) Bake at 325° until firm.

(3) Test - if knife comes out clean when inserted into custard, custard is done.

CUSTARDS

c. Steamed custard:

(1) Set cups of custard in a steamer

(2) Cover tops with wax paper to keep out moisture.

(3) Steam until firm

IV. Uses:

a. Baked, steamed or soft custard served as dessert - plain or with whipped cream.

b. Soft custard may be poured over fruit or old cake.

CURDLED CUSTARDS

If eggs are cooked too much the custard will be said to be curdled - a curdled custard may be made smooth by placing the upper part of double boiler in pan of cold water and then beating the custard at once with Dover egg beater.

USES OF SOFT CUSTARDS

Soft custards may be used as a sauce over cooked rice, cake, bananas, peaches or other foods.

TO DECREASE THE EGGS IN CUSTARD

When eggs are expensive omit 3 or 4 and substitute 1/2 tablespoon of corn starch for each egg omitted. When corn starch is used, mix the sugar and corn starch. Beat eggs and add the beaten eggs gradually to the sugar and corn starch mixture; stirring constantly. Then add scalded milk as above directed.

BAKED CUSTARD

INGREDIENTS:

3 cups milk

3 eggs

6 tablespoons sugar

1/8 teaspoon salt

1/4 teaspoon nutmeg

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Scald milk in double boiler.
3. Beat eggs well and add sugar and salt.
4. Pour scalded milk slowly over eggs and add nutmeg.
5. Pour into a well greased baking dish.
6. Set in a pan of hot water and bake in a slow oven at 325° until custard is set.
7. Test for sufficient cooking by inserting a knife into the custard. If it comes out clean, the custard is done.
8. Serve hot or cold.

SOFT CUSTARD

INGREDIENTS:

* 2 cups milk
2 eggs
1/4 cup sugar
1/8 teaspoon salt
1/2 teaspoon vanilla or
few gratings of nutmeg

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Scald milk in double boiler.
3. Beat eggs thoroughly.
4. Add sugar and salt to eggs and mix well.
5. Gradually pour hot milk over eggs stirring all the time.
6. Return mixture to double boiler and cook (stirring constantly) until it forms a coating over spoon.
7. When cool add flavoring.
8. Serve cold.

*Evaporated milk may be substituted for fresh milk.

APPLE BROWN BETTY

INGREDIENTS:

3/4 cup brown sugar
1/4 teaspoon cinnamon
1/4 teaspoon salt
2 cups bread crumbs
3 cups sliced apples
4 tablespoons water
2 tablespoons butter

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Mix together sugar, cinnamon and salt.
3. Put 1/2 bread crumbs on the bottom of a baking dish.
4. Cover the crumbs with the apples.
5. Sprinkle with the sugar mixture.
6. Cover with the remaining cup of crumbs.
7. Add water.
8. Dot with butter.
9. Bake in a moderate oven (350°) until apples are tender, about 30 or 40 minutes.

APPLE ROLL

INGREDIENTS:

1 cup sugar
1 cup water
2 cups chopped apples
1/2 teaspoon cinnamon
1/4 cup brown sugar
*2 cups biscuit dough
2 tablespoons butter
**vanilla sauce

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Make sirup of sugar and water and pour into greased deep baking pan.
3. Peel and chop apples.
4. Mix cinnamon and sugar.
5. Make biscuit dough.
6. Roll dough out 1/2 inch thick.
7. Spread dough with chopped apples.
8. Sprinkle with sugar and cinnamon mixture.
9. Roll like a jelly roll, and cut into slices 1/2 inch thick.
10. Place with cut side down in the baking pan containing sirup.
11. Put a small piece of butter on top of each piece.
12. Bake in a moderate oven (350°) until apple is tender.
13. Serve with cream sauce or lemon or vanilla sauce.

*Use Biscuit recipe found in this book.

**Use Vanilla Sauce recipe found in this book.

DRIED FRUIT SHORTCAKE

INGREDIENTS:

2 cups cooked, chopped dried fruit
1/4 cup sugar
1 teaspoon cinnamon
left-over biscuit

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Mix cooked fruit, cinnamon and sugar.
3. Split left-over biscuit and toast them in the oven. May be buttered if butter is available.
4. Put fruit mixture on pieces of toasted biscuit, put a piece of toasted biscuit on top of fruit and cover whole with fruit.
5. May be served with milk if desired.

FRUIT WHIP

INGREDIENTS:

* 3 cups fruit pulp
1/2 cup sugar
1 1/2 cups evaporated milk
1/4 cup lemon juice

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Put cooked fruit through a sieve to make pulp.
3. Combine fruit pulp and sugar, and let stand to dissolve sugar, stirring occasionally.
4. Chill milk thoroughly, add lemon juice and whip until stiff.
5. Fold whipped evaporated milk into cold fruit pulp.
6. Serve cold with or without custard sauce.

*Apricots, prunes, plums or berries may be used.

PASTRY

INGREDIENTS:

2 cups flour, sifted

1 teaspoon salt

6 tablespoons fat

cold water (about 1/2 cup)

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Mix together flour and salt.
3. Cut in fat until particles are about the size of a pea.
4. Add water gradually, stirring as little as possible.
5. Use only enough water to make the particles stick together. It should be a stiff dough.
6. Roll on lightly floured board to desired thickness, about 1/8 to 1/4 inch.
7. Place gently in pie plate.
8. Trim edge with back of knife.

Yield: 2 medium pie crusts.

PRUNE PIE

INGREDIENTS:

* 1 pound prunes
1/3 cup sugar
2 tablespoons flour
3/4 cup prune juice
** pastry

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Soak prunes and cook until tender.
3. Remove seeds.
4. Mix sugar and flour and add to seeded prunes.
5. Add prune juice.
6. Line large pie tin with pastry and fill with prune mixture.
7. Cover with strips of pastry.
8. Bake in hot oven (400°- 425°) for 30 to 35 minutes.

* Equivalent to 3 cups cooked prunes.

** Use Pastry recipe in this book.

RAISIN PIE

INGREDIENTS:

2 cups seeded raisins
2 lemons, rind and juice
2 oranges, rind and juice
1 cup light brown sugar
1 cup boiling water
1 cup nuts
*2 tablespoons cornstarch
1/4 cup cold water
** pastry for 2 crusts

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Wash raisins carefully.
3. Mix together in a saucepan seeded raisins, lemon rind and juice, orange rind and juice, brown sugar, boiling water and nuts and heat to boiling.
4. Mix cornstarch with cold water to form a paste and add to boiling mixture.
5. Cook until mixture has thickened.
6. Line pie tin with pastry, fill with raisin mixture and top with pastry.
7. Bake in a hot oven (400°) for 30 to 40 minutes.

* 1/4 cup flour may be substituted for cornstarch.

** Use Pastry recipe found in this book.

BREAD PUDDING

INGREDIENTS:

1 cup stale bread crumbs

1 egg

1/4 cup sugar

2 cups milk

1/4 teaspoon salt

1/2 teaspoon vanilla or

1/8 teaspoon nutmeg

*1/2 cup raisins

1 tablespoon butter

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Put the bread into an oiled baking dish.
3. Beat the egg slightly.
4. Add sugar and beat thoroughly.
5. Heat milk and add milk, salt and flavoring to the egg and pour the mixture over the bread.
6. Add raisins, if used, and dot the top with butter.
7. Set the dish in a pan of hot water.
8. Bake in a slow oven until firm and delicately browned.
9. Serve with any desired sauce or with cream.

* Raisins may be omitted if desired.

CHOCOLATE CORNSTARCH PUDDING

INGREDIENTS:

*3 cups milk
1 square chocolate or
2 1/2 tablespoons cocoa
3 tablespoons cornstarch
1/2 cup sugar
1/8 teaspoon salt
1 1/2 teaspoons vanilla

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Mix dry ingredients and moisten with a small amount of cold milk.
3. Pour remaining milk into top of double boiler.
4. Scald the milk. Do not let it scorch.
5. Add dry ingredients to hot milk.
6. Stir until mixture thickens.
7. Cover and cook until it does not have raw starch taste - about 10 to 15 minutes.
8. Add flavoring to pudding.
**9. Pour pudding into molds which have been dipped in cold water.
10. Let stand until cold and firm.
11. Serve cold.

*Evaporated or powdered milk may be used.

**Small glasses may be used instead of molds.

CORN MEAL PUDDING (INDIAN)

INGREDIENTS:

*2 cups hot water

1/2 cup corn meal

*1 can evaporated milk

1/2 cup molasses

1 teaspoon cinnamon

1 teaspoon salt

**1/2 cup raisins

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Pour water over corn meal and boil 10 minutes.
3. Add evaporated milk, molasses, cinnamon, salt and raisins.
4. Cook over hot water or bake one hour.

* 4 cups of fresh milk may be used in the place of water and evaporated milk.

** Other dried fruit, such as prunes may be substituted for raisins; or fruit may be omitted.

RICE PUDDING

INGREDIENTS:

3/4 cup rice, uncooked

2 cups milk

1 cup water

1/2 cup sugar

1/2 teaspoon salt

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Wash rice through several waters, rubbing it carefully between the hands to remove starch.
3. Mix uncooked rice, milk, water, sugar and salt.
4. Place in baking dish and bake in a moderate oven (350°) 30 to 45 minutes, until rice is soft.
5. Serve plain or with cream.

VARIATION:

1/2 cup seeded raisins may be added before cooking.

1 egg, well beaten, may be added before cooking.

WHOLE WHEAT BROWN BETTY

INGREDIENTS:

2 cups whole wheat cereal, cooked
3 cups sliced apples
1/2 cup sugar
1/2 teaspoon cinnamon
3 tablespoons butter
1/4 cup bread crumbs

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Cover the bottom of a greased baking dish with 1 cup of cooked wheat cereal.
3. On top of the cereal put 1/2 the apples.
4. Sprinkle with sugar and cinnamon.
5. Cover with remaining cup of wheat.
6. Cover with remaining apples.
7. Dot with butter.
8. Sprinkle with remaining sugar and cinnamon.
9. Cover with bread crumbs.
10. Bake 35 to 45 minutes in a moderate oven (350°).
11. This may be served with vanilla or raisin sauce.

CREAM SAUCE

INGREDIENTS:

1/2 cup butter

1/2 cup sugar

1/2 cup milk

1/2 teaspoon vanilla

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Cream butter and sugar.
3. Add milk gradually, stiriing constantly.
4. Add vanilla.
5. Serve with puddings.

LEMON SAUCE

INGREDIENTS:

1/2 cup sugar
1 tablespoon cornstarch or
2 tablespoons flour
1/8 teaspoon salt
1/8 teaspoon nutmeg
1 cup boiling water
2 tablespoons butter
1 1/2 teaspoons lemon juice

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Mix sugar with cornstarch or flour in a double boiler.
3. Add salt and nutmeg.
4. Gradually add 1 cup boiling water, stirring constantly.
5. Cook over low heat for 5 minutes or until clear and thick.
6. Add butter and lemon juice.
7. Serve over dessert.

NOTE: Dried cake may be used with this sauce.

TO WHIP EVAPORATED MILK

Place can of milk in sauce pan and cover with water.

Cook for 5 minutes after water begins to boil.

Remove can of milk and chill thoroughly.

Place contents of can in bowl and beat with rotary beater until thick.

Add 2 teaspoons brown sugar when milk has thickened.

VANILLA SAUCE

INGREDIENTS:

1/2 cup sugar
1 tablespoon cornstarch or
2 tablespoons flour
1/8 teaspoon salt
1/8 teaspoon nutmeg
1 cup boiling water
2 tablespoons butter
1 teaspoon vanilla

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Mix sugar with cornstarch or flour in a double boiler.
3. Add salt and nutmeg.
4. Gradually add 1 cup boiling water, stirring constantly.
5. Cook over low heat for 5 minutes or until clear and thick.
6. Add butter and vanilla.
7. Serve over desserts.

NOTE: Dried cake may be used with this sauce.

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ALBUMINIZED-DRINK

INGREDIENTS:

1 egg white

5 cups milk

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Beat egg white until stiff.
3. Fold into cold milk.
4. Serve at once.

CAMBRIC TEA

INGREDIENTS:

2 cups boiling water

6 teaspoons sugar

4 cups milk

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Measure 2 cups boiling water.
3. Add 4 cups of milk and 6 teaspoons sugar.
4. Serve immediately.

CHOCOLATE MILK SHAKE

INGREDIENTS:

2/3 cup sugar
4 tablespoons cocoa
1 cup water
5 cups milk

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Mix sugar and cocoa.
3. Add water gradually to make a smooth mixture.
4. Scald milk in double boiler.
5. Add milk to cocoa mixture and bring to boil again.
6. May be served hot or cold.

COCOA

INGREDIENTS:

4 tablespoons cocoa
1/3 cup sugar
pinch of salt
1 cup water
4 cups milk
1/2 teaspoon vanilla extract

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Mix cocoa, sugar and salt together.
3. Add water gradually, stirring to a smooth paste.
4. Cook for three minutes, stirring constantly.
5. Scald milk in double boiler.
6. Add scalded milk to cocoa mixture and then add vanilla.
7. Beat mixture until foamy.
8. Serve hot.

COCOA SIRUP

INGREDIENTS:

1/2 cup sugar
1/3 cup cocoa
1/8 teaspoon salt
1 cup hot water
1/4 teaspoon vanilla

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Mix sugar, cocoa and salt in sauce pan.
3. Add hot water a little at a time so that cocoa will mix in.
4. Bring to boil and boil for 5 minutes, stirring constantly to keep from scorching.
5. Allow to cool and add vanilla.
6. Store in glass jar in refrigerator until needed.

TO MAKE COCOA, CHOCOLATE MILK AND MILK SHAKE:

1. Use 3/4 cup of milk and 1/4 cup of chocolate sirup for each cup of cocoa or chocolate milk desired.
2. Mix well.
3. Serve hot or cold.

EGG MILK DRINK

INGREDIENTS:

1 egg white
1 egg yolk
1 pint milk
1 teaspoon sugar
*10 drops vanilla flavoring
dash of cinnamon

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Beat the egg white till stiff.
3. Add the yellow to the white and beat again.
4. Add the milk, sugar, and vanilla to the beaten egg and mix thoroughly.
5. Sprinkle dash of cinnamon on top.
6. Serve very cold.

*Vanilla flavoring is preferable but others may be used.

PRUNE MILK

INGREDIENTS:

3 cups milk

3 cups prune juice

1 1/2 teaspoon lemon juice

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Combine milk, prune juice and lemon juice.
3. Shake vigorously. A fruit jar makes an excellent shaker.
4. Serve cold.

FRUIT JUICE FOR INVALIDS

INGREDIENTS:

* sugar
3 egg whites
1 1/2 cups fruit juice
1 1/2 cups cold water
crushed ice

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Combine sugar and egg whites.
3. Stir until thoroughly mixed.
4. Add fruit juice and water to sugar and egg mixture.
5. Serve with crushed ice.

* Use 2 tablespoons sugar with orange juice and 4 tablespoons with lemon juice.

TOMATO JUICE

INGREDIENTS:

2 quarts tomatoes, canned

1 teaspoon salt

1/8 teaspoon pepper

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Put canned tomatoes through a seive, removing skin and seeds.
3. Add salt and pepper and mix.
4. Serve cold.

BOILED COFFEE

INGREDIENTS:

1 tablespoon ground coffee per cup, plus 1 tablespoon for the pot.

1 cup water for each person to be served.

plus one cup for the pot

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Put coffee grounds in a small cloth bag, if desired.
3. Place bag in boiling water and boil 3 to 5 minutes, or allow to steep 5 to 7 minutes without boiling.
4. Remove from fire and remove bag of coffee grounds.
5. Serve immediately.

PERCOLATED COFFEE

INGREDIENTS:

1 tablespoon ground coffee per cup, plus 1 tablespoon for the pot.

1 cup water for each person to be served.

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Put water in lower part of percolator and coffee in upper.
3. Heat and allow to percolate 5 to 8 minutes.
4. Remove grounds from the percolator.
5. Serve hot.

DRIP COFFEE

INGREDIENTS:

1 tablespoon drip grind coffee per cup, plus 1 tablespoon for the pot.

1 cup water for each person to be served.

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Put coffee in coffee pot strainer and put in place in top of coffee pot.
3. Pour boiling water into the top section of the dripolator and let drip through.
4. Keep coffee hot until served.

TEA

INGREDIENTS:

1 cup freshly boiling water for each person to be served.

1 teaspoon tea leaves for each cup of water.

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Pour boiling water over tea leaves.
3. Let steep for 1 minute.
4. Strain tea from leaves.
5. Serve at once.

NOTE: Lemon or cream may be added to tea.

ICED TEA

METHOD:

1. Check all materials needed. Use careful level measurements.
2. Prepare tea as for hot tea.
3. Add sugar desired to hot tea and let cool.
4. Chill thoroughly.
5. Serve very cold.

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