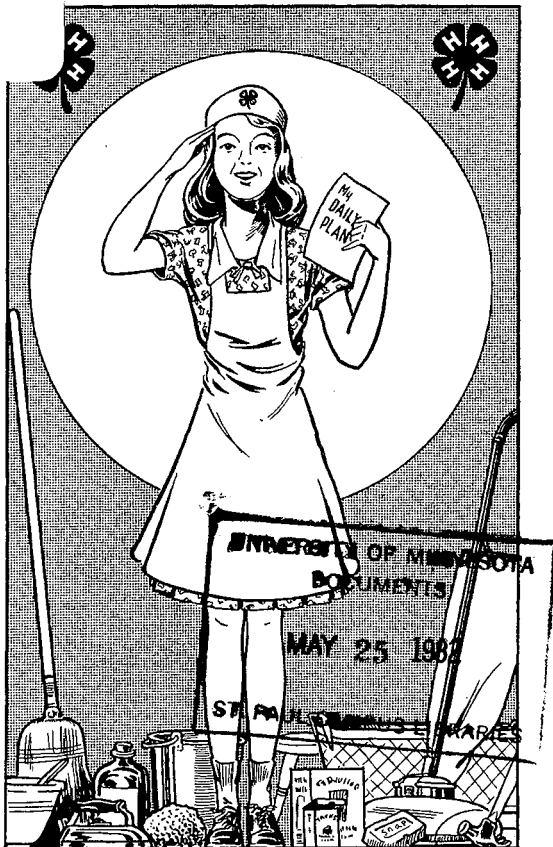


# 4-H Homemaking Assistance

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Serve on the Home Front  
Help Pave the Way to Victory

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# These Homemaking Assistance Activities Will Make Excellent Subjects for 4-H Club Demonstrations

## Setting the Table

(10 to 15 minutes per meal)

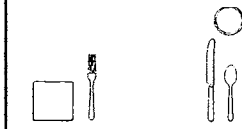
Much pleasure can be added to the family meal hour if the table is set with care. Neatness and order are possible whether the meal is served in the kitchen or in the dining room; and whether oilcloth, a tablecloth, or place mats are used on the table.

**To Set the Table**—Spread the table cover evenly and smoothly. Set a bowl of fruit, a low bowl of flowers, or a low plant in the center of the table.

Select the dishes that are in the best condition, being careful not to make finger marks. Use a tray to save time.

Place silverware and napkins in a line about 1 inch from the edge of table. Place the serving spoons at the right of foods that will be passed or at the right of the cover of the person who will serve. Set the plates of bread, butter, and relishes, and the salt and pepper shakers where they can be reached easily. Fill the water glasses.

Check to see that nothing has been forgotten. Place the chairs.



## Assisting with Meals

(30 to 45 minutes a day)



Every homemaker will welcome a helper to: run errands to the cellar, garden, refrigerator; scrub and peel vegetables; knead the dough, shape the loaves, bake the bread; prepare the hot dish, salad, or dessert; straighten the kitchen; wait on table.

## Putting up Lunches

To help maintain good health, the lunch should include substantial sandwiches, a fresh fruit or vegetable, a simple dessert, and milk. Something hot is desirable but not always practical to carry.



Fillings for sandwiches should be moist, not wet. For a crisp filling, use shredded vegetables such as carrots and cabbage mixed with salad dressing. Spread the filling to the edges of the bread. Wrap the sandwiches to keep them moist.

Pack fruit that will be easy to eat. Include pieces of a fresh vegetable—rutabaga, cauliflower, carrots, cabbage—with salt. Plan a simple dessert—cookies, gingerbread, or canned fruit.

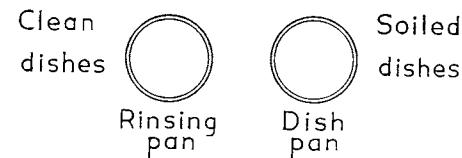
## Caring for Dairy Equipment

(Refer to the Minnesota Agricultural Extension Folder 106—Produce Quality Milk.)

## Washing Dishes

(20 to 40 minutes per meal)

Even dishwashing can be fun if all the dishes are emptied, scraped, and stacked beforehand, and if the following timesavers are used: an adequate supply of hot water and soap; a tray on which to carry dishes to and from the dishwashing center; silver-



ware sorted into separate piles; sticky dishes put to soak and greasy utensils wiped out with paper; dishes stacked and washed in the following order: glassware, silverware, cups, saucers, plates, serving dishes, casseroles, kitchen cutlery, utensils; the dishwashing center arranged from right to left.



## Making Beds

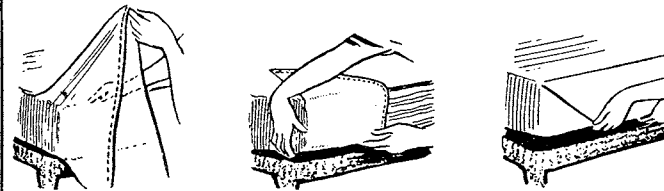
(3 to 8 minutes per bed)

A properly made bed is smooth, has mitered corners, and the bedding well tucked in at the foot. The sheets are large enough to tuck under and to protect the bedding. A cotton mattress is usually turned every week, alternating end to end one week and side to side the next week. Turn an inner spring mattress about once a month, with assistance to protect the coils.

**To Make the Bed**—Straighten the mattress and mattress pad. Lay the bottom sheet with the center fold along the center of the mattress. Tuck the sheet under at the head, then stretch tightly while tucking it in at the foot. Miter the corners, then tuck the sheet in along the sides.

Add the top sheet, allowing at least 12 inches for turning back at the head. Spread blankets smoothly, tucking them in at the foot and mitering the corners. Fluff up the pillows. Cover bed and pillows with the spread.

**To Miter a Corner**—Lift the edge of the sheet to make a triangle. Tuck lower edge under the mattress. Bring triangle forward to make a fold on the front of the mattress.



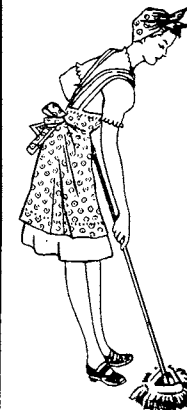
## Cleaning and Straightening Rooms

It will not take long to straighten rooms if all unnecessary articles are put away for the duration and if the family members will put away the things they use. Tidying the rooms before retiring will help to prevent a disordered house the next morning. Day-to-day cleaning will simplify weekly cleaning.

**Daily Care of Living Room and Dining Room (20-45 minutes)**—Raise the window shades midway or three-quarters way. Pick up papers and magazines. Empty ash trays and waste baskets.

Use a dust mop on the floors and the carpet sweeper on large rugs. Dust the furniture, folding the dustcloth to hold the dust. Shake the cloth frequently.

**Daily Care of Bedrooms (8 to 15 minutes per room)**—Raise the window shades midway or three-quarters way. Make the beds, hang up the clothing. Use a dust mop on the floor. Dust the tops of the dresser and the table. Straighten the toilet articles and books.



**Weekly Care of Rooms (3 hours)**—Weekly care will usually mean: polishing and moving furniture; using vacuum cleaner on rugs and upholstery; dusting lighting fixtures, bulbs, pictures, radiators or registers, window sills, and window ledges; shaking table runners and couch covers; removing cobwebs from walls; turning mattresses and changing bed linen; supplying clean towels and wash cloths.

## Washing Clothes

(2 to 4 hours)

Clothes and household fabrics will last longer if they are washed before they are badly soiled.

Gather and examine all articles for stains, tears, pins, and needles. See that pockets are empty.

Sort clothes into separate piles, on newspapers: lightweight cottons and linens; heavyweight cottons; colored—the lightweight from the heavy; silks and rayons; woolens; the very dirty articles.

Soak badly soiled articles. Soak handkerchiefs in hot, salty water. Boil infected articles. Remove stains according to suggestions in Farmers' Bulletin 1474—Stain Removal.

Use hot water for the first suds, being sure that the clothes are packed loosely enough for the water to float the dirt away, and yet closely enough to cause friction between clothes and water. Keep up a 2- to 3-inch suds. Use a second suds if necessary. Rinse in moderately hot water, then in warm or cold water. Wring as dry as possible. Use warm suds for woolens, silks, and rayons—then wash them quickly and gently, preferably by hand. Use a warm rinse.

Shape and hang with the straight of the goods, with a few inches of flat pieces over the line. Hang garments by the bands or shoulders; shirts by the bottom. Group similar articles together.

When dry, shake and fold flat articles to prevent wrinkles.



## Sprinkling and Ironing Clothes

(1 to 3 hours)

Pull the articles into shape, then sprinkle, roll, and pack snugly in the clothes basket for at least an hour. Iron with the lengthwise threads, pulling the garment toward you as it is ironed. Iron, first, collars, ruffles, and sleeves. Iron plain fabrics on the right side; dark-colored clothes on the wrong side to avoid unsightly shine; embroidered pieces on the wrong side; and damask on the wrong and then on the right side. Iron seersuckers without sprinkling. Many articles, if dried and folded straight, can be put away without ironing.

## Cleaning Cupboards

(15 to 30 minutes per cupboard)

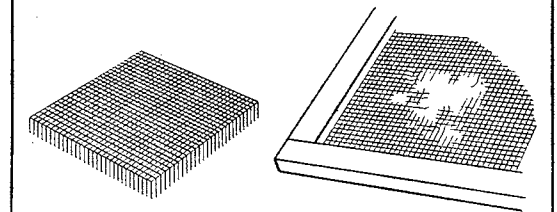
Orderly cupboards are timesavers. By cleaning one cupboard at a time, confusion will be avoided.

Begin by removing all contents. Wipe or scrub each shelf and drawer. Dry thoroughly.

Wipe off all containers. Make new labels if necessary. Empty the contents from paper sacks and broken packages into tight containers. Label. Set aside items to be discarded or stored elsewhere.

## Making Simple House Repairs

Simple repairs will conserve materials and reduce expenses and accidents. The following repair jobs are not difficult.

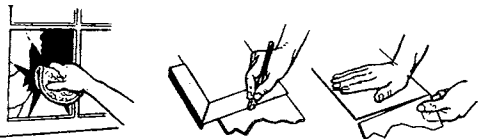


**Holes in Screens**—Make or buy patches. Pull off two or three wires from each edge of patch. Skipping corner wires, bend every two or three wires flat to back of patch. Bend the omitted wires to right angles, then push them through the screen, and bend flat to make patch secure. Apply paint or kerosene to prevent rusting.

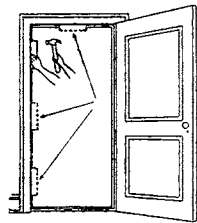


**Weak Corners in Screens**—Apply metal braces or insert wooden blocks or bore a hole diagonally across the corner for a wooden or metal dowel.

**Missing Door Pull**—If a nail is used, replace with spool held in place with bolt and screw. Place a bar across the inner side of the screen door where the screen is usually pushed.



**Broken Panes**—Remove broken pane, protecting the hand with folded cloth. Remove old putty and glazier's points (metal triangles). Clean edges of opening well, then coat with priming paint so wood will not absorb oil from putty. Cut the glass 1/16 inch smaller than the opening. Place glass with the cut line at edge of bench, break off the piece to be discarded. Lay pane in place and insert the points at 6-inch intervals. Pack with well-worked putty. Smooth and bevel with putty knife. Paint putty when almost dry. An all year putty that never hardens is now on the market.



**Sticking Doors**—Sand the trouble point with medium sandpaper, or tighten the hinges, or force the door frame by holding a block of wood against the frame at the trouble points, then pound the block with a hammer.

**Locks That Don't Catch**—Tap the strike plate, at the lower corners of its opening, with a screw driver and a hammer. If necessary, raise or lower the plate. Blow powdered graphite or work pencil lead into the keyhole if the lock is stuck.

## Making Simple Equipment Repairs

Keeping household equipment in running order will help save for victory. Although some repairs will require the services of a

skilled repairman, 4-H Club members can make those described below.

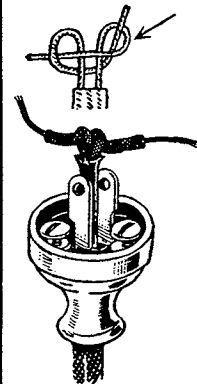
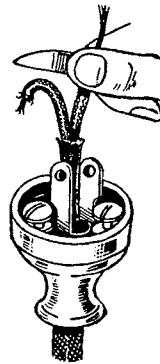
**Faulty Lids**—Straighten edges, replace missing knobs with spools and bolts, corks, or purchased knobs.

**Leaky Pans**—Mend with rivets, commercial patches, liquid solder, or metal cement. Pound out small holes in aluminum.

**Dents in Aluminum Pans**—Force out dents with the fingers or with a padded mallet or piece of stove wood and hammer.

### Broken Plugs or Loose Wires in a Light Plug

Disconnect the plug from the wall outlet, remove the cap covering, then release the wires from under the screws. Trim the wires in each strand to make them even. Scrape wires carefully to brighten them, then twist the wires in each strand to hold them together. Re-tie the Underwriter's knot. Wind friction tape over the knot and over



the insulated portion of each strand. Pull the cord to seat the knot firmly in the plug. Hook the wires clockwise around the screws and tighten the screws to hold wires firmly. Only the wires under the screws should be bare. The ends of the wires under one screw must not touch those under the other screw. Enclose with cap covering.

**Frayed Electric Cords**—Disconnect from the wall outlet, then wind electrician's tape over the frayed portion of the cord. If the break is near the end of the cord, cut off the worn section of the cord. If the wires are exposed, take the cord to an electrical repairman.

**Worn Window Shades**—Remove all tacks, then turn the shade end to end or trim and re-hem the shade. Fiber shades can be purchased and attached to the old rollers.

## Practicing Home Safety

Carelessness, that cuts production in the home or destroys family possessions, is sabotage. Observance of the following safety practices will promote safety on the home front, where victory begins.

**Falls and Bumps**—Keep all stairways clear; turn on a light or use a flashlight rather than fumble in the dark; reach high places from a sturdy step stool; keep each step within sight when going up and down stairs; wipe up anything spilled immediately.

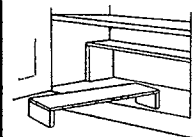
**Burns and Cuts**—Turn the handles of utensils away from the front of the stove; lift the back edge of the cover to a steaming kettle; pull the grate of the oven part-way out when testing food; avoid setting a large container of hot water on the floor; dry the hands before turning an electric switch or connecting an appliance; pick up bits of glass or china with dampened cotton or piece of cloth; cut away from self when using a knife; lay the scissors on a table while sewing; learn how to treat burns and cuts.

**Fires and Explosions**—Smother a grease fire with a kettle cover or salt; burn oily rags; keep oil mop in the tin container or hang in the air; dip kindling or corn cob in small can of kerosene rather than start fire with kerosene; store gasoline and kerosene outside of the home—paint gasoline can red if this has not been done; burn rubbish daily; wrap sweepings before burning to avoid a dust explosion; disconnect the electric iron whenever leaving it.



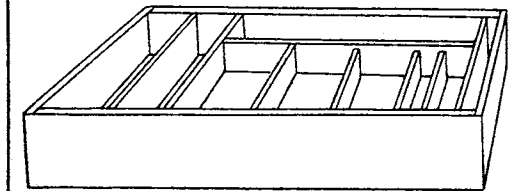
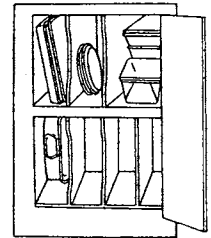
## Grouping Supplies and Equipment

(15 to 30 minutes)



Ideally, one cupboard or one section of a cupboard will be used for the equipment and supplies used in food preparation.

Set large containers and mixing bowls on the second and third shelves, stacking only those bowls that are the same in size. Place the measuring cups, measuring spoons, a 2-cup sifter, and other small articles on the first shelf or on hooks. Step shelves for baking powder, spices, extracts, cookie cutters, and other small items will conserve space.



Store rolling pin, kneading canvas, egg beaters, mixing spoons, and similar items in drawers below, using partitions to keep items in order. If possible, provide vertical partitions for flatware—pie tins, cake tins, cake racks.

## Keeping Home Accounts

(for one year)



Home accounts will help the family to control expenses, reduce debts, and buy war bonds and will be useful in preparing the income tax return. The Farm Family Account Book (prepared by the Bureau of Home Economics) can be ordered from the Bulletin Room at University Farm, St. Paul—price, 20 cents.

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